MUSEUM GRANT PROGRAM

Technical Assistance Workshop

We will begin shortly

• Please mute mics and turn off cameras

• Use the chat box for questions or if you are experiencing technical difficulties
MUSEUM GRANT PROGRAM

Technical Assistance Workshop
TODAY’S PRESENTERS

Carol Carter
Chief, Bonds and Grants

Diane Sousa
Program Manager

Evelyn Maginnity
Grants Administrator/MGP Lead

Becki Abrams
Grants Administrator
AGENDA

MGP Purpose
Available Funding
Eligible Applicants
Museum Requirements
Match Requirements
Eligible Projects
Funding Priorities
Project Examples
Application Process
Timeline
Tips
Funding Opportunities
“A visit to a museum is a search for beauty, truth, and meaning in our lives. Go to museums as often as you can.”

– Maira Kalman
MGP PURPOSE

- Art, Science, History & Culture for all!
- Focus on Underserved Communities
AVAILABLE FUNDING

Min. & Max. $50,000 - $500,000

Approx. $47.5M available
ELIGIBLE APPLICANTS

- Nonprofits
- Public Agencies
MUSEUM REQUIREMENTS

- Established on or before January 28, 2020
- Open to public at least 120 days per year
- Fiscal capacity
MATCH REQUIREMENTS

- **Not** required for Nonprofits
- Public Agencies Only
- Must be 5% of request
- If serving **underserved community**, may request lower match
ELIGIBLE PROJECTS

Program
- Education
- Outreach
- Public
- Curriculum
- Marketing
- Collections Care

Capital
- Exhibits

Combination
FUNDING PRIORITIES - Budget Act of 2021

- COVID-19
- Underserved Communities or Title 1 Students
FUNDING PRIORITIES - Legislative

Superior Museums

Services to the Public

Services to School Pupils

Increased Access
FUNDING PRIORITIES - CCHE

- Contributions of ethnic and other communities to CA’s culture
- Industries, technologies, and commercial enterprises that built CA’s economic strength
- CA’s living cultural heritage and folk life
- CA’s geologic and oceanographic history
- Archeology, history, traditions and/or culture of CA’s Native Americans
- Threads of CA’s story that are absent or underrepresented
- Accessibility to CA’s historic & cultural resources, especially to underserved communities
OTHER FUNDING CONSIDERATIONS

- Geographic distribution
- Previous grant performance
- Disadvantaged community status
PROJECT EXAMPLES
EXAMPLE #1
PROJECT POSSIBILITIES

Program: create demonstration videos that teach and preserve Tribal cultural practices

Capital: Interior renovations to new museum location

Combo: creation of demonstration videos and construction of an exhibit with installed technology for video exhibit
EXAMPLE #2
PROJECT POSSIBILITIES

Program: digitization of permanent collection

Capital: creation of new outdoor education space

Combo: creation of new outdoor education space and associated curriculum and interpretive aids
EXAMPLE #3
PROJECT POSSIBILITIES

Program: reduced price or free admission for Title 1 students

Capital: HVAC upgrades with filtration for COVID mitigation

Combo: converting the interior of a van into a mobile museum and related mobile museum ceramics studio programming
EXAMPLE #4
PROJECT POSSIBILITIES

Program: music lesson workshops for 4th grade Title 1 Students

Capital: repurpose storage space into exhibit space

Combo: repurpose storage space into exhibit space and costs associated with related speaker series program.
INELIGIBLE PROJECTS

Acquisition of:
- Real property
- Motor vehicles
- Art and artifacts
- Long-term leases

Operation and maintenance costs

Fundraising activities

Non-historic treatment of historic structures
APPLYING FOR A GRANT

1. **Proposal Online Submission**
2. **Field Visits**
3. **Submission of Required Documentation**
4. **Recommendations to CCHE Board for Approval**
<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Eligibility and Project Need</td>
<td>0-35</td>
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<tr>
<td>Legislative and CCHE Priorities</td>
<td>0-30</td>
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<tr>
<td>Organizational Capacity and Collaboration</td>
<td>0-20</td>
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<tr>
<td>Project Readiness</td>
<td>0-10</td>
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<tr>
<td>Additional Project Characteristics</td>
<td>0-5</td>
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<td><strong>Total Points Possible</strong></td>
<td><strong>100</strong></td>
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STEP 1: PROJECT PROPOSAL

- Submit online through SOAR
- Create user account (new users only)
- Select RFP - California Museum Grant Program 2022
- Answer all questions
- Upload required documents
- Submit by Friday, March 11th at 5:00 PM
STEP 1: PROJECT PROPOSAL

Project Summary
Project Questions
Attachments
STEP 1: PROJECT PROPOSAL ATTACHMENTS

ALL
- Proposal Form
- Signature page
- Cost Estimate
- Map

PROGRAM
- Supporting Docs (up to 8 pages)

CAPITAL
- Site Plan
- Photos

COMBO
- Site Plan
- Photos
- Supporting Docs
STEP 1: ATTACHMENTS
Proposal Form Signature Page

- Fill out information
- Use Preview/Submit button to print form
- Have authorized rep. sign
- Upload signed form in Attachments tab
### STEP 1: ATTACHMENTS

#### Cost Estimate

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<tr>
<th>Grant Elements</th>
<th>Unit Price</th>
<th>Unit of Measure</th>
<th>Quantity</th>
<th>TOTAL</th>
<th>MUSEUM GRANT</th>
<th>APPLICANT (Cash and In-Kind)</th>
<th>OTHER FUNDING SOURCE -</th>
<th>SCHEDULE Start - Complete</th>
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<td><strong>Non-Construction</strong></td>
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<td>Exhibit Design</td>
<td>$250</td>
<td>HOUR</td>
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<td>$25,000</td>
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<td>Permitting</td>
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<td>Project Management</td>
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<td>Jan 2023-Dec 2024</td>
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<td><strong>Construction</strong></td>
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<td>Materials &amp; Supplies</td>
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<td><strong>Programmatic Costs</strong></td>
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<td>Virtual Curriculum</td>
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<td>Outreach/Recruitment</td>
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<td><strong>Overhead Costs</strong></td>
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<td>total direct costs)</td>
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<td><strong>Contingency</strong></td>
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<td><strong>GRAND TOTAL</strong></td>
<td>$157,500</td>
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<td>$150,000</td>
<td>$7,500</td>
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STEP 1: ATTACHMENTS
Site Plan
STEP 2: FIELD VISITS

2018 Urban Greening in-person and on-site visit

2020 Rec Trails virtual visit
STEP 3: SUPPORTING DOCS ATTACHMENTS

ALL
- Resolution
- Non-Profit Eligibility
- Timeline
- Payee Data Record

PROGRAM
- Workplan

CAPITAL
- Environmental Compliance
- Plant Palette
- Property Data Sheet
  - Proof of Ownership
- Site Control
  - O&M
- Permit Approval Status

COMBO
All forms listed in PROGRAM and CAPITAL columns
STEP 3: ATTACHMENTS

Resolution

APPENDIX D – RESOLUTION TEMPLATE

Resolution No:

Resolution (Governing Body of Grantee)

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 the 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_________________________ (Governing Body)

1. Approves the filing of an application for the [name of the project]; 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 all provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable permits will have been obtained; and
6. Certifies that Applicant will work towards 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 [designate position, not person occupying position] of_________________________________________ of 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 of_________________________, 20_________. I, the undersigned, hereby certify that the foregoing Resolution Number:_________________________ was duly adopted by the_________________________.

(Governing Body)

Following Roll Call Vote: Yeas:_________________________, Nays:_________________________ Absent:_________________________

Clerk/Secretary for the Governing Board
STEP 3: ATTACHMENTS
Nonprofit Eligibility

- IRS Determination Letter
- Secretary of State Business Search Active Status Printout
- Office of the Attorney General Charitable Trusts Registry Status
# STEP 3: ATTACHMENTS

## Workplan

<table>
<thead>
<tr>
<th>OBJECTIVE(S)</th>
<th>KEY ACTION ITEMS/TASKS</th>
<th>EXPECTED OUTCOME(S)</th>
<th>DATA EVALUATION AND MEASUREMENT</th>
<th>ENTITY/PERSON RESPONSIBLE</th>
<th>TIMELINE</th>
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<tbody>
<tr>
<td></td>
<td>1. Establish Scholarship Committee</td>
<td></td>
<td>Number of applications; attendance records; self-reported knowledge gained as evident in camp</td>
<td>1. Museum staff</td>
<td>1. Aug 2022-Oct 2022</td>
</tr>
<tr>
<td></td>
<td>2. Establish Scholarship Fund</td>
<td></td>
<td>exercises; staff feedback on student engagement and increased understanding and interest</td>
<td>2. Museum Fundraising Team</td>
<td>2. Aug 2022-ongoing</td>
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<td></td>
<td>5. Advertise and promote camp opportunity in marketing materials</td>
<td>Participants gain knowledge in STEAM.</td>
<td></td>
<td>5. Program Manager and Marketing Manager</td>
<td>5. Sep 2022-Feb 2023</td>
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<tr>
<td></td>
<td>6. Open online enrollment</td>
<td></td>
<td></td>
<td>6. Program Manager and Information Technology team</td>
<td>6. Feb 2023-Mar 2023</td>
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<tr>
<td></td>
<td>7. Evaluate applicants and award scholarships</td>
<td></td>
<td></td>
<td>7. Scholarship Committee</td>
<td>7. Apr 2023-May 2023</td>
</tr>
</tbody>
</table>

**GOAL:** Provide inclusive educational opportunities that address the needs of economically disadvantaged youth.

Provide 6 one-week summer camps for grade 2-5 students.
STEP 3: ATTACHMENTS

- CEQA
- Proof of Ownership
- Site Control
- Operations & Maintenance

• Not exhaustive list
TIPS FOR A COMPETITIVE PROPOSAL

• Read guidelines cover to cover
• Answer ALL questions
• 3,000 characters per question
• But be concise
• Project description=cost estimate line items
• Address funding priorities
• Cold read
• Double check math
2022 MGP TIMELINE

JANUARY 28
Release Final Guidelines for Solicitation

FEBRUARY 9, 10, 15, 16 & 17
Conduct Technical Assistance Workshops

MARCH 11
Project Proposal Due Date

MAY-JUNE
Review of Proposals (Step 1 of Evaluation Process)

JUNE-AUGUST
Field Visits (Step 2)

SEPTEMBER
Invitation to Submit Supporting Docs (Step 3)

NOVEMBER
Recommendations to Board for Approval, Announce Awards
ADDITIONAL FUNDING OPPORTUNITIES

Youth Community Access

Environmental Enhancement and Mitigation

Urban Greening

Grants.ca.gov
QUESTIONS?

We want to hear from you!

mgpcoordinator@resources.ca.gov
916-653-2812

https://resources.ca.gov/grants/California-museum
Thank you!

Submit your proposal before 5 PM on 3/11/2022