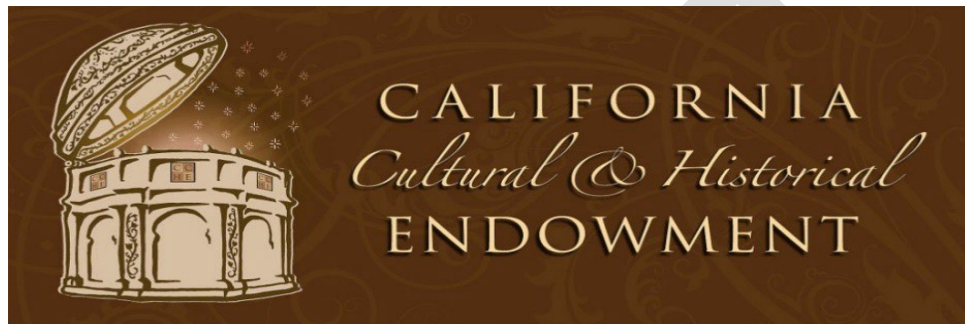


CALIFORNIA MUSEUM GRANT PROGRAM

FUNDED BY SPECIFIED GENERAL FUND
ROUND 2

GRANT GUIDELINES



STATE OF CALIFORNIA

NATURAL RESOURCES AGENCY

CALIFORNIA CULTURAL AND HISTORICAL ENDOWMENT



CALIFORNIA
NATURAL
RESOURCES
AGENCY

DRAFT

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The Grant Guidelines (“guidelines”) include information to assist applicants in applying for funding. Please read the guidelines in their entirety for important information on project eligibility, evaluation criteria, and submission requirements.

For general project evaluation process questions, contact the California Natural Resources Agency at:

Phone: (916) 653-2812
Email: MGPCoordinator@resources.ca.gov
Website: <https://resources.ca.gov/grants/california-museum>

TECHNICAL ASSISTANCE WORKSHOPS

The California Natural Resources Agency will conduct technical assistance workshops.

A list of workshop dates and times can be found on the California Natural Resources Agency website at <https://resources.ca.gov/grants/california-museum>. All workshops will be held online.

HOW TO SUBMIT

Applicants will submit proposals electronically utilizing the California Natural Resources Agency’s System for Online Application Review (SOAR), which can be found at: <https://soar.resources.ca.gov>.

To access SOAR, applicants must create a user account. A detailed SOAR user manual is located on the California Natural Resources Agency’s website at https://resources.ca.gov/grants/wp-content/uploads/2017/01/SOAR_UserManual.pdf.

SOAR SYSTEM QUESTIONS

For technical assistance with SOAR, please call or e-mail the SOAR help desk.

Hours: 8:00 am to 4:00 pm M-F
Phone: (916) 653-6138
Email: soar.admin@resources.ca.gov

When contacting the SOAR help desk, please provide the following:

- Proposal Identification Number (PIN) assigned to the application
- Name of the Grant Program
- Short description of the problem, including where it is occurring within the application
- A screen shot of the error received, if applicable

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INTRODUCTION

Assembly Bill (AB) 716 established the California Cultural and Historical Endowment (CCHE) in 2002. Funds for the CCHE came from Proposition 40, the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002. \$122 million in grants were distributed competitively for the acquisition, restoration, preservation, and interpretation of historical and cultural resources.

In 2013, AB 482 (Atkins) authorized the creation of a specified competitive grant program administered by CCHE to support small capital projects in museums.

On September 23, 2018, Senate Bill (SB) 1493 was approved and expanded the museum grant program's project focus to include exhibits, educational programs, outreach programs, public programs, curriculum, marketing, and collections care in museums.

The Budget Act of 2020 (SB 74) states that the California Natural Resources Agency shall prioritize the funds for museums severely affected by COVID-19 and that serve historically underserved communities and/or students subject to Title 1 of the Federal Elementary and Secondary Education Act.

The Budget Act of 2021 (AB 128) appropriated \$50 million for museum grants and directed the California Natural Resources Agency to continue prioritizing the funding for museums severely affected by COVID-19 and that serve historically underserved communities or students subject to Title 1 of the Federal Elementary and Secondary Education Act.

On September 13, 2022, SB 963 amended the Museum Grant Program's 20-year-old statutes to reflect the state's evolving priorities.

Purpose of Funding

The intent of this program is to solicit proposals for program projects or capital projects that assist and enhance museums that are deeply rooted in, and reflective of, previously underserved communities.

Available Funding

Approximately \$27.7 million is available and may be awarded over multiple rounds depending on the competitive pool.

Minimum/Maximum Awards

Grant proposal requests must be between \$100,000 and \$500,000 for program projects; and \$100,000 to 1 million for capital projects.

Matching Funds

Nonprofit organizations are not required to provide a match (see Appendix F).

Matching funds are required for public agencies in an amount not less than **5%** of the requested grant amount. However, public agencies directly serving an underserved community and with compelling circumstances, may ask the State to consider approving a lower match (see question #33). Matching funds must be incurred during the project performance period.

ELIGIBILITY

Eligible Applicants

Public agencies and nonprofit organizations that operate a museum, own a museum, or partner with a museum located in the State of California, may apply.

Public agencies are defined as federal agencies, state agencies, cities, counties, districts, association of governments, joint powers agencies or tribal organizations.

Nonprofit organizations are defined as any nonprofit public benefit corporation that is formed pursuant to the Nonprofit Corporation Law (commencing with Section 500 of the Corporations Code), qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code, that has, among its principal charitable purposes, the preservation of historical or cultural resources for cultural, scientific, historic, educational, recreational, agricultural, or scenic opportunities; and must be registered with the California Secretary of State and California Department of Justice, Office of the Attorney General.

Museums are defined as public or private nonprofit institutions that are organized on a permanent basis for essentially educational or aesthetic purposes and that own or use tangible objects, care for those objects, and exhibit them to the general public on a regular basis.

Projects can be proposed for museums of any size and discipline. In general, museums fall within the following categories:

- art museums and art centers;
- children's/youth museums;
- cultural museums and cultural centers;
- general museums;
- history and historical museums (including historical societies, historic preservation organizations, historic houses/sites, and history museums);
- living collections (such as arboretums, botanical gardens, nature centers, zoos, aquariums, and wildlife conservation centers); and
- science and technology museums (including planetariums, discovery centers, natural history/anthropology museums and natural science museums).

Museums for which projects are being proposed must have been **established at least two years prior to the Proposal Submission due date of MM/DD/2024**, and open to the public for a minimum of **120 days per calendar year**.

Applicants must also:

- have the institutional and financial capacity to complete the project and produce the deliverable described in their proposal;
- be able to demonstrate adequate charter or enabling authority to carry out the type of project proposed;
- be free of any legal challenges that could undermine progress on the project; and
- be in compliance and good standing on all previously awarded State grants.

Applicants may not apply for funding jointly with other organizations. Only one organization may serve as the entity responsible for the overall project, including the financial, administrative and managerial needs.

Applicants may submit only one proposal per funding cycle.

Eligible Projects

All projects must support at least one of the following to be eligible: capital projects, exhibits, educational programs, outreach programs, public programs, curriculum, publications, marketing and collections care, or capital projects.

Applicants must select one of the following project types:

1. Capital project
2. Program project

For purposes of this program, "capital project" means tangible physical property with an **expected useful life of at least 10 years**.

A capital project may include, but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation, and protection of real (tangible physical) property.

Below is a list of **eligible** projects examples (not an exhaustive list):

PROGRAM PROJECT EXAMPLES

- Curriculum development and implementation, including curriculum for virtual online learning
- Marketing/brand development/social media, including Museum's response to COVID-19
- Professional development staff training, including virtual online training
- Diversity and inclusion programs
- Public access/transportation programs
- Lecture series, including virtual series
- Festivals/special events
- Guided tours, including virtual tours
- Digital cataloging/archiving
- Youth camps
- Outreach programs including virtual outreach programs
- Workshops/classes, including virtual workshops and classes
- Reduced price or free admission programs for pupils
- Temporary exhibits or exhibitions
- Museum Publications
- Translation of program materials
- Identification and repatriation of collections of human remains or cultural items

CAPITAL PROJECT EXAMPLES

- Installation of permanent exhibits
- ADA improvements
- Safety retrofits/improvements
- Outdoor education spaces/native gardens/traditional food and cultural gardens/outdoor plazas
- Renovation/rehabilitation/restoration of venues
- Drought tolerant landscaping
- Interpretive aids for exhibits
- Construction of new building
- Expansion wings
- Improvements/renovations to interiors of mobile museum vehicles
- Preservation of at-risk cultural and natural collections and historic buildings

Ineligible projects include, but are not limited to, the following:

- Acquisition of art, artifacts, motor vehicles, or real property
- Payment of a debt or mortgage
- Acquisition of a long-term lease
- Operation and maintenance costs
- Non-historic treatment of historic structures
- Lobbying or lawsuits
- Fundraising activities
- Out-of-state travel or activities
- Hospitality or food costs
- Projects with religious or sectarian purposes
- Cash reserves or endowments
- Sub-granting or regranting
- Planning grants

STATUTORY REQUIREMENTS

Legislative Priorities

Per the Budget Act of 2021, the California Natural Resources Agency shall **prioritize the funds for museums:**

1. Severely affected by the COVID-19 pandemic **and**
2. That serve:
 - a. historically underserved communities **or**
 - b. students subject to Title 1 of the Federal Elementary and Secondary Education Act.

In addition, per SB 963, projects must meet **one** of the following priorities:

1. Serving pupils and teachers at schools eligible to be served under Part A of Title I of the federal Elementary and Secondary Education Act (20 U.S.C. Sec. 6301 et seq), as amended by the federal Every Student Succeeds Act (Public Law 114-95).
2. Serving children in low-income communities.
3. Supporting museums in engaging or collaborating with underserved communities, including, but not limited to, people with disabilities and low-income families.
4. Advancing preservation of at-risk cultural and natural collections and historic buildings. For purposes of this subdivision, "at-risk" refers to the potential for loss or deterioration due to forces, including, but not limited to, fires, harmful temperatures, humidity, earthquakes, improper handling, neglect, theft, vandalism, or exposure to water, pests, contaminants, light, or radiation.
5. Improving access, including, but not limited to, accommodating the access needs of people with disabilities, to historic buildings, cultural sites, or museums.
6. Supporting the ethical stewardship of culturally sensitive art and artifacts, including, but not limited to, engaging in consultations with California Indian Tribes or repatriation.
7. Educating the public about critical issues affecting Californians.

CCHE Priorities

CCHE shall give priority to funding projects that preserve, interpret, and enhance understanding and appreciation of the State's subsequent cultural, social, and economic evolution.

For example, priority may be given to projects that preserve, display, demonstrate, interpret, or enhance:

- The contributions of the many unique identifiable ethnic and other communities that have added significant elements to California's culture.
- Culturally significant aspects of the changing ways that ordinary or particularly creative people lived their daily lives during the course of California history.
- The industries, technologies, individuals, groups, and commercial enterprises that built California's economic strength.
- California's contribution to national defense.
- California's living cultural heritage and folklife.
- California's geologic and oceanographic history.
- The archaeology, history, traditions, and/or culture of California's Native American population.
- Threads of California's story that are absent or underrepresented.
- Accessibility to California's historic and cultural resources, especially to traditionally underserved communities.

Other Funding Considerations

CCHE seeks to fund projects that provide a balance geographically, among communities and organizations large and small, among different types of museums, and fund projects that are reflective of the State's diversity.

In evaluating projects, scores are used to determine initial rankings and facilitate discussions for each proposal. To achieve equitable distribution of funds, the State may consider additional factors including, but not limited to, geographic distribution of funds, previous grant performance, disadvantaged community status, and feasibility to accept partial funding.

In addition, projects must:

- a. Comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 21000).
- b. Comply with all labor codes.
- c. Provide public access, where feasible.
- d. Be developed with local community engagement.
- e. Provide multiple benefits (e.g., climate adaptation, economic, environmental, social, improved physical and mental health, etc.) to the community.

Website addresses and links to legislation and other available resources and reference materials may be found in Appendix P.

SELECTION PROCESS

This grant program includes a two-step evaluation process.

Step 1

- Applicants submit Project Proposals through the System for Online Application Review (SOAR). No hardcopy Project Proposals are required. Project Proposals are reviewed and evaluated. Incomplete or ineligible Project Proposals may be removed from the competitive process.

Step 2

- The most competitive projects will be invited to submit additional supporting documentation for further evaluation to continue in the competitive process, with the most competitive applicants being recommended for funding.

Recommendations

Once Step 2 evaluations have been completed, recommendations for funding are submitted to the CCHE Board. Upon approval by the CCHE Board, grant awards are announced.

Confidentiality

All information contained in the Proposal and Supporting Documentation is confidential until grant awards are announced.

Right to Reject

The State reserves the right to reject an applicant who is in violation of law or policy at any other public agency. Potential violations include, but are not limited to, being in default of performance requirements in other contracts or grant agreements issued by the State, being engaged in or suspected of criminal conduct that could poorly reflect on or bring discredit to the State or failing to have all required licenses necessary to carry out the project.

The State further reserves the right to reject any applicant who has a history of performance issues with past grants or other agreements with any public entity.

Tribal Consultation

For projects that affect California Native American tribes and tribal communities, Grantees will be required to show early, often, and meaningful outreach and attempt to collaborate with local California Native American tribes through the implementation of their project.

Meaningful outreach includes, but is not limited to, writing letters and emails, and following with phone calls updating the tribe throughout the development,

implementation, and completion of the project, inviting tribal leadership to attend planning meetings, and meeting with local tribal government lead consortiums or other inter-tribal governmental organizations. Collaborating with local California Native American tribes can include developing the project with tribal leadership, ensuring the project provides benefits to the local tribe and its membership, and providing contracting opportunities to local tribes and their members where appropriate.

Conflict of Interest

All applicants and individuals who participate in the review of submitted proposals are subject to state and federal conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the public comment process, or who will participate in any part of the grant development and negotiation process on behalf of the public, is ineligible to receive funds or personally benefit from funds through that solicitation. Failure to comply with conflict-of-interest laws, including business and financial disclosure provisions, will result in the proposal being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411. Applicants should also be aware that certain state agencies may submit project proposals that will compete for funding.

GRANT PROPOSAL EVALUATION PROCESS

Proposals will be evaluated by a review committee against how the project meets statutory requirements, funding priorities, and program objectives. Projects will be evaluated using the established criteria and any additional funding considerations. Project proposals will receive an initial ranking, with a score of 100 points possible. The initial ranking will be used to facilitate discussions about each proposal among a multidisciplinary team.

Points will be attributed to each category and not to individual questions.

Proposal Scoring Criteria	Points
Project Need	30
Legislative and CCHE Priorities	30
Organizational Capacity and Collaboration	25
Project Readiness	10
Additional Project Characteristics	5
Total Points Possible	100

STEP 1: PROJECT PROPOSAL

Applicants are required to submit an online Project Proposal in [SOAR](#) (System for Online Application Review); refer to solicitation notice for due dates. Incomplete or noncompliant proposals are subject to being pulled from the competitive process.

All Project Proposal submittals will include the following:

Project Summary

Applicant must provide a summary of the project. Please provide a response to all applicable bulleted items. Summary response field allows up to 4,000 characters.

Provide a concise description of the proposed project. Describe the:

- need being addressed by the proposed project;
- activities to be performed;
- distinct project deliverables;
- intended audience and how the project serves the public;
- extent of public access, if applicable; and
- intended outcomes.

Project Questions

Applicants must answer **all** the following questions. **If a question does not apply to the project, indicate “Not Applicable” with a brief explanation.** Do not leave blank fields. Each response field allows up to 3,000 characters.

Eligibility

1. Applicant Eligibility – Choose **one**:
 - a. Non-profit Organization (as listed on IRS form 990)
 - b. Public Agency
2. Name of Museum:
3. Discipline of the museum/organization – Choose **one** that best applies:
 - a. Art Museum/Art Center
 - b. Children's/Youth Museum
 - c. Cultural Museum/Cultural Center
 - d. General Museum
 - e. History/Historical Museum
 - f. Living Collection
 - g. Science Center
4. Year of museum establishment:

5. Number of days museum open to the public in 2023:
6. Days and hours of museum operation:
7. Project Type - Choose **one**:
 - a. Capital Project
 - b. Program Project
8. Project Category - Choose **the category** that best applies:
 - a. Capital Projects
 - b. Exhibits
 - c. Educational Programs
 - d. Outreach Programs
 - e. Public Programs
 - f. Curriculum
 - g. Publications
 - h. Marketing
 - i. Collections Care

Project Need

9. Provide a concise description of the proposed project and scope. Include and describe specific activities to be performed; project deliverables; length of time it will take to execute project; and target population.
10. Explain the need for the proposed project.
11. Describe the target population to be served by the proposed project. Provide anticipated numbers to be served and other supporting data.
12. What community outreach has been done to ensure the proposed project is relevant to the needs and interests of the target population?
13. What future outreach and engagement is planned?
14. What are the project's intended outcomes?
15. Describe how project success will be measured. How will it be determined that the project benefited its intended audience? (e.g., enrollment, feedback forms, pre- and-post tests, focus groups, surveys, interviews, website views, etc.)

Legislative and CCHE Priorities

16. Describe how the museum has been severely affected by COVID-19. Include the immediate and ongoing impacts to staff and volunteers; revenue, operating expenses; operating reserves, donations and support; operating budget; programming; exhibitions; costs for reopening and safety upgrades; impacts to the communities being served, and changes to museum's approach to community engagement.
17. How will the proposed project help address the COVID-19 impacts described?
18. Describe how the proposed project will serve historically underserved communities.
19. Describe how the proposed project will serve students subject to Title 1 of the Federal Elementary and Secondary Education Act.
20. Describe the museum's outreach, engagement methods, and programming to historically underserved communities and/or Title I Schools.
21. Select **one** Legislative Priority that best corresponds with the project:
 - a. Serving pupils and teachers at schools eligible to be served under Part A of Title I of the federal Elementary and Secondary Education Act (20 U.S.C. Sec. 6301 et seq), as amended by the federal Every Student Succeeds Act (Public Law 114-95).
 - b. Serving children in low-income communities.
 - c. Supporting museums in engaging or collaborating with underserved communities, including, but not limited to, people with disabilities and low-income families.
 - d. Advancing preservation of at-risk cultural and natural collections and historic buildings. For purposes of this subdivision, "at-risk" refers to the potential for loss or deterioration due to forces, including, but not limited to, fires, harmful temperatures, humidity, earthquakes, improper handling, neglect, theft, vandalism, or exposure to water, pests, contaminants, light, or radiation.
 - e. Improving access, including, but not limited to, accommodating the access needs of people with disabilities, to historic buildings, cultural sites, or museums.
 - f. Supporting the ethical stewardship of culturally sensitive art and artifacts, including, but not limited to, engaging in consultations with California Indian tribes or repatriation.
 - g. Educating the public about critical issues affecting Californians.
22. Explain how the selected legislative priority in Q21 will be fulfilled by the proposed project.

23. If applicable, describe in detail how the proposed project will preserve, interpret, and enhance understanding and appreciation of the State's subsequent cultural, social and economic evolution. See pages 5 and 6 of guidelines for more information.
24. Is the museum located in a disadvantaged community? If yes, please provide the tool used to determine that the community is disadvantaged (see Appendix P for links to suggested tools).

Organizational Capacity and Collaboration

25. Briefly summarize the mission of the applicant organization and explain how the proposed project relates to the organization's mission.
26. Describe the roles and responsibilities of applicant staff working directly on the proposed project team. Describe if staff positions are filled or require hiring.
27. List partners and collaborators outside of the applicant organization working directly on the project and explain their roles.
28. Describe the applicant's experience in completing similar projects.
29. Describe the makeup of the applicant's board and how the board provides fiscal and managerial oversight.
30. Does the applicant organization have an existing:
 - a. Conflict-of-interest policy?
 - b. Process in place to ensure fair and competitive contracting?
 - c. Process in place for separation of duties to prevent one individual from processing an entire financial transaction?
 - d. Accounting system in which grant funds are segregated?
 - e. Time reporting system that can track employees' hourly work on the grant?
 - f. Method for keeping track of grant project expenditures including time, travel, and purchase of supplies?
31. If applicant answered "No" to any of the above in Q.30, please explain.
32. If applicant is a public agency, have the required match dollars (at least 5% of requested grant total) been secured or committed? List name of entities providing match funding and amounts.
33. If applicant is a public agency and is requesting a lower than **5%** match, please provide a detailed justification for requesting a lower than 5% match. See page 2 of the guidelines for more information.

Project Readiness

34. Does the applicant own the museum facility?
35. If the applicant does not own the museum facility, please provide the name of the entity that owns the museum and describe the operation agreements/MOUs/lease agreement/contract between the applicant and the owner including term of lease and expiration.
36. Please explain how the cost estimate was calculated. Describe methods for obtaining project costs such as obtaining estimates, using a cost estimator, utilizing experienced staff, etc.
37. Are costs realistic and feasible for the scope and scale of the project? Was inflation and timeline considered when calculating costs?
38. If the requested funds are insufficient to cover all project costs, what is the funding gap amount and how will the funding gap be bridged?
39. Describe the plan for sustainability of the project.

Additional Project Characteristics

40. Explain how the project addresses environmental, social, economic, educational or community needs; improves physical and mental health and safety; or provides benefits **not previously discussed**.

End of Project Questions

REQUIRED DOCUMENTATION FOR STEP1: PROJECT PROPOSAL

The following documents must be uploaded into SOAR as part of the Project Proposal:

FOR ALL PROJECTS:

1. **Proposal Form Signature Page** - The signature page of the completed Project Proposal Form should be signed by the same Authorized Representative to be identified in the resolution through electronic signature or printed, signed and then scanned and uploaded to SOAR as an attachment. Note: resolutions are not due until Step 2.

To print the Proposal Form Signature page from SOAR:

- Log into SOAR and go into the active California Museum Grant Program Project Proposal Form.
 - Ensure all Project Proposal page information is complete and accurate.
 - Go to the first tab called the General Information Tab. Scroll to the bottom of the General Information Tab page and select the Preview/Submit button (NOTE: Clicking this button will not submit the Project Proposal).
 - A preview of the full Project Proposal will appear. Scroll to the bottom of the page and select "Print Application." A Pop Up will appear with the Project Proposal in Print Form. Click CTRL+P (for Microsoft/PC) or Command+P (for Mac/Apple), to print the Project Proposal. Choose to print only the first page of the Project Proposal. Click Print.
 - Once signed by the Authorized Representative, upload the signed Project Proposal Form Signature Page to SOAR.
2. **Cost Estimate** – Provide a cost estimate reflecting all costs associated with the project. Identify costs to be funded by the grant and costs covered by other funding sources in separate columns. The cost of project elements funded by the Museum Grant should not be split between the grant and other funding sources (see Appendix B for a sample format for Capital Projects and Program Projects). For Capital Projects, the cost estimate should include an individual line item for funding acknowledgment signage costs (see Appendix N for signage requirements).
 3. **Work Plan** – Provide an outline of the project schedule and work plan including activities (see Appendix D). List goals objectives, benchmarks, evaluation, estimated timeline, resources, who is responsible for tasks.

FOR PROGRAM PROJECTS:

4. Supporting Documentation – Up to eight (8) pages of supporting documentation such as, but not limited to, brochures, curriculum samples, logic models, sample formats, modules, photographs, collections management plan, marketing materials, or any such documentation that helps illustrate and support the proposed program.

FOR CAPITAL PROJECTS:

5. Site Plan – Plans should be for the project for which funding is requested. If the project is part of a larger project, clearly indicate the portions to be grant funded. Plans should contain specific property details, exterior boundaries, public access points, and location of the proposed improvements described in the proposal. The plan should be specific enough to allow someone unfamiliar with the project to visualize it in detail.
6. Photographs – Provide up to five (5) labeled color photographs of different views of the project reflecting current conditions.

End of Required Documentation for Step 1: Project Proposal

STEP 2: SUPPORTING DOCUMENTATION (QUALIFYING PROJECTS ONLY)

Applicants with the most competitive projects will be invited to submit supporting documentation further demonstrating their ability to carry out the project/program.

The following required supporting materials must be uploaded as attachments in SOAR. If an item is not applicable to the project but is required in SOAR, upload an attachment with a brief explanation of why it is not applicable. Templates for some materials can be found at <https://resources.ca.gov/grants/california-museum>.

FOR ALL PROJECTS:

1. **Signed Authorizing Resolution** – Provide a signed authorizing resolution from the applicant's governing board. (see Appendix E for the required resolution format and content). The resolution must include all assurances contained in the template.
2. **Eligibility for Nonprofit Applicants** – Provide evidence of all three:
 - the corporation is qualified under Section 501 (c) (3) of the Internal Revenue Service Code. An IRS 501 (c) (3) Determination letter or a printout from the [IRS tax-exempt organization search tool](#) on the official IRS website is sufficient.
 - the corporation has an active status with the Secretary of State. A printout from the [Secretary of State business search web page](#) showing the corporation is Active is sufficient; .and
 - the corporation is current with the Attorney General's Registry of Charitable Trusts. A printout from the [Department of Justice Registry verification search](#) page showing the corporation's registration is Current is sufficient.
3. **Payee Data Record/Government Agency Taxpayer ID Form** – Nonprofit applicants must provide a completed and signed STD 204 Payee Data Record form. Government Agency applicants must provide a completed and signed Government Agency Taxpayer ID Form (see Appendix K for links to both forms). These forms are required to receive payment from the State of California.
4. **Additional Documentation** (if applicable) – Additional documentation may be required to further support and/or clarify elements of the proposed project. Examples of additional documentation include, but are not limited to, updated cost estimates, updated timelines, updated work plans, documents to further clarify 501 (c)3 status, plans for sustainability, funding plans, board member information, outreach and engagement plans, etc.

FOR CAPITAL PROJECTS:

For proposed capital projects, in addition to the documents listed above, the following additional documents are required:

5. **Environmental Compliance** – At a minimum, provide a copy of the Notice of Exemption, Environmental Checklist Form or an Initial Study for the entire proposed project. Drafts are acceptable for this step. If the project is awarded funding, CEQA (and NEPA, if applicable) must be completed to the State's satisfaction before any construction funds will be disbursed (see Appendix G). If CEQA is not triggered, provide an explanation.
6. **Plant Palette** – For projects with any plantings, provide genus, species, common name, and stock size (if known). Plantings should be low water, drought tolerant, and native. Provide justification for the use of non-natives in the palette. Trees must not be larger than 15-gallon, regardless of funding source. (see Appendix P for resources to aid in plant selection and planting standards). The MGP project must comply with the Model Water Efficient Landscape Ordinance (MWELo) or local agency landscape water ordinance (if as strict or stricter than MWELo).
7. **Property Data Sheet** – Provide the completed Property Data Sheet for all parcels included in the project (see Appendix H). Be sure to include properties that do not have parcel numbers (e.g., rights-of-way, etc.).
8. **Proof of Ownership** – Provide copies of documents verifying current ownership of each parcel listed on the Property Data Sheet. Examples of such documents include tax records, owner data sheets from county records, recorded deeds, title reports, etc. All documents verifying ownership must have the parcel numbers clearly indicated on the document (handwritten acceptable).
9. **Adequate Site Control/Land Tenure** – For parcels not owned by the applicant, provide a copy of an agreement giving the applicant legal access to and permission to construct and maintain the project on the property. If applicable, the agreement should also permit public access to the project for the required number of years (see Appendix I).

If an agreement has not yet been executed at the time of submitting supporting documentation, the applicant may submit a signed letter from each landowner identifying the affected parcel(s) and indicating that, if awarded funding, the owner is willing to enter into an agreement with the applicant to allow long-term access for construction, maintenance and public use of the project.

10. **Operation and Maintenance** – If operation and maintenance will be performed by an entity other than the applicant, explain and provide evidence of concurrence from that entity (e.g., operational agreements, letters of intent, memoranda of understanding signed by all parties, etc.). If an agreement has

not yet been executed at the time of application, the applicant may submit a signed letter by the entity indicating its intent to enter into such an agreement (see Appendix I for requirements).

11. **Project Permit Approval Status** – Indicate the types of permits necessary to complete the project, timeline of permitting submittal, and potential project delays due to permitting (see Appendix J). If acquiring a long-term encroachment permit, submit evidence the entity with jurisdiction is aware of the project and is willing to work with applicant to issue the permit.

End of Step 2 Supporting Documentation Information

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**APPENDICES FOR
STEP 1: PROJECT PROPOSAL**

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APPENDIX A – SUBMITTAL CHECKLIST

STEP 1 PROJECT PROPOSAL

The following is entered directly into SOAR:
<ul style="list-style-type: none">• Proposal Form Signature Page
<ul style="list-style-type: none">• Project Summary
<ul style="list-style-type: none">• Project Questions Responses
The following will be uploaded into SOAR as attachments:
<ul style="list-style-type: none">• Proposal Form Signature Page (see page 14 for printing, signing and uploading instructions)
<ul style="list-style-type: none">• Cost Estimate
<ul style="list-style-type: none">• Work Plan
<ul style="list-style-type: none">• Supporting Documentation (Program Projects Only)
<ul style="list-style-type: none">• Site Plan (Capital Projects Only)
<ul style="list-style-type: none">• Photographs(Capital Projects Only)

APPENDIX B – COST ESTIMATE

In preparing a cost estimate for the project, applicants should comply with the following:

1. All project elements should be detailed and customized to fit the project.
2. Each element should be clearly described in the project proposal.
3. Each funding source must have its own column. Other Funding Source column headings should specify cash or in-kind.
4. Museum Grant and Other Funding Source columns should sum to the Total Cost column.
5. The cost of project elements funded by the Grant should not be split between the grant and other funding sources with the exception of labor costs.
6. Applicants that wish to include overhead must include as a separate line item in the cost estimate and limit to a **maximum of 15%** of the total direct costs of the grant amount. In service payroll may not include a “billable rate” or administrative cost allocation. (See Appendix C for further information on requirements if requesting overhead.)
7. Add/delete elements and funding sources as needed. Be sure all costs are eligible and within allowable limits, and all columns add up correctly.
8. The required match is **at least 5%** of the grant amount for public agencies. Please replace the Other Funding Sources columns with the names of the match source(s).
9. Contingency costs can be no more than **10%** of the total grant ask.
10. For Capital projects, total Non-Construction costs cannot exceed twenty-five percent (25%) of the total grant amount. Non-Construction costs include, but are not limited to, planning and design, environmental documents, architecture and engineering, construction plans, permitting, and direct project administration and management.
11. The unit price multiplied by the quantity equals the Total Cost column.
12. A customizable cost estimate template can be found at:
<https://resources.ca.gov/grants/california-museum/>

SAMPLE COST ESTIMATE

Capital Project

Grant Elements		Unit Price	Unit of Measure	Quantity	TOTAL*	Museum Grant	APPLICANT (Cash and In-Kind)	ABC Foundation (Other Funding Source)
1. Non-Construction								
1.1	Exhibit design	\$100	HOUR	2,000	\$200,000	\$200,000	\$0	\$0
1.2	Permitting	\$50,000	LS	1	\$50,000	\$50,000	\$0	\$0
1.3	Project Management**	\$100	HOUR	250	\$25,000	\$0	\$25,000	\$0
Subtotal Non-Construction (not to exceed 25% of Museum Grant amount)					\$275,000	\$250,000	\$25,000	\$0
2. Construction								
2.1	Materials and supplies	\$200,000	LS	1	\$200,000	\$200,000	\$0	\$0
2.2	Demolition	\$20,000	LS	1	\$20,000	\$20,000	\$0	\$0
2.3	Exhibit installation	\$50,000	LS	1	\$50,000	\$50,000	\$0	\$0
2.4	Delivery costs	\$16,000	LS	1	\$16,000	\$16,000	\$0	\$0
2.5	Exhibit fabrication	\$180,000	LS	1	\$180,000	\$180,000	\$0	\$0
2.6	Exhibit audio & visual equipment	\$11,000	LS	1	\$11,000	\$11,000	\$0	\$0
2.7	Interpretive signage	\$250	EACH	10	\$2,500	\$2,500	\$0	\$0
2.8	ADA ramps	\$5,000	EACH	2	\$10,000	\$0	\$0	\$10,000
2.9	Funding acknowledgment signs	\$250	EACH	2	\$500	\$500	\$0	\$0
Subtotal Construction					\$490,000	\$480,000	\$0	\$10,000
3. Overhead Costs*** (not to exceed 15% of total direct costs)					\$109,500	\$109,500	\$0	\$0
Contingency (not to exceed 10% of Total Museum Grant Amount)					\$93,000	\$93,000	\$0	\$0
GRAND TOTAL					\$967,500	\$932,500	\$25,000	\$10,000

*All invoices and receipts for all project expenditures from all funding sources will be retained and made available in the event of any future State Audits.

**In-service payroll may not include a "billable rate" or administrative cost allocation.

***Overhead costs are allowable and generally limited to 15% of total direct costs of the grant.

SAMPLE COST ESTIMATE

Program Project

Grant Elements		Unit Price	Unit of Measure	Quantity	TOTAL*	MUSEUM GRANT	APPLICANT Cash and In-Kind	ABC Foundation (Funder Name)
1. Program Development								
1.1	Training and professional development**	\$50	HOUR	160	\$8,000	\$8,000		
1.2	Curriculum development**	\$50	HOUR	400	\$20,000	\$20,000		
1.3	Outreach/recruitment costs**	\$50	HOUR	400	\$20,000	\$20,000		
1.4	Translation services contracted	\$75	HOUR	100	\$7,500	\$0		\$7,500
Subtotal Task #1					\$55,500	\$48,000	\$0	\$7,500
2. Onsite Program Delivery								
2.1	Program delivery staff time**	\$50	HOUR	2,000	\$100,000	\$100,000		
2.2	Museum visit admissions	\$10	EACH	2,000	\$20,000	\$20,000		
2.3	Program consumables-activity kits	\$15	STUDENT	2,000	\$30,000	\$30,000		
2.4	Program supplies and equipment	\$4,000	LS	1	\$4,000		\$4,000	
2.5	School bus transportation costs	\$500	PER BUS	80	\$40,000	\$40,000		
Subtotal Task #2					\$194,000	\$190,000	\$4,000	
3. Offsite Program Delivery								
3.1	Program delivery staff time**	\$50	HOUR	1,000	\$50,000	\$50,000		
3.2	Program consumables-activity kits	\$25	EACH	2,000	\$50,000	\$50,000		
3.3	Gas and parking fees	\$2,500	LS	1	\$2,500	\$2,500		
3.4	Program supplies and equipment	\$4,000	LS	1	\$4,000	\$0	\$4,000	
Subtotal Task #3					\$106,500	\$102,500	\$4,000	\$0
4. Program Evaluation Services								
4.1	Program evaluation consultant	\$125	HOUR	200	\$25,000	\$25,000		
4.2	Evaluation supplies and equipment	\$1,000	LS	1	\$1,000	\$10,000		
Subtotal Task #4					\$26,000	\$26,000	\$0	\$0
5. Overhead Costs*** (not to exceed 15% of total direct costs)					\$54,975	\$54,975		
Contingency (not to exceed 10% of Total Museum Grant Amount)					\$42,000	\$42,000		
GRAND TOTAL					\$478,975	\$463,475	\$8,000	\$7,500

*All invoices and receipts for all project expenditures from all funding sources will be retained and made available in the event of any future State Audits.

In-service payroll may not include a "billable rate" or administrative cost allocation.*Overhead costs are allowable and generally limited to 15% of total direct costs of the grant.

APPENDIX C – ELIGIBLE EXPENSES

FOR ALL PROJECTS

Direct project-related expenses that can be directly tied to the project that are incurred during the project performance period specified in the grant agreement are eligible for reimbursement and/or used for match.

All eligible expenses must be supported by appropriate documentation, including but not limited to timesheets for in-house labor. Expenses incurred outside of the project performance period are not eligible for reimbursement.

Projects must comply with Labor Code Section 1771.5. Therefore, cost estimates should include prevailing wages, as applicable. See the Department of Industrial Relations' Division of Labor Statistics and Research website at <https://www.dir.ca.gov/DLSR/PWD/index.htm> for general prevailing wage determinations. For questions about prevailing wage, contact the Department of Industrial Relations.

1. **Direct Expenses** – Expenses that are directly tied to the implementation of the project to be funded and incurred during the project performance period specified in the grant agreement.
2. **Contingency** – Up to ten percent (**10%**) of the grant may be budgeted for contingency expenses. All contingency expenses must be eligible per these guidelines. Contingency funds may not be used to increase the amount of funds that can be used for project management/non-construction (pre-implementation) work.
3. **Personnel or Employee Services** – Expenses for the services of grantee's employees directly engaged in project execution must be computed according to grantee's prevailing wage or salary scales and may include benefits such as vacation, sick leave, Social Security contributions, etc., that are customarily charged to grantee's various projects, **excluding** overhead allocations.
 - a. Expenses charged to the project must be computed on actual time spent on the project and evidenced by time and attendance records describing the work as well as payroll records. Overtime may be allowed under grantee's established policy, provided the regular work time was devoted to the same project.
 - b. Salaries and wages claimed for employees working on State grant-funded projects must not exceed grantee's established rates for similar positions.

1. **Contracted Services** – The expenses of contracted services may be reimbursed if invoices are presented with payment requests that identify the specific project activities and include evidence of payment.

5. **Supplies and Materials** – Supplies and materials may be purchased for a specific project or may be drawn from a central stock, providing they are claimed at an amount no higher than that paid by the Grantee. When supplies and/or materials are purchased with the intention of constructing a piece of equipment, a structure or a part of a structure, the expenses that are charged as supplies and materials may be capitalized according to the Grantee's normal practice or policy. If capitalized, only that expense reasonably attributable to the project may be claimed under the project.

Grantees in the business of growing plants may not charge retail rates for plants reared for a project; however, charges for materials and staff time are allowable. Trees larger than 15-gallon are not eligible for reimbursement.

6. **Exhibitions** – Production, fabrication and installation of object **display** elements including materials are eligible.

7. **Outreach** – Expenses of engaging community members through community meetings and events directly related to the project are eligible.

8. **Other Expenditures** – In addition to the major categories of expenditures, grant funding may be used for miscellaneous expenses necessary for execution of the project at the discretion of the State. Some of these expenses may include:
 - a. Premiums on hazard and liability insurance to cover personnel and/or property.
 - b. Work performed by another section or department of grantee's agency that can be documented as direct cost to the project (see requirements above under Personnel or Employee Services).
 - c. Transportation expenses for moving equipment and/or personnel.

9. **Overhead Expenses** – Overhead expenses are the non-project specific expenses of doing business that are not directly related to the implementation of the project to be funded (for example, rent, computers, telephones, office supplies, internet access, copy machines, electricity). Certain types of overhead are not allowed including, food and beverage, fundraising, lobbying and entertainment. Any expense that is billed as a direct expense may NOT be included in overhead.

Grantees that wish to charge overhead must be able to document the appropriateness of the charges. One typical method for documentation is to have a Cost Allocation Plan. Other methods may also be adequate, but it is the grantees responsibility to determine this based on Generally Accepted Accounting Principles. It is recommended that grantees develop an appropriate method for calculating their overhead rate and determine what overhead expenses may be allocated to the grant, subject to the Agency's approval and the **15%** limit. It is the responsibility of the grantee to maintain appropriate records for all overhead expenses and to be able to provide those records in the event of an audit.

Overhead should be included as a line item in the approved project budget and limited to a **maximum of 15%** of total direct expenses of a grant.

FOR CAPITAL PROJECTS

Applicants that can demonstrate that architectural plans, drawings, or other documents developed **solely** for the capital project proposed for funding were created within one year prior to the project proposal submission deadline can credit those expenses toward their match requirement.

1. **Project Management/Non-Construction Expenses** – Up to twenty-five percent **(25%)** of grant funds for a development project may be spent on project management/non-construction (pre-implementation) expenses, including, but not limited to, planning and design, environmental documents, architecture and engineering, construction plans, permitting, and direct project administration and management.

The State will award pre-implementation funds for eligible proposed projects provided the applicant agrees that if the proposed project is not ultimately approved for implementation or awarded funding by the State, but is instead funded and implemented by entities independent of the State, and which rely in whole or in part on the environmental documentation paid for by the pre-implementation award, that upon approval by those other entities, all funds expended by the State for the environmental review will be repaid.

2. **Construction**

- a. All necessary labor and construction activities to complete the project are eligible, including site preparation (demolition, clearing and grubbing, excavation, grading), monitoring (including soil and water testing during construction), onsite/field implementation, and construction supervision, etc. The grant can pay for up to two years of plant establishment, as deemed appropriate.

- b. Trees, supplies and materials may be purchased for a specific project or may be drawn from a central stock, provided they are claimed at an amount no higher than that paid by grantee.
- Grantees in the business of growing plants may not charge retail rates for plants reared for a project; however, charges for materials and staff time are allowable.
 - Trees larger than 15 gallons in size are not eligible for reimbursement.
- c. **Vehicles owned/leased by Grantee** - Mileage incurred on a Grantee's own vehicle(s) can be charged at a per mile rate according to the Grantee's internal mileage policy or at the State rate, that is in effect at the time of the trip, whichever is less. A Mileage Log with the date, destination, and grant purpose related to the scope, and signed by the operator and supervisor must be submitted along with a copy of the policy to support the mileage rate.
- d. **Equipment** – Equipment owned by the grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the Grantee's normal accounting practices, the equipment rental rates published by the California Department of Transportation or local prevailing rental rates, whichever is less. Link to California Department of Transportation rental rates: <http://www.dot.ca.gov/hq/construc/equipment.html>

If the Grantee's equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use to the project, and be signed by the operator and supervisor.

Equipment may be leased, rented, or purchased, whichever is most economical. If equipment is purchased, its residual market value must be credited to the project expenses upon completion of the project.

3. **Signs and Interpretive Aids** – Expenses can include construction of exhibits, kiosks, display boards or signs located at and communicating information about the project as well as the required funding acknowledgement sign (see Appendix N).

ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none"> • Construction and renovation of museum facilities • Exhibit fabrication and installation • Reconstruction or renovation of historic sites • Services including design, brand development, engineering, technical support • Materials, supplies and equipment (including technology) related directly to project activities • Permanent elements in exterior landscapes, gardens and outdoor plazas • Equipment to improve collections storage and exhibit environments • Consultant fees, contracts and subcontracts if directly related to the project • Personnel salaries, wages, and fringe benefits (documented) if a direct expense of project • Moving and storage expenses associated with relocating collections • Program consumables • Health and safety equipment and supplies 	<ul style="list-style-type: none"> • Hospitality or entertainment expenses • Cash reserves, fundraising or contributions to endowments • Operation and maintenance expenses • Acquisitions of real property, motor vehicles, art, and artifacts • Bonus payments of any kind • Fines, penalties, debt expenses, deficit reduction, overdraft charges or damage judgments • Unapproved expense overruns • Activities not open to the public, for example, activities restricted to an organization's membership • Competitions and contests • Any expenditures for the establishment of a new organization • Out-of-state travel • Food, beverages, and refreshments

APPENDIX D – WORK PLAN

The Work Plan provides the steps and tasks required to actualize the project. It specifies who will plan, implement, and manage the project; when and in what sequence the activities will occur; and which personnel and what resources will be needed to carry out the project.

The Work Plan also establishes tasks or project deliverables with target completion dates. If the Project is funded, the Work Plan will be used to develop the Project Scope and Timeline of the Grant Agreement.

The Work Plan reinforces the project narrative and aligns with the cost estimate to establish:

- Goals and objectives of the project
- How the project will be implemented including, strategies, timeline, committed resources, and partner support
- Assessments previously conducted or to be completed as part of the work plan
- Project deliverables and when the State can expect them
- Expected outcomes and how success of project will be measured (data evaluation and measurement)

Use the Work Plan Chart on the following page, or any other work plan format that suits the proposed project, to identify specific goals, objectives, activities/tasks, responsible parties, expected outcomes, how the project will be evaluated and timeline for the project that will be funded by this grant. **Work plan should be concise and provide an overall idea of what critical tasks are necessary to execute the project.** Form can be manipulated as appropriate.

Take cash flow and the ability to await reimbursement into consideration when planning the schedule.

SAMPLE WORKPLAN

OBJECTIVE(S)	KEY ACTION ITEMS/TASKS	EXPECTED OUTCOME(S)	DATA EVALUATION AND MEASUREMENT	ENTITY/PERSON RESPONSIBLE	TIMELINE
Curate and install new temporary exhibit	<ol style="list-style-type: none"> 1. Contract with Exhibit Designer and Fabricator 2. Contract with Exhibit installer 3. Market Exhibition 4. Install Exhibit 5. Open Exhibit 6. Host 3 Exhibition Community Events 7. Breakdown Exhibit 8. Evaluate Exhibit 	<ul style="list-style-type: none"> • Increased engagement with targeted community • Increased visitation • Increased knowledge and appreciation of Exhibit topic. 	<ul style="list-style-type: none"> • No. of museum visitors • No. of event attendees • Visitor Surveys 	<ol style="list-style-type: none"> 1. Program Director 2. Program director 3. Marketing Manager 4. Contracted Installer 5. Program Director, Programming Manager and museum support staff 6. Program director, Programming Manager and museum support staff 7. Contracted de-installer 8. Contracted evaluator 	<ol style="list-style-type: none"> 1. Jan-Mar 2025 2. Jan-Mar 2025 3. Jun 2025-Jul 2026 4. Jul 2025 5. Aug 2025-Jul 2026 6. Aug 2025, Nov 025, Feb 2026 7. Aug 2026 8. Aug 2025-Aug 2026
Provide museum tours to Title I students	<ol style="list-style-type: none"> 1. Hire Programming Manager 2. Outreach to Title I schools in targeted area 3. Created curriculum complementary to new exhibit 4. Recruit docents 5. Schedule and coordinate field trips 6. Conduct 16 museum tours per month for 12 months 7. Disseminate surveys 8. Analyze and evaluate programming 	<ul style="list-style-type: none"> • Increased engagement with Title I schools • Increased visitation • Increased knowledge and appreciation of Exhibit topic 	<ul style="list-style-type: none"> • No. of Title I students • Student surveys • Teacher surveys 	<ol style="list-style-type: none"> 1. Program Director 2. Programming Manager 3. Curriculum consultant 4. Programming Manager 5. Programming Manager 6. Programming Manager and docents 7. Programming Manager 8. Contracted evaluator 	<ol style="list-style-type: none"> 1. Oct 2024-Jan 2025 2. Feb 2025-Jun 2025 3. Apr 2025-Jun 2025 4. Jun 2025-Aug 2025 5. Aug 2025 6. Oct 2025-May 2026 7. Oct 2025-Mar 2026 8. June 2025-Jul 2025
Create classroom curriculum to expand upon school tour curriculum	<ol style="list-style-type: none"> 1. Create complimentary in-class curriculum and kits (supplies and materials) in alignment with core standards. 2. Disseminate curriculum, materials, and free family passes to interested teachers 3. Provide teacher training and support 4. Disseminate surveys to teachers and students 5. Analyze and evaluate in-class programming 	<ul style="list-style-type: none"> • Increased exposure on Exhibit topic • Increased Title I schools participation • Increase in returning visitors 	<ul style="list-style-type: none"> • No. of participating teachers/classrooms • No. of students • No. of utilized family passes • Student surveys • Teacher surveys 	<ol style="list-style-type: none"> 1. Curriculum consultant 2. Programming Manager and Marketing Manager 3. Programming Manager and museum staff 4. Programming Manager 5. Contracted evaluator 	<ol style="list-style-type: none"> 1. Apr 2025-Jun 2025 2. Fall 2025 3. Fall 2025 4. Fall 2025-Spring 2026 5. Summer 2026

**APPENDICES FOR
STEP 2: SUPPORTING DOCUMENTATION
(QUALIFYING PROJECTS ONLY)**

APPENDIX E – RESOLUTION TEMPLATE

Resolution No. **Enter Resolution No.**
RESOLUTION OF **Enter Governing Body**
**APPROVING THE APPLICATION FOR GRANT FUNDS
FOR THE CALIFORNIA MUSEUM GRANT PROGRAM**

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS the Applicant, if selected, will enter into an agreement with the State of California to carry out the project:

NOW, THEREFORE, BE IT RESOLVED that the **Enter Governing Body**

1. Approves the filing of an application for the for the **Enter Project Title**; and
2. Certifies that Applicant understands the assurances and certification in the application package; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the project(s) consistent with the land tenure requirements or will secure the resources to do so; and
4. Certifies that it will comply with the provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certifies that the project will comply with any laws and regulation including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, disabled access laws, environmental laws and, that prior to commencement of construction, all applicable licenses and permits will have been obtained; and
6. Certifies that Applicant will work toward the State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and
7. Appoints the **Enter Title/Position (not an individual's name)** or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

Approved and adopted the **Day** day of **Month**, **Enter Year**

I, the undersigned, hereby certify that the forgoing Resolution Number **Enter Resolution No.** was duly adopted by the **Enter Governing Body**.

Following Roll Call Vote: Ayes No.
 Nos No.
 Absent No.

Clerk/Secretary for the Governing Board

APPENDIX F – MATCH REQUIREMENT

Nonprofit organizations are not required to provide a match.

Matching funds are required **for public agencies** as evidence of commitment to the project. The match may include resources obtained from other funding sources such as state, local and federal funding, as well as private sources such as corporations, foundations, individuals, local businesses, and nonprofit organizations; and may include in-kind resources. To qualify as match, contributions must be considered an eligible expense under the Guidelines (see Appendix C).

The match shall be at least **5%** of the grant amount. However, public agencies directly serving an underserved community, and with compelling circumstances, may request a lower than required match to make a project realistic for underserved communities.

Match sources can be in the form of cash contributions, in-kind contributions or a combination of cash and in-kind contributions. In-kind contributions are donations of goods and services such as labor, materials and supplies, equipment, donation of real property, and permanent fixtures.

Only funds which will be expended *after* the grant agreement is executed may be counted toward the match requirement. That is, the match should take place during the project performance period of the grant. However, for capital projects, an applicant that can document that architectural plans, drawings, or other documents developed **solely** for the project that were created **within one year prior to the proposal submission** deadline can credit these expenses as match contributions.

Match resources should be available at the time the applicant submits the grant proposal. That is, matching funds must be **secured** or **committed**. Applicants must have access to secured funds “in the bank” or funds must be committed via an award or pledge and may be contingent upon receiving the Museum Grant award.

Applicants may not use a loan or line of credit to fulfill their matching requirement.

APPENDIX G – ENVIRONMENTAL COMPLIANCE (IF PROJECT TRIGGERS)

Prior to approval and distribution of grant funds for construction/implementation, every proposed project shall comply with the California Environmental Quality Act, Division 13 (commencing with section 21000; 14 California Code of Regulations section 15000 *et seq.* [“CEQA”]).

The State of California, acting through its administering agencies and departments, will typically act as a responsible agency for the purposes of CEQA. Therefore, prior to the State approving funding for a proposed project, **one** of the following **must** be submitted:

- a. The Notice of Exemption filed with the County Clerk and State Clearinghouse (as applicable) if the proposed project is categorically or statutorily exempt, with the appropriate Public Resources Code section citation to the exemption(s) being relied upon by the lead agency.
- b. The Negative Declaration or Mitigated Negative Declaration adopted by the lead agency and Initial Study, including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines and the Notice of Determination filed with the County and with the State Clearinghouse. If the lead agency has adopted a Mitigated Negative Declaration, the applicant must also provide the adopted mitigation monitoring and reporting program*
- c. The Final Environmental Impact Report certified and adopted by the lead agency with Initial Study, including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines, the adopted mitigation monitoring and reporting program, and the Notice of Determination filed with the County and the State Clearinghouse. Please include any State Clearinghouse Responses received by the applicant*

*For b and c, include documentation the State of California Department of Fish and Wildlife CEQA fee was paid or is not applicable.

- d. Projects that tier from a Programmatic, Master, or other Environmental Impact Report shall include a copy of any subsequent Initial Study for the proposed project together with a copy of any supplementary environmental documentation adopted by the lead agency, including, if applicable, any required findings pursuant to Public Resources Code section 21157.1, subdivision (c), and the Notice of Determination, filed with the County Clerk and with the State Clearinghouse, as applicable

Pursuant to section 75102 of the Public Resources Code, before the adoption of a Negative Declaration or Environmental Impact Report, the lead agency shall notify the proposed action to a California Native American tribe, which is on the contact list maintained by the Native American Heritage Commission, if that tribe has traditional lands located within the area of the proposed project.

Native American Graves Protection and Repatriation Act (NAGPRA) and California Native American Graves Protection and Repatriation Act (CalNAGPRA): Grantees must comply with NAGPRA and CalNAGPRA which provides a process to return certain Native American cultural items -- human remains, funerary objects, sacred objects, or objects of cultural patrimony -- to lineal descendants, culturally affiliated Indian tribes and Native Hawaiian organizations.

National Historic Preservation Act: Projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must follow the Secretary of the Interior's Standards for the Treatment of Historic Properties, where appropriate, to ensure the historical integrity of the project, and comply with the National Historic Preservation Act, Section 106.

DRAFT

APPENDIX H – PROPERTY DATA SHEET

Complete the Property Data Sheet listing each parcel included in the proposed project, as well as the owner(s) of each parcel. Include any clarifying comments below. Attach additional sheets if necessary.

No	Owner Name	Assessor Parcel Number(s)	Acreage	Indicate type of ownership. For acquisitions, indicate type of purchase.			For all parcels, indicate *document used to demonstrate ownership and attach a copy of each document-clearly labeled with the APN-to this document	If parcel(s) not owned by Grantee(s) indicate *document verifying long-term Permission to Develop and maintain and attach					Entity to perform O&M	# of years O&M to be performed
				Fee Simple	Easement	Other (describe)		Proof of Ownership (tax bill, grant deed, etc.)	O&M Agreement	Lease	JPA	Letter from Owner		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
Comments:														

Total Number of Parcels: _____ Total Number of Acres: _____

APPENDIX I – SITE CONTROL/LAND TENURE REQUIREMENTS

The State recognizes that specific activities on the project property may change over time; however, all uses on the property must remain compatible with the Museum Grant Program, in accordance with the following requirements:

Capital Projects

Grantee shall maintain and operate the property developed pursuant to this grant for a period of at least:

- 10 years for grants of \$100,000 to \$500,000
- 15 years for grants over \$500,000

Grantee shall not use or allow the use of any portion of the real property as security for any debt.

Grantee shall not use or allow the use of any portion of the real property for mitigation (i.e., to compensate for adverse changes to the environment elsewhere).

With the approval of the State, grantee or grantee's successor in interest in the property may enter into an agreement with another party to maintain and operate the property in accordance with this grant program. At a minimum, the agreement must do the following:

- Clearly spell out the roles of each party in detail.
- Be signed by both parties signifying their acceptance.
- Not terminate prior to the length of site control/land tenure required by the grant agreement (only agreements that allow early termination for cause or by mutual consent will be acceptable).
- Include language that grantee will resume responsibility for ongoing operation and maintenance in the event of cancellation.

Grantee may be excused from its obligations for operation and maintenance of the project site only upon the written approval of the State for good cause. Good cause includes, but is not limited to, natural disasters that destroy the project improvements and render the project obsolete or impracticable to rebuild.

APPENDIX J – PROJECT PERMIT APPROVAL STATUS

Indicate the status of all federal, state, and local permits required for the project. Describe any potential delays due to permitting (indicate specific permits). **If acquiring a long-term encroachment permit, submit evidence the entity with jurisdiction is aware of the project and is willing to work with Grantee to issue the permit.**

This list is not all inclusive. It is Grantee's responsibility to identify and obtain applicable permits.

Permitting Agency	Type of Requirement	Required	Applied	Acquired	Date Expected
State Agencies:					
California Department of Fish and Wildlife	Lake or Streambed Alteration Agreement (Section 1600)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
California Department of Fish and Wildlife	Incidental Take Permit or Consistency Determination (CESA) (California Endangered Species Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department of Transportation	Encroachment Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coastal Commission	Coastal Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coastal Commission	Letter of Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regional Water Quality Control Board	401 Water Quality Certification or Waste Discharge Requirement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
State Water Resources Control Board	Water Rights Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Water Resources Control Board	General Industrial Storm Water Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Lands Commission	Permit (if using State owned property)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Office of Historic Preservation	Section 106 Consultation with State Historic Preservation Officer (National Historic Preservation Act of 1986)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Federal Agencies					
U.S. Fish and Wildlife Service (USFWS)	Section 7 Consultation, Biological Opinion or Section 10 Permit (Endangered Species Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Army Corps of Engineers (ACOE)	Section 404 Permit (Clean Water Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Army Corps of Engineers	Section 10 Permit (Rivers & Harbors Act of 1899)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Coast Guard / U.S. Army Corps of Engineers	Section 9 Permit (Rivers & Harbors Act of 1899)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. National Resources Conservation Service	Section 106 Consultation (National Historic Preservation Act of 1986)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
National Marine Fisheries Service (NMFS)	Section 7 consultation if federal nexus see ACOE, or Section 10 Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local and Regional Planning Agencies					
City/County	Grading Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
City/County	Environmental Health Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
City/County	Model Water Efficient Landscape Ordinance – Landscape Documentation Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Central Valley Flood Protection Board	Permission to Encroach on Waterways within Designated Floodways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
San Francisco Bay Conservation and Development Commission	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tahoe Regional Planning Agency	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local Resource Conservation District	Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flood Control Districts	Floodway & Hydrological Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others (e.g., CalRecycle, State Contractors Board, etc.):		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
None		<input type="checkbox"/>	No permits are applicable		

APPENDIX K – PAYEE DATA RECORD/GOVERNMENT AGENCY TAXPAYER ID FORM

Nonprofit applicants must provide a completed and signed STD 204 Payee Data Record form. Public agency applicants must provide a completed and signed Government Agency Taxpayer ID Form. These forms are required to receive payment from the State of California.

A fillable STD 204 form can be found at <https://resources.ca.gov/-/media/CNRA-Website/Files/grants/AdminForms/std204.pdf>.

A fillable Government Agency Taxpayer ID Form can be found at https://fiscal.ca.gov/wp-content/uploads/2019/08/GovtTINForm_000.pdf

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**APPENDICES FOR POST GRANT AWARD
INFORMATION**

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APPENDIX L – PROJECT ADMINISTRATION (POST GRANT AWARD)

All projects awarded funding will follow the general administrative procedure outlined below:

1. Grantee attends grant management workshop.
2. State grants administrator works with grantee to develop and execute grant agreement.
3. Grantee submits final site control documents, if applicable.
4. Grantee commences work on project and submits reimbursement requests for eligible expenses.
5. For capital projects, prior to commencing construction, grantee submits final design plans for the State's review, as well as evidence of environmental compliance and funding acknowledgment sign installation.
6. For programming projects, grantee commences work plan tasks.
7. Grantee notifies the State of public events related to the project.
8. For capital projects, grantee commences project construction work.
9. Grantee submits periodic progress reports and periodic reimbursement requests for eligible expenses (payment requests are subject to retention).
10. Grantee completes project and submits project completion packet.
11. The State conducts final project inspection and approves final payment request(s).

Changes to Approved Project

Grantees seeking changes or amendments to an approved project must obtain the State's approval. Changes in project scope must continue to meet the need cited in the original proposal. Grantees jeopardize funding should changes be made without prior notice to and approval by the State.

Eligible Expenses

Direct project-related expenses that can be directly tied to the project that are incurred during the project performance period specified in the grant agreement are eligible for reimbursement and/or used for match.

All eligible expenses must be supported by appropriate documentation, including but not limited to timesheets for in-house labor. Expenses incurred outside of the project performance period are not eligible for reimbursement.

Field Visits

The State may make periodic visits to the project site, including a final inspection. The State will determine if the work is consistent with the approved project scope and ensure compliance with signage requirements.

Payment of Grant Funds

Funds will not be disbursed until there is a fully executed grant agreement between the State and the grantee. Funds for **construction/implementation** cannot be disbursed until environmental review is completed and the funding acknowledgment sign is installed at the project site.

Payments will be made on a reimbursement basis. This means the grantee **pays** for services, products, or supplies; submits invoices and proof of payment; and is **then** reimbursed by the State. It generally takes six to eight weeks to receive payment after grantee submits a completed payment request.

Ten percent (**10%**) of the amount requested for reimbursement may be retained and issued as a final payment upon project completion.

Advances of up to twenty-five percent (**25%**) of the grant award at a time may be available upon need.

Loss of Funding

The following are examples of actions that may result in a grantee's loss of funding (not a comprehensive list):

1. Grantee fails to execute a grant agreement.
2. Grantee changes the project scope without prior notice to and approval by the State.
3. Grantee fails to submit evidence of environmental compliance as specified in the grant agreement.
4. Grantee fails to timely submit all required documentation as specified in the grant agreement.
5. Grantee fails to complete the project.
6. Grantee fails to provide project updates as requested.

Use of Project Property

Grantee must maintain and operate project property developed in a manner consistent with the grant agreement and grant guidelines for a period commensurate with land tenure/site control requirements (see Appendix I).

Grantee must own the land or hold a lease or other legal, long-term interest in the land that is satisfactory to the State.

Grantee is responsible for ensuring the project complies with all applicable state and federal laws and regulations, including, but not limited to: CEQA/NEPA, legal requirements for construction, building codes, health and safety codes, state contractor's and other licenses, and disabled access laws. Grantee must certify that all applicable permits have been obtained.

Project Reporting

Grantee is required to keep the State informed of the project's progress throughout the project performance period. Grantee must submit periodic status reports as requested by the grant administrator.

STATE AUDIT AND ACCOUNTING REQUIREMENTS

Audit Requirements

Projects are subject to audit by the State annually and for three (3) years following the final payment of grant funds. If the project is selected for audit, grantee will be contacted in advance. The audit shall include all books, papers, accounts, documents, or other records of grantee, as they relate to the project. All project expenditure documentation should be available for an audit, whether paid with grant funds or other funds.

Grantee must have project records, including source documents and evidence of payment, readily available and must provide an employee with knowledge of the project to assist the auditor. Grantee must provide a copy of any document, paper, record, etc., requested by the auditor. Further, grantees must include planning, monitoring, and reporting necessary to ensure successful implementation of the project objectives and have documentation available for State review upon request.

Accounting Requirements

Grantee must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and timecards, evidence of payment, etc.
- Provides accounting data so the total cost of each individual project can be readily determined

Records Retention

Records must be retained for a period of three (3) years after final payment is made by the State. Grantee must retain all project records at least one (1) year following an audit.

APPENDIX M – GRANT FUND ADVANCE POLICY

All California Natural Resources Agency (Agency) grants are reimbursement programs. This means grantees pay project expenses and then seek reimbursement from grant funds. In certain grant programs, advances of grant funds may be available subject to the requirements included in the grant program guidelines and the following conditions:

1. State entities, including Joint Power Authorities (JPAs) which include state entities as members, are not eligible for an advance when the project is awarded under a bond-funded program. Deposits into a third-party escrow account for acquisition projects are not considered advances to a state entity.
2. All advance requests must be submitted in writing using the Advance Payment Request Form and signed by the grantee's Authorized Representative.
3. Generally, advanced funds may not be used to pay grantees' in-house labor costs. Exceptions may be permitted for certain programs, including the Museum and Youth Community Access grant programs.
4. Overhead costs may be advanced if overhead is listed as an eligible cost in the guidelines and included as a separate approved line item in the project budget.
5. The amount of advanced funds requested should be determined after working with the Grant Administrator to identify grantees' **immediate** cash needs and the timeline for expenditure of requested advanced funds. Generally, advanced funds should be expended within three to six months.
6. Advances may be requested in increments of no more than 25 percent of the grant at a time. All advanced funds must be reconciled before another advance of up to 25 percent is requested. In rare instances, exceptions may be considered as long as the total unreconciled advanced funds do not exceed 25 percent of the grant at any time.
7. Advances are not subject to retention. The last 10 percent of a grant cannot be advanced.
8. Any special provisions in the grant agreement relating to conditions necessary for release of funding must be met prior to requesting an advance.
9. Advanced funds must be deposited and held in a separate, FDIC-insured, interest-bearing account until spent. Public grantees can choose to deposit advanced funds in their treasuries. Any interest earned on the advanced funds should be applied to the project for which funds were advanced.

Grantees must submit account statements to the Grant Administrator showing all transactions relating to the advanced funds and any interest earned for every month advanced funds are held in the account. Statements should be submitted with reconciliation documentation as described in paragraph.

10. Grantees must submit reconciliation documentation no more than monthly and no less than quarterly. Reconciliation documentation will be reviewed and approved in the same manner as a reimbursement payment request. Reconciliation documentation should include the following, as applicable:
- Advance Reconciliation Form
 - Project Expenditures Form
 - Grantee Labor Costs Form
 - Employee Compensation Form
 - Equipment Cost Form
 - Planning Grant Certification Form
 - Proof of expenses incurred
 - Proof of payment
 - All monthly account statements since date of last reconciliation
11. Failure to provide reconciliation documentation and account statements at least quarterly will disqualify grantees from receiving additional advanced payments.
12. Grantees must repay any unused or inadequately documented advanced funds to Agency within sixty days of project completion or the end of the project performance period, whichever is earlier. Grantees will not be eligible for any other Agency grants until funds have been repaid.
13. At project closeout, grantees must account for and provide proof that all interest earned on advanced funds was applied to the grant project.
14. Agency reserves the right, at its sole discretion, to approve or deny an advance payment request. Final approval will be based on, but is not limited to, consideration of the following:
- Grantees' explanation of immediate need for an advanced payment
 - Grantees' performance on prior Agency or other State grants, with particular consideration of past performance issues
 - Grantees' record of providing timely and adequate payment backup documentation on previous Agency grants
 - If available, financial practice information contained in grantees' Non-Profit Organization Questionnaire (submitted pre-award for certain programs)

Certification

As the Authorized Representative, I certify under penalty of perjury the grantee has received, understands, and will comply with this advance request policy.

Signature of Authorized Representative	Name of Grantee	Grant Number
Name of Authorized Representative	Title of Authorized Representative	Date Signed

APPENDIX N – FUNDING ACKNOWLEDGEMENT

CAPITAL PROJECTS

Grantees awarded for capital projects are required to post a sign at the project site. The sign must be available for the final inspection of the project. There is no minimum or maximum size other than the minimum size for the logo as long as the sign contains the required wording.

Types of Signs

1. A sign is required during construction.
2. A sign must be posted upon completion. (1 & 2 can be the same if sign is durable.)

Language for Signs

All signs will contain the following minimum language:



The name of the director of the local agency or other governing body may also be added. The sign may also include the names (and/or logos) of other partners, funding organizations, individuals and elected representatives.

Logo

All signs must include the California Cultural and Historical Endowment logo, which should be mounted in an area to maximize visibility and durability. The logo should be a minimum of 1' (12 inches) high -- exceptions may be approved by the State, when appropriate.

The logo is available at: <https://resources.ca.gov/grants/Grant-Program-Resources> under Logo Artwork and Sign Guidelines.

Sign Construction

All materials used shall be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and California Department of Transportation standards can be used as a guide for gauge of metal, quality of paints, mounting specifications, etc.

Sign Duration

Project signs should be in place for a minimum of four (4) years from date of project completion.

Sign Cost

The cost of the sign(s) is an eligible project cost. More permanent signage is also encouraged (e.g., bronze memorials mounted in stone at entryways, on wall plaques, on structures, etc., at exhibit site).

Appropriateness of Signs

For projects where the required sign may be out of place or where covered by local sign ordinances, the grants administrator in consultation with the Grantee may authorize a sign that is appropriate to the project in question.

State Approval

The Grantee shall submit proposed locations, size, number of signs and language for review prior to ordering signs. Funds for capital projects will not be reimbursed until signage has been approved and installed.

PROGRAM PROJECTS

Grantees awarded for program projects that develop materials for public review are required to include the following language on all materials, **funding provided by Specified General Fund for the Museum Grant Program under the California Cultural and Historical Endowment.**

Materials include but are not limited to, plans, drawings, specifications, surveys, studies, reports, project announcements, social media pages, websites, marketing materials, news releases, and other written, printed, or graphic work.

APPENDIX O – CALIFORNIA MUSEUM GRANT PROGRAM FINAL REPORT

Grantee Name:

Grant Number:

Project Title:

Part 1: Tasks and Deliverables

Project Scope: *[list out each task in the Grant Agreement's most current Exhibit A]*

Reflecting on the project scope:

- a. Provide a brief summary of the project activities during the grant period.
- b. List of deliverables/products generated during the grant period.
- c. Describe project results. Include major findings, developments, and accomplishments. If projects goals were not met, please explain why.
- d. Did your project stay within budget? Under budget? Over budget?
- e. Provide the status or continued programmatic use of any equipment purchased thorough the grant.
- f. Describe how the results of your project are being disseminated to the public.

Part 2: Program Priorities

- a. Please select the legislative objective chosen for your project:
 - Serving pupils and teachers at Title I Schools
 - Serving children in low-income communities
 - Engaging or collaborating with underserved communities
 - Advancing preservation of at-risk cultural and natural collections and historic buildings
 - Improving access
 - Supporting the ethical stewardship of culturally sensitive art and artifacts
 - Educating the public about critical issues affecting Californians
- b. Describe how your project met the selected legislative priority.
- c. If applicable, please describe how your project helped to address COVID related impacts experienced by the museum.
- d. Please describe how the project served underserved communities and/or Title 1 students. Provide participant data (demographics, number of participants served, etc.) to the degree data is available.

Part 3: Grant Acknowledgement

- a. Have you recognized the California Museum Program grant support during this grant term?
 Yes No
- b. Provide evidence of funding acknowledgement on marketing materials and other media, vehicles, and capital project sites as applicable. See pages 46-47 of the Museum Grant Program Guidelines for additional funding acknowledgement information.

Part 4: Supporting Documentation

- a. **Photos and/or impact stories.** Please share any photos or stories that best illustrate the impact of your program on participants. Participant and/or group leader quotes and reflections are encouraged.

Part 5: Lessons Learned

- a. We encourage you to share any **lessons learned** in implementing your project or program during this grant period that have not been covered in previous progress reports. Describe any problems, delays, or adverse conditions that were a barrier to success in your project and describe the action(s) you took to address them. Similarly, describe any favorable developments that helped you meet timelines and objectives sooner, at less cost, or produce more or different beneficial results than originally planned.
- b. Please include any **recommendations or feedback** that you may have for the California Museum Grant Program, proposal, and/or reporting procedures; or for any other organizations considering implementing a similar program.

Part 6: Next Steps

- a. Please describe your plans for project sustainability beyond this grant award.

ADDITIONAL RESOURCES

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APPENDIX P – AVAILABLE RESOURCES

AB 128 Budget Act of 2021

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB128

AB 482 California Cultural and Historical Endowment (2013)

https://leginfo.legislature.ca.gov/faces/billtextclient.xhtml?bill_id=201320140ab482

AB 716 California Cultural and Historical Endowment (2002)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=200120020AB716

CAL FIRE's Tree Planting Standards and Specifications

https://californiareleaf.org/wp-content/uploads/2021/03/Tree-planting-guidelines_final.pdf

California Department of Industrial Relations Prevailing Wage Determination

<https://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>

California Department of Justice, Office of the Attorney General, Registry of Charitable Trusts

<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

California Invasive Plant Inventory Database

<https://www.cal-ipc.org/plants/inventory/>

California Native American Graves Protection and Repatriation Act of 2001

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200120020AB978

California Secretary of State Business Search

<https://bizfileonline.sos.ca.gov/search/business>

CEQA guidelines

https://www.califaep.org/docs/CEQA_Handbook_2023_final.pdf

CEQA - Appendix G Environmental Checklist Form

https://resources.ca.gov/CNRALegacyFiles/ceqa/docs/2016_CEQA_Statutes_and_Guidelines_Appendix_G.pdf

Department of Water Resources Disadvantaged Communities Mapping Tool

<https://gis.water.ca.gov/app/dacs/>

Governor's Office of Planning and Research CEQAnet Web Portal

<https://ceqanet.opr.ca.gov/>

Governor's Office of Planning and Research Environmental Document Submission
<https://opr.ca.gov/sch/document-submission.html>

IRS Tax Exempt Organization Search
<https://apps.irs.gov/app/eos/>

Model Water Efficient Landscape Ordinance
<https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance>

Native American Graves Protection and Repatriation Act
<https://www.nps.gov/subjects/nagpra/index.htm>

Native American Heritage Commission
<https://nahc.ca.gov/>

SB 74 Budget Act of 2020
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB74

SB 129 Amendment to Budget Act of 2021
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB129

SB963 California Cultural and Historical Endowment (2022)
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB963

SB 1493 Public Resources (2017-2018)
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1493

SOAR System for Online Application Review User Manual
https://soar.resources.ca.gov/LoginLinks/Soar_UserManual.pdf

State Clearinghouse
<https://www.opr.ca.gov/sch/>

Statewide Parks Program Community FactFinder (2023 Edition)
<https://www.parksforcalifornia.org/communities/?overlays=parks%2Cdisadvantaged>

Title I, Part A (Title I) of the Elementary and Secondary Education Act
<https://www.congress.gov/114/plaws/publ95/PLAW-114publ95.pdf>

Water Use Classification by Landscape Species (WUCOLS)
<http://ucanr.edu/sites/WUCOLS/>

APPENDIX Q - DEFINITIONS

Unless otherwise stated, the terms used in these grant guidelines have the following meanings:

Agency - The California Natural Resources Agency.

Americans with Disabilities Act (ADA) - The U.S. Americans with Disabilities Act of 1990 that gives civil rights protections to individuals with disabilities, guaranteeing equal opportunity in employment, public accommodations, transportation, State and local government services, and telecommunications.

Annual Operating Budget - Information regarding the annual operating budget of a non-profit public benefit corporation is found on the first page of IRS Form 990, Line 17 under "Total Expenses."

Applicant - An eligible organization requesting funding from a program administered by the State.

Aquarium - An establishment where aquatic organisms are kept and exhibited.

At-Risk- the potential for loss or deterioration due to forces, including, but not limited to, fires, harmful temperatures, humidity, earthquakes, improper handling, neglect, theft, vandalism, or exposure to water, pests, contaminants, light, or radiation.

Benchmark - A specific task or project deliverable identified in the project Work Plan and approved by the State.

California Environmental Quality Act (CEQA) - The California Environmental Quality Act, Public Resources Code Section 21000 et seq.; Title 14, California Code of Regulations, Section 15000 et seq.

CalNAGPRA – California Native American Graves Protection and Repatriation Act requires all state agencies and museums that receive state funding and that have possession or control over collections of human remains or cultural items to provide a process for the identification and repatriation of these items to the appropriate tribes. The bill also created a Repatriation Oversight Commission with oversight authority.

Capital Project - Tangible physical property with an expected useful life of 10 years or more. A capital project may include, but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation and protection of real (tangible physical) property.

Cash Flow Projections - Tracking the flow of cash into and out of an organization throughout the year, including both high and low volume months. These projections compare the monthly amount of cash utilized by the organization to the amount available.

Cash Match - A new source of funds dedicated toward the project.
CEQA - (See California Environmental Quality Act).

Climate Adaptation - The adjustment or preparation of natural or human systems to a new or changing environment which moderates harm or exploits beneficial opportunities.

Collections Care - Sometimes called preventive conservation, involves any actions taken to prevent or delay the deterioration of cultural heritage.

Community - A population of persons residing in the same locality under the same local governance, such as a city, town, county, or named unincorporated area.

Contingency Costs - Costs set aside for use in the case of unforeseen circumstances such as cost overruns, delays due to weather conditions or increases in the cost of supplies. Contingency costs may not exceed **10%** of the grant.

Deliverables - The “final products” of a task. It reflects the tangible result of the completion of a task.

Development - Development of real (tangible physical) property includes, but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation, protection and interpretation. (CA Education Code Section 20052 The California Cultural and Historical Endowment Act). It includes Construction of a building or permanent structure, permanently installed exhibits, reconstruction or preservation of a building, permanent landscape/hardscape or any combination of those activities.

Disadvantaged Community - A community with a median household income less than 80 percent of the statewide average.

Easement - An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists.

Endowment - The California Cultural and Historical Endowment created pursuant to Section 20053, California Education Code, or the board of the endowment, as appropriate.

Enhancement - Modifications to current conditions of a facility or landscape that result in desired improvements (e.g., greater public access, increased energy efficiency, etc.) such as the provision of recreation, access, improved energy efficiency, or other aspects that were not originally part of the features.

Environmental Compliance - (See **CEQA** and **NEPA**).

Ethical Stewardship - [The Peabody museum defines ethical stewardship](#) as a set of values and practices that promote historical reflection while directing museums to become agents of a more equitable and inclusive future. This entails building and nurturing respectful, open, and reciprocal relationships with descendant communities and other heritage stakeholders.)

Fund or Funds – The Budget Act of 2021 appropriated \$50M to the Natural Resources Agency to fund the Museum Grant Program (SEC. 26. Item 0540-101-0001 of Section 2.00).

Funding Status - Status of project funds may be **secured**: the applicant has access to the funds which are currently 'in the bank'; and **committed**: funds have been awarded or pledged by an outside funder or individual donors, but they are contingent on the project receiving an award.

Grant - An award of financial assistance to carry out a project for a public purpose. A grant is distinguished from a contract, which is used to acquire property or services for the agency's direct benefit or use.

Grant(s) Administrator - An employee of the State who manages grants.

Grant Agreement - An arrangement between the State and grantee specifying the payment of funds by the State for the performance of specific Museum Grant Project objectives within a specific project performance period by the grantee.

Grantee - An applicant that has an agreement for grant funding (Grant Agreement) with the State.

In-Kind - Non-cash donations from governmental or private sources, including volunteers, materials and services.

Interpretation - Includes, but is not limited to, a visitor-serving amenity that enhances the ability to understand and appreciate the significance and value of natural, historical and cultural resources and that may utilize educational materials in multiple languages, digital information, and the expertise of a naturalist or other skilled specialist.

Joint Powers Authority - An entity formed pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of the Government code, if at least one of the parties to the joint powers agreement qualifies as an eligible applicant as described on page 2 of these guidelines. For purposes of this grant, a majority of the members must be local authorities or local and California authorities.

Land Tenure/Long Term Site Control - The status of ownership or control over the project land, including legal long-term interests with the landowner satisfactory to the State.

Landscape - Arranging or modifying the features of a natural environment, such as planting trees, native grasses, flowers and/or shrubs.

Laws and Regulations - All projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with all current laws and regulations which apply to the project, including, but not limited to, labor codes related to prevailing wage, legal requirements for construction contracts, building codes, environmental laws, health and safety codes, disabled access and historic preservation laws.

Lead Agency (CEQA) - The public agency with primary responsibility for approving a project that may have a significant impact upon the environment. Normally, the Lead Agency is the agency with general governmental powers such as a city or a county in which the project is located.

Local Agency - Any political subdivision of the State of California, including, but not limited to, any county, city, city and county, district, joint powers authority, local community conservation corps agency, or council of governments.

Local Government - Any political subdivision of the State of California, including but not limited to any city and county.

Low Income Community – a community with an annual median household income less than 80 percent of the statewide average. Two tools using this criterion are the California State Parks Community Fact Finder and the Department of Water Resources Mapping tool.

Mission Statement - A description of the overarching purpose of the organization.

Museum - A public or private nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and that owns or uses tangible objects, cares for those objects, and exhibits them to the general public on a regular basis.

NAGPRA - The Native American Graves Protection and Repatriation Act provides a process to return certain Native American cultural items -- human remains, funerary objects, sacred objects, or objects of cultural patrimony -- to lineal descendants, and culturally affiliated Indian tribes and Native Hawaiian organizations.

NEPA - The National Environmental Policy Act that establishes national environmental policy and goals for the protection, maintenance, and enhancement of the environment, and provides a process for implementing these goals within the federal agencies (Education Code, Sec. 20052(d)).

Non-Construction Costs - Those costs associated with project development, administration, planning and management of the project which are specifically incurred to benefit the project. Does not include indirect costs or overhead.

Nonprofit Organization - Any nonprofit public benefit corporation that is formed pursuant to the Nonprofit Corporation Law (commencing with Section 500 of the Corporations Code), qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code, that has, among its principal charitable purposes, the preservation of historical or cultural resources for cultural, scientific, historic, educational, recreational, agricultural, or scenic opportunities.

Overhead costs - Non-project specific costs of doing business that are not directly related to the implementation of the project to be funded (for example, rent, computers, telephones, office supplies, internet access, copy machines, electricity). Certain types of overhead are not allowed including, fundraising, lobbying and entertainment. Any cost that is billed as a direct cost may NOT be included in overhead.

Permanent fixture - Any physical property that is permanently attached to real property.

Planning - For purposes of a development project grant, planning means assessments and surveys; creation of architectural plans, engineering specifications or other technical documents guiding and coordinating construction of the project.

Plant Palette - A proposed list of plants (shrubs, trees, etc.) which are appropriate and sustainable for a given jurisdiction and/or urban environment, considering economic, environmental, and social factors such as rainfall, terrain, soil, maintenance requirements, desired function, and public use.

Preservation - The protection of historic or cultural resources for cultural, scientific, historic, educational, recreational purposes, such as identification, evaluation, recordation, restoration, stabilization, rehabilitation, conservation, development, and reconstruction, or any combination of those activities.

Prevailing Wage - Labor Code section 1771.5 establishes Labor Compliance Programs to enforce prevailing wage requirements on public works construction projects, and applicants should be familiar with applicable statutes and regulations regarding the payment of prevailing wages on their project. Such information is available on the Department of Industrial Relations' website at <https://www.dir.ca.gov/>.

Program - A planned, coordinated group of activities or procedures, often with a common goal.

Project - The activity to be accomplished with grant funds, and other funds if necessary, that meets eligibility requirements.

Project Performance Period - The period of time defined by the beginning and ending dates of the Grant Agreement. Eligible expenses incurred during this period may be reimbursed by the grant.

Project Scope - A description of activity or work to be accomplished by the Museum Program Grant project.

Protection - Those actions necessary to prevent harm or damage to persons, property, or natural, cultural and historic resources, actions to improve access to public open-space areas, or actions to allow the continued use and enjoyment of property or natural, cultural and historic resources, and includes site monitoring, acquisition, development, restoration, preservation, and interpretation.

Public Access - Generally refers to full right-of-way from public thoroughfares or public transportation.

Public Agency - A federal agency, state agency, city, county, district, association of governments, joint powers agency or tribal organization.

Repatriation - the return of possession or control of Native American cultural items to lineal descendants, culturally affiliated Indian Tribes, and Native Hawaiian organizations.

Restoration - Modifications to current conditions of a facility or landscape that return it to its historic or natural conditions. Does not include the provision of recreation or other aspects that were not originally part of its features.

Secretary - The Secretary for Natural Resources or their representative.

State - A political subdivision of the State of California.

Tasks - The itemized steps that are necessary to fulfill the proposed Project.

Title 1 of the Federal Elementary and Secondary Education Act - Federal legislation that provides financial assistance to local educational agencies and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards (see Appendix P).

Tribal Organization - Federally-recognized Native American tribes, or non-federally-recognized Native American tribes within the State of California.

Underserved Community - A community or groups that have a clear lack of access to museums, representation in museums, and museum related programs and services due to race, ethnicity, color, national origin, disability, primary language other than English, gender, age, sexual orientation, geographic location, immigration status or poverty. Examples include, but are not limited to, communities of color (e.g., American Indian/Alaskan Native, African American, Asian-Pacific Islander, and Latinx), foster and transition age youth, people with disabilities, LGBTQIA+ communities, youth involved in the juvenile justice system, adults involved in the criminal justice system, rural communities, seniors, veterans, low-income communities, people who are unhoused or experiencing insecure housing situations, and food insecure communities.

Work Plan - A plan that specifies what steps will be taken to develop the project including benchmarks with target completion dates and a project cost estimate.

END OF GUIDELINES

DRAFT