



Colorado-Wyoming
Association of
Museums

CWAM GRANT GUIDELINES

** Providing opportunities for Excellence throughout the region **

www.coloradomuseums.org *** www.wyomingmuseums.org

PURPOSE

The purpose of the CWAM Grants program is to advance professionalism throughout the CWAM region. Oftentimes it only takes a small amount of cash to make a good program a great program. It can mean the difference between adequate lighting and great lighting, sufficient collections storage and appropriate collections storage, basic programming and exceptional programming.

ELIGIBILITY

CWAM grants may be awarded to public museums which are either independent 501c 3 non-profit organizations, are owned and operated by such organizations, or by local government agencies. Eligible museums must be open to the public at least 100 days per calendar year. A letter or other documentation regarding the museum's non-profit status must be included with each grant application.

REQUIREMENTS

- All applicants must be CWAM Institutional members in good standing.
- CWAM grants do *not* require a financial match
- Funding is not available for ongoing projects or projects already in progress. Only those applications addressing NEW projects with start dates after April 1 of any granting cycle will be considered.
- Application narratives must describe how the project will advance the ability to provide excellence in service or meet professional museum standards.
- Preference will be given to projects that have a lasting impact for the institution or CWAM members.
- All grant recipients will be required to share the story of their project's success to CWAM membership through either 1) an article (with images) for the newsletter, or 2) a project presentation during CWAM's Annual Meeting.

Examples of projects that would be suitable for funding:

- Improved collections storage
- Disaster planning
- Website enhancement
- Exhibit planning or construction
- Program development
- Staff training
- Computer software

Examples of projects NOT suitable for funding:

- One-time event entertainment
- Salaries
- Volunteer/staff recognition
- Travel
- General Operating Support

GRANT AMOUNTS

Amounts granted by CWAM will not exceed \$500 for any individual museum project during the fiscal year. Museums may apply for a smaller amount if they wish.

APPLICATION PROCESS AND DEADLINES

- Create your own WORD document to respond to the questions listed below.
- Applications are due on the first Friday in February of any given Calendar year.
- Notification will be given by the First Friday of April.
- Payment will be presented at (or mailed immediately after) the Annual Meeting Business Luncheon in April/May.
- Final reports are due as either (choose one): 1) a public presentation at the Annual Meeting following the completion of the project, or 2) an article (with images) for the newsletter preceding the Annual Meeting following the completion of the project.

FINAL REPORT

Museums receiving grants must send a final report on the results of their projects. An extension may be granted by the CWAM Board if the project is not completed by the end date listed on the application. If the project is not completed by the end date and an extension has not been applied for and granted by the Board, the grant amount must be returned.

SUBMISSION INSTRUCTIONS

Please e-mail completed grant applications to:

Maria Sanchez-Kennedy, Grants Chair
Pueblo City-County Library
100 E. Abriendo Ave.
Pueblo, CO 81004
maria.kennedy@pueblolibrary.org

Or FAX a hard-copy to Maria at: 719-553-0329

GRANT APPLICATION FORM

Colorado-Wyoming Association of Museums

Please create a document that provides the following information.

APPLICANT

Organization _____

Contact Person: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

E-Mail: _____

Fax: _____

PROJECT INFORMATION

Project Title: _____

Project Location: _____

Total Project Budget: _____

Amount of Grant Request: _____

Project Start Date: _____

Project End Date: _____

PROJECT BUDGET

Materials _____

Rental Fees _____

Publication Costs _____

Honorarium _____

Performance Costs _____

Consultant Fees _____

Postage _____

Insurance _____

Travel Costs _____

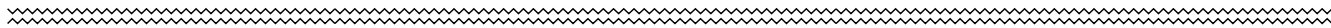
Salaries _____

Marketing _____

Other (define) _____

TOTAL BUDGET _____

Grant Amount Requested _____



NARRATIVE

Please answer the following questions. Use size 12 font and limit the total narrative to two typed pages.

- 1) Description of Applicant Facility.** Briefly describe your organization’s history, governance structure, and general audience.

- 2) Project Summary.** Summarize the activities of your project. Explain, specifically, how CWAM funds will be used to enhance your program/activities.

- 3) Fostering Standards of Excellence.** Describe how this project will enhance your ability to provide excellence in service or meet professional standards.

- 4) Dissemination of Results.** How will you be reporting your results to CWAM membership?