

Sport, Culture, Heritage and Tourism

COMMUNITY MUSEUM PROJECT SUPPORT – Program Guidelines

PURPOSE AND OBJECTIVES:

The Community Museum Project Support program supports one-time initiatives and/or unique opportunities to advance reconciliation, equity, diversity, accessibility, inclusion, COVID-19 recovery and/or collections management. Projects must enhance the applicant's ability to meet the following objectives:

- raise the community's understanding, awareness and appreciation of its heritage, culture, identity and other elements that foster a sense of identity and pride;
- provide project support for facilities that serve to protect and interpret Manitoba's heritage resources;
- improve the quality of museum collections and programs throughout Manitoba;
- encourage and support a balanced interpretation of Manitoba's heritage;
- strengthen community identity and contribute to a sense of place and belonging in Manitobans throughout the province; and
- facilitate the effective use of available resources through co-operation between Manitoba's museums and related institutions and organizations, including partnerships with Indigenous peoples or communities.

DEADLINE:

Applications must be received by the Historic Resources Branch on or before **February 5, 2024** for projects taking place between **April 15, 2024 and March 31, 2025**. **Late or incomplete applications will not be accepted.**

LEVEL OF ASSISTANCE:

Sport, Culture, Heritage and Tourism will support up to 100 per cent of project costs to a maximum of \$25,000.00. Actual grants may be less than amounts requested and are subject to availability of funds.

ELIGIBILITY CRITERIA:

Applicants must be a community museum which is defined as:

- a non-profit, permanent establishment;
- being administered by a representative board in the public interest;
- operating to conserve, preserve, study, interpret, assemble and exhibit to the public, or for the instruction and enjoyment of the public;
- containing objects and specimens of educational and cultural value including artistic, scientific, historical and technological material;
- open to the public during regular hours; and
- does not exist primarily for the purpose of conducting temporary exhibits.

Ineligible organizations include aquaria, botanical gardens and zoological gardens, interpretive centres that do not maintain collections, archives, societies and associations.

Ineligible Expenses:

Budget deficits, purchases of collections, organization start-up costs and ongoing operational costs that are not related to the delivery of the project. Community Museum Project Support may include consideration for minor capital requests that contribute to the program objectives; however, support for major capital renovations are ineligible.

ASSESSMENT AND NOTIFICATION:

Applications will be assessed based on need, community impact and their overall alignment with program goals and objectives. Applicants will be required to demonstrate that the project is achievable within the project timelines and proposed budget. Priority will be given to those projects that best meet the program guidelines and objectives, to projects that identify partnerships and collaboration and to current and/or frequent recipients of the Community Museum Grants Program.

Applicants will be notified of results in writing. Results will not be released over the telephone. It is not possible for the Historic Resources Branch to consider appeals. Meeting the general and eligibility criteria does not guarantee funding nor does failure to receive financial support reflect a negative assessment of an application. It is not the intent of this program to duplicate assistance provided by the department or other provincial departments and agencies. Previous funding from the department does not guarantee funding in future years.

GRANT DISBURSEMENT:

Grants will be paid in two instalments. The first instalment of 90 per cent will be conveyed following receipt of a signed grant agreement. The second instalment of 10 per cent will be released subject to the department's receipt of a satisfactory narrative and financial report. **The final instalment will not be paid until all required information has been received.**

REPORTING REQUIREMENTS:

Final reports are due within **60 days** of the project's completion. Program recipients will report on the project's use of funds and outcomes. This will include a financial report detailing actual revenues and expenses and a narrative report that outlines the project's success in meeting the goals and objectives of the program.

Final reports that are incomplete or late can result in the suspension or forfeiture of the second grant instalment. Consideration for future grants from the department of Sport, Culture and Heritage is dependent upon the satisfactory completion of all reporting obligations.

APPLICATION PROCEDURE:

Applicants are strongly encouraged to contact the program consultant listed below before filling out an application.

Please send completed applications and all required supporting materials to:

Department of Sport, Culture, Heritage and Tourism
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3

Or by email to: hrb@gov.mb.ca

Website: <https://www.gov.mb.ca/chc/grants/heritage/index.html>

Program Consultant:

Sheryl Kolt

Museums Analyst

Email: Sheryl.Kolt@gov.mb.ca

Phone #: 204-451-7042