



JUNEAU HISTORY GRANT APPLICATION INSTRUCTIONS

Juneau-Douglas City Museum

ABOUT THE JUNEAU HISTORY GRANT PROGRAM

The mission of the Juneau History Grant (JHG) is to support and encourage research, learning, dissemination, recording, and archiving of all types of information pertaining to the human history of the City and Borough of Juneau. The grant provides funding for projects to local individuals, organizations, classes or groups to further the community's knowledge of Juneau history. JHG projects can include a publication, a digital file, a lecture, a performance, or anything else that produces a tangible product that can be shared with the public.

The JHG program assumes that most of the labor for a project will be done by knowledgeable and enthusiastic local volunteers. The purpose of the grant is to help defray the costs of services and supplies needed to support this volunteer effort. The grant typically funds projects at the \$400-\$1200 level, however the Committee will consider all worthy projects within its ability to subsidize.

The Juneau History Grant is administered by the City Museum and an advisory committee comprised of local community members with particular interest and/or expertise in Juneau history projects and research, with funding from the Friends of the Juneau-Douglas City Museum and the Juneau Community Foundation.

CRITERIA

Applications will be reviewed and successful applications selected by the Juneau History Grant Committee. Projects will be selected based upon the following criteria:

1. The proposed project is of historical value to the greater Juneau community because it:
 - a. Presents a new point of view on Juneau history;
 - b. Encourages research;
 - c. Is educational;
 - d. Promotes volunteerism.
2. The project can be accomplished within the stated timeline;
3. The application includes a realistic and balanced budget;
4. The application includes all required answers and documentation and is easy to understand and;
5. The proposal includes historic objectivity as indicated by initial research and project feasibility.

Please include one or more examples of the following in your application:

- a. A preliminary list/ location of archival sources that will be used;
- b. A bibliography of published and unpublished material that will be consulted;
- c. If relevant, a list of individuals who have agreed to be part of the project and why they are being consulted.

The following guidelines apply to the result of the project:

1. The project should produce a tangible product that can be shared in a public forum and/or is capable of being copied. For example: a grant for a performance or a lecture should produce a video or audio recording or a script or lecture notes. An oral history project should be documented with a transcript or recordings.

1 FOR MORE INFORMATION OR TO DISCUSS YOUR PROPOSAL:

www.juneau.org/museum, 586-3572 or museum.info@juneau.org



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2. A copy of the project will be given to the Juneau-Douglas City Museum for public access.
3. Credit is to be given to the grantor in any and all publicity or presentations and all video, digital and print material that is produced as part of the project as follows: *“This project was funded in part by a Juneau History Grant from the Juneau-Douglas City Museum, City and Borough of Juneau.”*
4. The intended result of the project must be described as specifically as possible in the application (how big, on what media?), and it must be delivered to the JDCM or to the agreed upon site or venue within the stipulations of the grant contract.
5. Multi-year projects will be considered, but only on a year-to-year basis. Each year’s funding must result in a tangible product, and the Committee can give no assurance that funding for the work of subsequent years will be approved.
6. The project will be completed within 12 months of the application due date.

Determination of funding amount and budget line items to be approved:

- Items whose usefulness extends beyond the project, like a computer or a camera, will NOT be funded.
- Outsourcing of professional work may be approved if it is shown that either the work is not capable of being done by the volunteers involved or would constrain the volunteers from doing work for which they are better suited.
- Travel costs may be covered, if shown to be necessary to the project.
- The rental costs of equipment may be covered.

HOW TO APPLY

The Committee expects successful applicants to clearly answer **ALL** questions in each section of grant application. Only complete applications will be considered. A detailed budget must be included. A sample is included here:

| ITEM | WHO DOES IT | COST BASIS | TOTAL COST |
|--|---|------------------------------------|-------------------|
| <i>Research, Writing, Project management</i> | <i>Our group/class/family . . .</i> | <i>Volunteer (approx. 50 hrs)</i> | <i>0</i> |
| <i>Design Work</i> | <i>Contracted Professional (see attached information about rates)</i> | <i>6 hrs @ \$65/hr</i> | <i>\$390.00</i> |
| <i>Manufacturing of Product</i> | <i>Professional Company</i> | <i>Quoted \$900 (see attached)</i> | <i>\$900</i> |
| <i>Installation</i> | <i>CBJ Maintenance (see attached confirmation)</i> | <i>No cost</i> | <i>0</i> |
| Total amount requested | | | \$1,290.00 |

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The JHG Committee encourages good ideas and applications from all sectors of the community. Recognizing that some applicants are unfamiliar with writing grant applications, we welcome all questions and requests for samples of successful grant applications. Contact the Museum at museum.info@juneau.org or 586-3572 to initiate assistance with your application.

Applications must be delivered to the Juneau-Douglas City Museum or postmarked by one of the following dates each year: **April 3rd or October 1st.**

Complete online application, email, mail or hand-deliver your application to:

The Juneau History Grant Committee, c/o Juneau-Douglas City Museum

Mailing Address:

155 S. Seward St.
Juneau, AK 99801

Physical Address:

114 West 4th Street
Juneau, AK 99801

Museum Hours:

Winter Hours (Oct.-April)

Tues.-Sat. 10-4

Summer Hours (May-Sept.)

Tues.-Sun. 10-4

Phone: 907-586-3572

Applications that are HAND-WRITTEN or INCOMPLETE will NOT be considered.

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