Oregon Museum Grant 2025 Guidelines

OREGON HERITAGE COMMISSION, OREGON HERITAGE

Oregon Parks and Recreation Department values and serves everyone and is committed to providing safe and equitable access to state parks and agency programs. The department will not tolerate racism, harassment, discrimination, or intimidation in any form.

Oregon Museum grant funds are for Oregon museums to collect, preserve, interpret, and promote the collective history of Oregon for all. Awards are given to museums conducting projects for the care and management of heritage collections, for heritage-related tourism, and heritage education and interpretation. Grant proposals from museums of all sizes and purposes that meet eligibility requirements are encouraged and will be considered.

Grants must be submitted through the Oregon Parks and Recreation Department Grants Online system.

Grant Timeline:

- Deadline: April 9, 2025 (11:59 pm)
- Notification: End of May, 2025
- Project Start: July 1, 2025 with agreements fully executed and workplan approved.
- Project Completion and Reporting Deadline: April 30, 2026

Financial Information:

AWARD AMOUNT:

Generally, awards are $1000-$8000. The Oregon Heritage Commission attempts to fully funds grant requests. The funding is by reimbursement for work completed, during the grant period.

MATCH:

A dollar match for funds requested is not required, though we encourage you to seek local funding and donations in addition to your grant request. Local support allows the program to assist more museums, shows community value for the project, and makes the application more competitive.

- Match can be in the form of cash, in-kind donations and volunteer time.
- Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. Then, documentation of their rate is required.
- Indirect costs (general operations costs associated with the grant funded project) or grant administration costs (staff time managing grant reporting and reimbursement) can be applied to the grant for funding or match, only one can be used in the same grant. Both indirect costs and grant administrations costs are limited to 6% of the award amount.

BUDGET INFORMATION:

Bids and estimates strengthen the grant request when applicable. If awarded the grant requires at least three estimates for work over $25,000.

GRANT REPORTING AND PAYMENT:

Awarded projects will be the subject of binding agreements between the State and the grantee. Grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting are included in the grant guidelines.

Eligibility, Standards, Criteria, and Priorities:

MUSEUM REQUIREMENTS:

- Be in operation in Oregon as a public or private nonprofit for a period of at least two full years prior to the date of the application. The private nonprofits must be incorporated in the State of Oregon.
- Provide museum services open to the public at least 120 hours per year at designated and reasonable hours and places;
- Have a responsible, competent attendant on duty when museum services are provided to the public;
- Be organized as a public or private non-profit institution that exists on a permanent basis for essentially educational or aesthetic purposes;
- Care for and own or use tangible objects; and
- Exhibits the objects to the public on a regular basis through facilities the museum owns or operates.

PROJECTS:

These grants support projects for the collection and management of heritage collections, for heritage-related tourism, or heritage education and interpretation.

- "Heritage collections" includes artifacts and other manifestations of material culture, documents, publications, photographs and film, heritage recordings, music and songs gathered for study, comparison or exhibition, and their management.
- "Heritage-related tourism" means the practice of traveling for recreation to learn, enjoy or appreciate heritage.
- "Heritage education and interpretation" means the action or process of educating or of being educated about heritage.
- Projects that will begin and end during the grant cycle qualify. Grant cycle extensions are extremely rare, projects must complete by the grant deadline to receive full reimbursement.
- Capital projects (building enhancements, HVAC, installed shelving, etc.) are eligible for funding, however building preservation projects are a lower priority unless the work impacts the care of collections. Historic property preservation projects eligible for the Preserving Oregon Grant are not eligible for this grant.
- Equipment is eligible for funding.
- Staffing related to the project is eligible for funding and to serve as match.

STANDARDS:

All projects must address professional museum or archival standards. Please specify in the application which standards will be used for the project. For digitization projects recommended minimum standards are those promoted by the Association for Library Collections & Technical Services. http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#top

CRITERIA:

The following criteria are used in the scoring of applications and recommendations for funding.

- The capability of the applicant to carry out the proposed project, including quality of timeline, skills, standards, budget, and scale.

- The effectiveness of the proposed project to address needs in the collection and management of heritage collections, the promotion of heritage-related tourism, or the provision of education and other interpretations related to heritage. Level of impact on the need.
- The commitment of other significant monetary or in-kind support to the goals of the project.
- The level of significant impact to the organization.
- The project has a connection to Oregon history and culture.

ADDITIONAL CONSIDERATONS:

The following are additional considerations in the grant recommendations.

- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail, are more competitive.
- Projects that document, preserve, or interpret the history of voices previously marginalized or excluded. For example, this may include ethnicities, races, genders, classes, etc. or themes like labor, immigration, etc. are a priority.
- Realistic cost estimates and matching dollar share in-hand and where matching funds do not include other grants from Oregon Heritage, are stronger.
- Geographic diversity.
- Museum size diversity.

ASSISTANCE:

For grant questions, translation assistance, and OPRD: Grants Online support, contact: Kuri Gill, kuri.gill@oprd.oregon.gov, 503-986-0685.

Application Process

GRANT ANNOUCEMENT: The grant application will be announced through various media outlets. Grant application information and online system instructions can be found at https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#seven.

REGISTER ON TO APPLY ONLINE: To access the application, register at oprdgrants.org. Please use the OPRD: Grants Online instructions or video to set up your account and password. If you have used the system before, there is no need to register again. If you already have an account and you do not see the application in your available grant options, then request through Kuri.Gill@oprd.oregon.gov or 503-986-0685 to add this grant option to your account. Log in using your email address and your password. See online OPRD: Grants Online instructions for or watch the *How to Navigate the OPRD Grants Online System* video for detailed directions to use the online grant system. General system information and additional tutorial videos can be found online. https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one

> NOTE: Account registration can take up to three days and cannot be completed outside regular business hours.

APPLICATION SUBMISSION: Once you have a login, you will be able to create, edit, and submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. It will be helpful for you to know what to enter in the system if you use the OPRD: Grants Online instructions.

The application must be complete and submitted online by the grant application deadline. Contact Kuri Gill, kuri.gill@oregon.gov or 503-383-6787, for accessibility or translation support.

APPLICATION PREPARATION RESOURCES: Please contact the grant coordinator to talk through project ideas. Also use Oregon Heritage resources to develop your application. The grant coordinator may also provide comments on the application up to two weeks prior to the deadline, as time allows.
- Heritage and Museum Grant project checklist
- Heritage Bulletins
- Oregon Heritage MentorCorps for project advice. Use our project checklist to provide needed information in your application.
- Collections Care Budget report

APPLICATION QUESTIONS: The following questions will appear on the online application.

- Contact Information – Much of the information is automatically entered.
    - Applicant – Organization
    - Project Contact – This is the person we contact to discuss details of the project. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
    - Address
    - Reimbursement Contact – This is the person who we contact to handle the financial side, may organization have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Project Information
    - Project title – make a clear, short project title (ex. Jones Collection Cataloging)

- o Brief Project Description – Please keep this brief and specific. Only state what the project is, not why it is important.
- o Project start date (must be after July 1, 2025)
- o Project end date (must be before April 30, 2026)
- o Site name – if the building has a name, or enter NA
- o Site city/town/area
- o Site county
- o Site description - provide a short description of the building(s) and the setting of the project.
- o Site acreage – enter '1'
- o Latitude & Longitude – use the 'find lat/long' button to enter information in this field. (If you have trouble with this section, please see the online system instructions and video.)
- Financial Information
  - o Requested amount
  - o Match amount
  - o Total amount
  - o Budget grouped by category
    - ▪ Contractor/Consultant
    - ▪ Staff time
    - ▪ Volunteer time
    - ▪ Materials & equipment
    - ▪ Printing, publication & design
    - ▪ Travel
    - ▪ Other (specify)
  - o Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
  - o Budget must include both expenses and income sources of funding.
  - o Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.
  - o Contingency is not allowed to be funded by grant dollars and cannot be considered part of the required match amount.
  - o Grant administration or indirect cost is limited to 6% of the project cost.
- Supplemental - Responses to narrative questions should be clear and respond directly to the question. They should be in the range of 1-3 short paragraphs. But, if more is needed to completely respond, there is not a space limit.
  - o Museum Annual Budget (total)
  - o Grant Agreement Information
    - ▪ Grant agreement signer information. Provide the name, title, email, and phone number of the person with the authority to sign the grant agreement and the organization address.
  - o Museum Qualifications
  - o The organization (select the items that apply)
    - ▪ Has been in operation in Oregon as a public or private nonprofit for a period of at least two full years prior to the date of the application. The private nonprofits must be incorporated in the State of Oregon.
    - ▪ Provides museum services open to the public at least 120 hours per year at designated and reasonable hours and places;
    - ▪ Has a responsible, competent attendant on duty when museum services are provided to the public;
    - ▪ Is organized as a public or private non-profit institution that exists on a permanent basis for essentially educational or aesthetic purposes;

- Cares for and owns or uses tangible objects; and
- Exhibits the objects to the public on a regular basis through facilities the museum owns or operates.
    - o Statewide Plan Goals
        - Oregon Heritage Plan Goals – Select all goals of the Oregon Heritage Plan that this project addresses.
            - Include More Voices – including the history documented, preserved and shared and including more voices in doing the work.
            - Increase Access to Heritage – including online access, physical access, removing barriers, etc.
            - Promote the Value of Heritage – including public engagement projects.
            - Pursue Best Practices – including work that increases organizational capacity and follows standards, supports staff and volunteer care and training, planning and partner development, diversity and inclusion efforts, etc.
        - Oregon Preservation Plan Issues – Select all issues from the Oregon Preservation Plan that this project addresses.
            - Issue 1: Goal A: Organizations: Build well-resourced heritage organizations that represent the diversity and values of their communities.
            - Issue 1: Goal B: Collaboration: Build regular statewide in-person and online networking and collaboration opportunities, conferences, and workshops.
            - Issue 2: Goal C: Include preservation planning in infrastructure development, land use processes, and disaster preparedness and response plans.
            - Issue 2: Goal D: DIVERSITY: Increase the number and thematic diversity of cultural resources identified, evaluated, designated, and protected in Oregon.
            - Issue 2: Goal E: PRESERVATION: Increase the number of projects and services to preserve cultural resources.
            - Issue 3: Goal F: CONSULTATION: Provide decision-makers with technical expertise to enact laws and policies that address statewide cultural resource issues.
            - Issue 3: Goal G: GOVERNANCE: Ensure state and local governing documents carry out federal and state cultural resource laws and best preservation practices.
            - Issue 3: Goal H: ACCOUNTABILITY: Improve accountability, transparency, and compliance with federal and state cultural laws among tribal, federal, state, and local agencies and partners.
            - Issue 4: Goal I: INFORMATION: Build accessible and sustainable statewide information management systems that support the heritage community's work.
            - Issue 4: Goal J: ACCESS: Provide web-based access to the collections held by Oregon Heritage and the heritage community.
    - o Project Timeline - List your major objectives and approximate dates they will be completed. This should be a list, not a complete narrative of the project.
    - o Ability to Complete the Project
        - Describe your organization's history and past successes related to this project.
        - Share any partnerships that support this project. Partners are active participants in the project. If the project involves Tribal history associated Tribes should be included. Describe level of partner commitment at the time of application. If there is not a partnership for this project, enter 'N/A'.
        - Explain volunteer and community support for this project. Volunteer support is actual volunteer participation in the project. Community support may include shared mission value or positive interest with other organizations, neighbors, or community members.
        - Provide any other evidence of your ability to complete the project, if none, enter 'N/A'.
    - o Organizational Impact

- Explain how this project fits into organizational plans (strategic, interpretive, collection, outreach, etc.)
- How will this move the organization forward?
  - o Budget Narrative
    - Provide information about the appropriateness of the estimate (research, bids, qualified personnel, etc.). Describe other sources of funding (such as other grants) and indicate whether it is committed or not.
  - o Use of Grant Funds
    - Specifically explain what parts of the project the grant will fund.
  - o Select the primary purpose of the project in terms of the grant categories. Select only one, respond only to the section for which you select.
    - Collections Care and Management – includes cataloging/inventory, digitization & online access of collections, housing and storage of collections, oral history collection, strategic planning, etc.
    - Heritage Interpretation & Education – includes exhibits, online exhibits, public programs, education programs, curriculum development, research, etc.
    - Heritage Related Tourism – includes marketing, collaborative promotions (passports, mobile applications), mobile tours, strategic planning, etc.
  - o Project Categories – respond only to the questions in the category selected as the primary project purpose.
  - o Collections Care & Management – Do not respond to these questions unless this category was selected as the primary purpose of the project.
    - Project Type – select all that apply
      - Cataloging/Inventory
      - Digitization
      - Online Access
      - In-person Access
      - Collections Re-housing
      - Collections Storage
      - Collection enhancement – adding new collections like oral histories or recent history items.
      - Other
    - Project Need
      - Explain the significance or historic value of the collections. How are they significant in the region or community and within the overall collection?
      - Explain the condition of the collections or collections management that needs to be addressed.
      - Explain how and why the collections project is prioritized, if applicable reference any plans that address this.
      - If applicable, explain how the collection addresses previously undocumented or researched perspectives and histories of people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. If not, enter 'N/A'.
    - Project Value
      - Describe the project's anticipated impact on the collection related need explained above.
      - Describe how your project will preserve or support management of heritage collections.
    - Project Goals
      - Describe the project's goals. Explain the MEASURABLE products or outcomes of the work. This may include number of artifacts cataloged or rehoused (items, boxes,

linear feet), the type of collections preserved, the number and type of oral histories collected, etc.

- Project Detail
  - Project scale – provide an estimated scale of the project (number of boxes, items or linear feet processed, number of interviews or items collected, etc.)
  - Provide details about the execution of the collection project (when, where, how, etc.).
  - Explain professionalism in how the collection work will be performed including standards to be used (how scans will be made and stored, how repairs will be made following preservation standards).
  - List any "experts" participating in the collection project - their qualifications, practice or training and how they will be involved. Explain the qualifications of all project participants.

o Heritage Education and Interpretation - Do not respond to these questions unless this category was selected as the primary purpose of the project.

- Project Type – select all that apply
  - Exhibit
  - Interpretive Panel
  - Online Exhibit
  - Public Programming
  - Educational Services – Specific to school and home-school students
  - Curriculum Development
  - Other
- Project Need
  - Describe how interpretation is lacking or need for a specific understanding, what is missing from a community story. Explain why is there a need to tell this particular story.
  - Describe the people unable to access the history, if applicable. If not, enter 'N/A'.
- Project Value
  - Describe the project's anticipated impact on the educational or interpretation need.
  - Describe how the project will broaden and/or deepen public knowledge and understanding of heritage.
  - If applicable, describe how the project addresses previously untold perspectives and histories of people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. If this is the case, explain the stories and how it has been excluded. If not applicable, enter 'N/A'.
- Project Goals
  - Describe the project's goals. Explain the MEASURABLE products or outcomes of the work. This may include number of people served, depth of understanding, learning outcomes, professional standards met, specific audience reached, etc.
- Project Detail
  - Project scale – provide an estimated scale of the project (number of programs, size of exhibit, scale of online content, number of curricula, etc.)
  - Provide details about the execution of the education or interpretation project (when, where, how, etc.).
  - Explain professionalism in how the education or interpretation work will be performed, including standards to be used (state education standards, learning standards, museum professional standards, etc.).

- List any "experts" participating in the education or participation project - their qualifications, practice or training, and how they will be involved. Explain the qualifications of all project participants.
  - Heritage-related Tourism - Do not respond to these questions unless this category was selected as the primary purpose of the project.
    - Project Type – select all that apply
      - Marketing
      - Website development for promotion
      - Facility improvements
      - Collaborative promotions
      - Promotional programming
      - Other
    - Project Need
      - Describe the tourism need.
      - Describe the target audience. This may include projects to increase access to people who are not currently visiting.
    - Project Value
      - Describe the value of the project in terms of the tourism need.
      - Describe the project's potential to promote heritage-related tourism. (Draw target audience, enhance a facility, etc.)
    - Project Goals
      - Describe the project's goals. Explain the MEASURABLE products or outcomes of the work. (Welcoming methods implemented, translation related to target audience, specific audience reached, number of people from 50+ miles away served, etc.)
    - Project Detail
      - Project scale – provide an estimated scale of the project (number of programs, number of brochures, adds, etc., scale of online content, etc.)
      - Provide details about the execution of the tourism project (when, where, how, etc.).
      - Explain professionalism in how the tourism work will be performed, including standards to be used (state tourism goals and standards, museum professional standards, etc.).
      - List any "experts" participating in the tourism project - their qualifications, practice or training, and how they will be involved. Explain the qualifications of all project participants.
  - Attachments:
    - Required
      - Budget detail (this can be whatever format you chose, but should show expense detail)
      - Vicinity map
      - Completed W-9 https://www.irs.gov/pub/irs-pdf/fw9.pdf
    - If applicable
      - Photos (current collections condition, facility, exhibit space, etc.)
      - Resumes of key contractors, staff and volunteers
      - Letters of commitment – These are highly recommended when working with partners. And any projects related to Tribal history should include a letter of participation with the associated Tribes.
      - Letters of support – from people or organizations with a clear connection to the project.
      - Technical information (equipment specifications, exhibit plans, etc.)

- University of Oregon Digital Newspaper projects require a letter from the program confirming the project is on the work schedule.
  - Submission
    - Double check your application, use the <u>Museum and Heritage Grant Application Checklist</u> (Appendix A) to ensure you provide complete information.
- Submission
  - Double check your application, use the Historic Cemeteries Grant Application Checklist (Appendix A) to ensure you provide complete information.
  - Applications are subject to public records requests.
  - Be sure to click submit, you will receive confirmation of the submission.

Grant Review

GRANT REVIEW AND SELECTION:

- Technical review: Following the grant deadline the application will be reviewed by staff to make sure it is complete. You will be contacted if the application needs any technical revision. Please be prepared to make corrections within a few days.
- Committee review and scoring: Once applications pass the technical review a committee will review and score them using the following criteria and priorities. The committee will discuss the applications and provide funding recommendations to the Oregon Heritage Commission at a public meeting.
- Oregon Heritage Commission Award: The recommendations are considered and the final selection is made by the Oregon Heritage Commission at a public meeting.
- Notification: Applicants will be notified of the committee and commission meeting dates and locations. Applicants may attend these meetings, but may not comment during the review process. Applicants will be notified by email following the Oregon Heritage Commission meeting.

CRITERIA: The review committee will consider the following in ranking the grant applications:
- The capability of the applicant to carry out the proposed project, including quality of timeline, skills, standards, budget, and scale.
- The effectiveness of the proposed project to address needs in the collection and management of heritage collections, the promotion of heritage-related tourism, or the provision of education and other interpretations related to heritage. Level of impact on the need.
- The commitment of other significant monetary or in-kind support to the goals of the project.
- The level of significant impact to the organization.
- The project has a connection to Oregon history and culture.

ADDITIONAL CONSIDERATONS:

The following are additional considerations in the grant recommendations.

- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail, are more competitive.
- Projects that document, preserve, or interpret the history of voices previously marginalized or excluded. For example, this may include ethnicities, races, genders, classes, etc. or themes like labor, immigration, etc. are a priority.
- Realistic cost estimates and matching dollar share in-hand and where matching funds do not include other grants from Oregon Heritage, are stronger.
- Geographic diversity.
- Museum size diversity.

GRANT AWARD: The grant award will be made by the Oregon Heritage Commission. Applicants will be notified by email following the award decision.

GRANT AGREEMENT: Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest to acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. These guidelines are considered to be part of your Grant Agreement. Some of the items in the Agreement include:
- An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
- Grant starting date and grant completion & final report date.
- Special conditions for the project.

- Specific language for the acknowledgement of public funds provided by the State of Oregon.
- Requirements for submitting reports and reimbursement requests.
- Requirements for inspections and audits.

Agreements can be completed electronically or by hard copy, but electronic is preferred.

- For hard copy agreements, wet signature is required. Please sign both copies of the agreement and return both copies. We will sign both and return one fully executed copy to the grantee.
- For e-signature agreements we will need the email and name of the person with authority to sign. These will be sent through Adobe Sign by email for secure e-signature.

AMENDMENTS TO THE AGREEMENT:

You may not, without prior written approval, make changes that would substantively alter the scope of work, timeline, or budget stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract was with the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

Submit requests for changes as a progress report in OPRD GrantsOnline, staff will be notified there is a report to review. Be sure to submit and not just save the progress report. If the change is approved, an amendment may be required.

Grant Management

GRANT MANAGEMENT:

Because the Grant Agreement involves the use of public funds from the State of Oregon, you are expected to follow certain requirements for their use. These requirements will affect consultant or contractor selection, public notices, work plans, progress reports and reimbursement requests, project photographs, final reports and reimbursement requests, and recordkeeping.

Consultants/Contractors

Evidence of competition for direct negotiated professional services of under $25,000 is not mandatory.

Services and materials that cost $25,000 to $75,000 must show evidence of competition, including soliciting proposals from at least three potential contractors. We must approve your selection prior to the consultant or contractor being hired. Please check the references of any contractor you review. To obtain approval please send the following to the Grants Coordinator through the online grants system, as a progress report:

- How contractor was solicited;
- Summary of experience and qualifications; and
- Why contractor was selected (references, quality, previous work, time frame, cost, etc.)

Work Plans

Work plans must be approved by Oregon Heritage before work begins. For approval submit the following to the Grants Coordinator:

If no changes have been made to the plan…
- An email indicating that the plan remains as proposed in the application

If the plan is different than the one proposed in the application…
- Work description including materials, tools and processes to be used
- Timeline

Staff Time

Documentation of staff time for grant funded work and for matching source work is required. Documentation must include the person, the tasks, hours, and rate for each employee.

Volunteer Time

Documentation of volunteer time for matching source work is required.

- Volunteer work may not be reimbursed by the grant.
- The volunteer rate is Oregon minimum wage.
- If a volunteer is using professional skills, the professional rate must be used. A document from that volunteer indicating the rate is required for each submission.
- Documentation must include the person, the tasks, hours, and rate for each employee.

Indirect Costs

Indirect costs are limited to 6% of the grant funds awarded.

Public Notice Requirement

It is in your best interest to spread the news about the grant award and the project progress.

Upon grant award, at key project points and upon completion you should do the following.

- Send a news release to local media
- Inform your members and interested parties
- Post on social media
- Inform your public officials (local, state and federal)
- Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

During the life of the project, place a sign in a prominent and readable location on your site, stating: "This project has been funded in part by the Oregon Heritage Commission, Oregon Parks and Recreation Department." A simple temporary sign is acceptable; call the grant coordinator for suggestions. The sign may also include other project supporters. Include a photograph of the sign in place with your final report. Exhibits, documents, publications, and publicity about this project must also include this funding credit.

You may be asked to contribute to the Oregon Heritage Exchange blog following project completion.

Photographs
Before, during and after photographs are required for the interim and final report reports that request reimbursement. These should include participants at events, people doing the work, etc. Photos are required in a digital format (300dpi or higher, jpeg or tiff).

Grant Reporting and Reimbursement

GRANT REPORTING:

All reports are submitted as a progress report through OPRD GrantsOnline. See OPRD Grants Online Reporting & Reimbursement Instructions and the video for detailed instructions to complete your report online.

Interim reports: Grant reports are required once during the grant cycle. You will be sent a report reminder to submit it. Interim reports are submitted through OPRD GrantsOnline as a progress report. Reports must include:

- Start and end dates for the reporting period.
- The current status of the project and summary of work completed and work remaining, a timeline for completion, and any issues or challenges.
- Submit supporting attachments like photographs of work in progress and people doing the work, screen shots of digital work or websites, inventory documents, promotional materials, exhibits, programs, participant evaluations, professional review, inspection results, etc. Any appropriate evidence that work was completed.
- Estimated amount of grant funds expected in the next grant period.
- Oregon Heritage staff will review and approve reports. A site visit may be required for approval, but this is rare with strong documentation submitted. You will be notified if a site visit must be scheduled. A report is required to submit a reimbursement request.

Final report: A final report is required within 30 days of completing the project or by the final deadline on your grant agreement, whichever is first. Final reports are submitted as a progress report through OPRD GrantsOnline. Reports must include a summary of work completed and any changes to the original plan. Check the box for 'Final Report'. Submit supporting documentation including:

- Photographs before, during and after the project is complete (300 dpi or higher),
- Contractor specifications and invoice, inspection report, and other evidence of work completed.
- Collections project reports should include summary of items cataloged, rehoused, sample catalog records, photos of people cataloging and rehousing, screen shots of online related projects, etc.
- Interpretation/Education project reports should include summaries of events and participants, evaluations from participants, photos of events, photos of exhibits and interpretive panels, screen shots of websites, summary of events and topics, participant evaluations, number and type of participants, etc.
- Tourism project reports should include results of outreach, marketing, etc., submit marketing materials, etc.
- ***Grant Impact Form (Appendix B) required*** – This information is used to measure the value of our grant programs. Complete this using the online survey.

Oregon Heritage staff will review and approve reports. A site visit may be required for approval, but this is rare with strong documentation submitted. You will be notified if a site visit must be scheduled.

Additional resources for reporting:

- Grant reporting and reimbursement checklist (Appendix D)
- OPRD Grants Online Reporting and Reimbursement Instructions
- How to submit a progress report – Video Tutorial

GRANT REIMBURSEMENT:

Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement. Both must be submitted through OPRD GrantsOnline. See OPRD Grants Online Reporting & Reimbursement Instructions for detailed instructions or the video to complete your reimbursement request online.

The reimbursement request must include expense information for the period the request covers, including costs covered by match.

Enter project expenses in the project expense section. Include all costs for the project, including match source funded expenses and volunteer time. Only the match amount must be provided, the matching source is not required. Expenses may be grouped by expense category to consolidate entry:

- Contractor/Consultant
- Staff time
- Volunteer time
- Materials & equipment
- Printing, publication & design
- Travel
- Other (specify)

Submit the following required attachments.
- Invoices/receipts
    - I**tems over $500** – Proof of cost of project associated work is required. The invoice/receipt must list the work completed and the cost.
    - **Items under $500** – You may compile a list or spreadsheet of small costs, it should include each item and its cost. The total from this document can be used as a project expense item in the online system.
- Volunteer time tracking - the document should include the volunteer, task, hours and rate related to work on the project. It is best if this is signed by the volunteer. The rate is Oregon minimum wage for your region. If it is a professional doing their profession as an in-kind donation, you must submit a document from them indicating their rate.
- Staff time tracking - the document should include the staff person, task, hours and rate related to work on the project.
- Evidence of in-kind donation value
- See OPRD Grants Online Reporting & Reimbursement Instructions https://www.oregon.gov/oprd/OH/Documents/OPRDOnlineGrantReimbursementReportingInstructions.pdf for a detailed guided to completing your report online.
- See Grant Reporting and Reimbursement Checklist for additional guidance. https://www.oregon.gov/oprd/OH/Documents/ReportingReimbursementChecklist.pdf
- How to submit a reimbursement request – video tutorial
- DO NOT submit canceled checks as proof of payment. This is a privacy protection issue. Only proof of expense is required. If you submit a canceled check, the account information must be redacted.

THINGS TO KNOW:

- Interim reimbursements may be requested as work is completed.
- Match requirements should be met with each request.
- Full reimbursement is allowed when work is complete and the match requirements are met. OPRD may withhold up to 10% of the award amount until that time.

PAYMENT: Once complete progress reports and reimbursement requests are submitted, they will be reviewed by OPRD staff – program staff and finance staff. Reimbursements are in the form of a check. State agencies and universities are required to submit an invoice for electronic funds transfer. The process takes 2-4 weeks.

EXTENSIONS: Extensions are extremely rare due to state accounting requirements. Please communicate early in the grant period to discuss scope of work changes to avoid extension or cancellation.
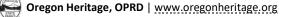
AUDITS: A field or desk audit may be made after completion of the project to verify your expenditures. The auditor will contact you several days in advance to arrange a convenient time if a field audit is necessary. To expedite this audit, all supporting documents should be readily available.

RECORD KEEPING: Keep records of your grant management for five years. For details about accounting procedures see Appendix C.

ASSISTANCE:

Grant questions and OPRD: Grants Online: Kuri Gill, kuri.gill@oprd.oregon.gov, 503-986-0685.

APPENDIX A

OREGON MUSEUM AND HERITAGE GRANT CONTENT CHECKLIST

To be as competitive as possible, be sure to include the following information in your grant application. Check out our Heritage Bulletins and MentorCorps for additional technical assistance.

Collections Cataloging
- ✓ Current condition
- ✓ How the objects to be cataloged in the project were selected and prioritized
- ✓ If it is a previously undocumented or researched history, describe how it was excluded and why it should be included now
- ✓ Historical and organizational significance of the collection
- ✓ Cataloging process details
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, linear feet to be cataloged
- ✓ Photo of collections

Collections Housing and Storage
- ✓ Current condition, including photos
- ✓ How the objects to be rehoused in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ If it is a collection related to a population or theme with limited documentation or research history, describe how it was excluded and why it should be included now
- ✓ The process and materials that will be used
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, linear feet to be cataloged

Collections Digitization
- ✓ How the objects to be digitized in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ If it is a collection related to a population or theme with limited documentation or research history, describe how it was excluded and why it should be included now
- ✓ The process that will be used (standards of digitization, metadata, size of file, workflow, etc.)
- ✓ The storage method and level of public access (online, at the organization, etc.)
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, linear feet to be cataloged
- ✓ Materials to be used (equipment specifications)
- ✓ Sample image of collections to be digitized

Education Projects – working with schools and school programs
- ✓ Information that will be included, learning goals, how and why these were selected
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Teaching methods to be used
- ✓ Planning with schools, districts, teachers
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ How the program meets the targeted state core requirements
- ✓ Evaluation of learning beyond teacher survey

Interpretation – Exhibits
- ✓ Topic and main themes of the exhibit, how and why the theme was selected
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Learning goals and evaluation of the learning
- ✓ Exhibit design (if the application is requesting funding for the design, then this is not needed)
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Goals for numbers and type of audience
- ✓ Marketing and outreach plan

Interpretation – Panels and Online Information
- ✓ Topic and main themes of the interpretation, how and why the theme was selected
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Design (if the application is requesting funding for the design, then this is not needed)
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Marketing and outreach plan

Tourism
- ✓ Topic and main themes of the project
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Why the project is a priority
- ✓ Goals for tourism numbers and target audience – Evaluation methods
- ✓ Design (if the application is requesting funding for the design, then this is not needed)
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Marketing and outreach plan

Oral History
- ✓ Topic and main themes of the project, how and why the themes were selected
- ✓ Who's stories will be recorded, how they will be reached
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Oral history method (equipment, interview type, etc.)
- ✓ How will they be accessible stored
- ✓ Long term goals for the use of the information
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)

Public Education - events
- ✓ Topic and main themes of the event, how and why the theme was selected
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Learning goals and evaluation of the learning
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Goals for numbers and type of audience
- ✓ Marketing and outreach plan

APPENDIX B

Oregon Heritage Grant Evaluation and Impact Form

Thank you for completing this form. This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. If you want to include additional detail, please use the comment boxes. Please complete this form online.

Project Impact Form

In three sentences or less, what was the impact of the grant funds?		
	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		
Comments:		
Select the Oregon Heritage Plan Goal that your project most addressed and explain how it did that.	1. Include more voices 2. Increase access to heritage 3. Promote the value of heritage 4. Pursue best practices	
Comments:		
Select the Oregon Historic Preservation Plan Issue that your project most addresses and explain how it did that.	1. Issue 1: Goal A: Organizations: Build well-resourced heritage organizations that represent the diversity and values of their communities. 2. Issue 1: Goal B: Collaboration: Build regular statewide in-person and online networking and collaboration opportunities, conferences, and workshops. 3. Issue 2: Goal C: Include preservation planning in infrastructure development, land use processes, and disaster preparedness and response plans. 4. Issue 2: Goal D: DIVERSITY: Increase the number and thematic diversity of cultural resources identified, evaluated, designated, and protected in Oregon. 5. Issue 2: Goal E: PRESERVATION: Increase the number of projects and services to preserve cultural resources. 6. Issue 3: Goal F: CONSULTATION: Provide decision-makers with technical expertise to enact laws and policies that address statewide cultural resource issues.	

	7. Issue 3: Goal G: GOVERNANCE: Ensure state and local governing documents carry out federal and state cultural resource laws and best preservation practices.
	8. Issue 3: Goal H: ACCOUNTABILITY: Improve accountability, transparency, and compliance with federal and state cultural laws among tribal, federal, state, and local agencies and partners.
	9. Issue 4: Goal I: INFORMATION: Build accessible and sustainable statewide information management systems that support the heritage community's work.
	10. Issue 4: Goal J: ACCESS: Provide web-based access to the collections held by Oregon Heritage and the heritage community.
Comments:	

APPENDIX C

RECOMMENDED ACCOUNTING PROCEDURES

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. While these may not be required for reporting purposes, they are recommended for your record keeping in case of audit. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project.

Contact Kuri Gill at Kuri.Gill@oprd.oregon.gov, or phone 503-986-0685 if you have questions.

In order to promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:
- Establish a separate account for each agreement project.
- Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant reimbursement request.
- Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit. DO NOT SUBMIT CANCELED CHECKS.

The following paragraphs provide you information about the specific budget categories:

Professional Contractor or Consultant
Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount. Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services.

Employees
When a staff member is involved in a grant project, payrolls should be signed by an authorized person and wages paid should be supported by time and task tracking records for each employee.
Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed. Fringe benefit rates should be developed using actual costs, and individual components should be identified. Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

Travel
State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations), meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained. Contact Kuri Gill at Kuri.Gill@oregon.gov or (503)986-0685 for current rates.

Materials and Equipment
Value and Use of Owned Equipment
Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs.

Equipment Rental (Outside)
Payments made by the grantee for equipment rented for specific project area are generally allowable under state regulations. Payments made by the grantee must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

Materials and Supplies
Supplies and materials charged to the project must be supported by supplier's invoices or receipts. The original or a photocopy of the cancelled checks must be available for a field audit. DO NOT SUBMIT CANCELLED CHECKS IN YOUR REIMBURSEMENT REQUEST.

Printing, Publication Design, etc.

If you make, design or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

Value of Contributed Goods and Services
Valuation of In Kind Contributions from Third Parties
The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.

a. Valuation of volunteer service
> • Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteered services may be counted as matching share if they are a necessary part of the project.
> • Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.

In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then submitted with the reimbursement request.

b. Donated Materials Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

c. Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

APPENDIX D

Grant Reporting & Reimbursement Checklist

OREGON HERITAGE, OREGON PARKS AND RECREATION DEPARTMENT

Grants awarded by Oregon Heritage, Oregon Parks and Recreation Department are reimbursement grants. In order to receive payment, grantees must submit a progress report demonstrating work completed and a reimbursement request documenting all project expenses including those supported by a match source.

Basics

Progress reports and reimbursement requests may be submitted as work is completes and are required at specific times. The required reporting dates are found in your grant agreement, in attachment B.

A progress report is always required with a reimbursement request to receive funds. A progress report can be submitted without a reimbursement request.

When to Submit

When to submit the progress report:

- When required per the grant agreement, this may be an updated timeline if no work has been completed.
- When submitting for reimbursement.
- When requesting a scope of work change.
- When submitting workplan specifications for approval.
- When submitting extension requests. NOTE: These are rare and, in some cases, not allowed.
- When the entire project is complete. Be sure to click the 'final report' check box on the progress report.

When to submit a reimbursement request:
- When required per the grant agreement.
- When a large portion of work is complete.
- When all project work is complete, be sure to check the 'final request' check box in the reimbursement request.

How to Submit

Submit both the progress report and reimbursement request using the OPRD Grants Online system. This is the same program used to submit the application. If you are not the person in your organization you can use the reporting instructions below to create an account.

Tools to help you with the online system.
- OPRD Grants Online Reporting and Reimbursement Request Instructions
- Video tutorials
  - How to submit a progress report

Tips & common challenges when submitting.
- Submit through the project, which is found in the project tab, not the application tab.
- Always click 'edit' add the top of the page when you want to start a report or request, or to enter information.
- The report and request are saved when you click 'save' and submitted with you click 'submit'. OPRD is only notified and can respond when submitted.
- Both the report and request must have at least one attachment uploaded in order to submit.

What to Submit

Progress Report

The progress report is evidence of the value, quality and type of work completed. Its purpose to support that the terms of the agreement have been met. A description of the completed work is required in addition to uploaded supporting documents. Also, we frequently use these materials to share about good work in the state, develop resources, consider for awards, create conference sessions, and promote the value of the grant program. Please see the list below for suggested information and attachments to include based on the project type.

Reimbursement Request

The reimbursement request must include all of the costs associated with the grant funded project. Matching costs must be included.
What to attach:
- Staff time tracking – the document should include the staff person, task, hours and rate related to work on the project.
- Volunteer time tracking– the document should include the volunteer, task, hours and rate related to work on the project. It is best if this is signed by the volunteer. The rate is Oregon minimum wage for your region. If it is a professional doing their profession as an in-kind donation, you must submit a document from them indicating their rate.
- Invoices/receipts
  - I**tems over $500** – Proof of cost of project associated work is required. The invoice/receipt must list the work completed and the cost.
  - **Items under $500** – You may compile a list or spreadsheet of small costs, it should include each item and its cost. The total from this document can be used as a project expense item in the online system.
- **DO NOT** submit copies of checks unless the account information is redacted.

Impact Survey

Once your final report and reimbursement request are submitted, be sure to complete the impact survey. You can find the link in your grant guidelines and on the website. The information provided helps demonstrate the value of the grant programs and supports their continuation.

Suggested Attachments for Progress Reports Based on Project

Building and historic cemetery rehabilitation, repair or restoration projects
- Before, during and after photos
    - Detail of work area
    - Full structure photo
- Inspection documents, occupancy approval, etc.
- Public engagement, response

Archaeology projects
- Photos of people doing the work
- Screen shots of web content
- Methodology
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees
- Reports, permit requirements, etc.
- Value of this work
- Public engagement, response

Collections Housing and Storage
- Photos of people doing the work
- Before and after storage photos
- Inventory of items rehoused
- Approximate number (items, boxes, files, linear feet, etc.) and type of items rehoused
- Value of this work
- Public engagement, response

Collections Digitization
- Photos of people doing the work
- Sample digitized items
- Inventory of items digitized
- Approximate number (items, boxes, files, linear feet, etc.) and type of items digitized
- Value of this work
- Public engagement, response

Education Projects – working with schools and school programs
- Photos of people doing the work, permissions if students included
- Copies of curriculum and materials
- Number and type of programs and participants
- Evaluation from participants
- Marketing/promotion materials
- Value of this work

Interpretation – Exhibits
- Photos of people doing the work
- Photos of the interpretation installed
- Photos of people accessing the interpretation

- PDFs of text, design, etc.
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees
- Marketing/promotion materials
- Access tracking
- Value of this work
- Public engagement, response

Interpretation – Panels and Online Information
- Photos of people doing the work
- Photos of the interpretation installed or screen shots of web content
- Photos of people accessing the interpretation
- PDFs of text, design, etc.
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees
- Marketing/promotion materials
- Access tracking
- Value of this work
- Public engagement, response

Tourism
- Photos of people doing the work
- Screen shots of web content
- PDFs of text, design, etc.
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees
- Marketing/promotion materials
- Value of this work
- Public engagement, response

Oral History
- Description of topic and main themes of the project, how and why the themes were selected
- Photos of people doing the work
- Inventory of oral histories completed (links if available online)
- Number and type of collaborating people and organizations
- Evaluation from participants
- Value of this work
- Public engagement, response

Public Education – events
- Photos of people doing the work
- Screen shots of web content
- PDFs of text, design, etc.
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees
- Marketing/promotion materials

- o Value of this work
- o Public engagement, response

If you have questions or require assistance after reviewing the guidelines, instructions and tutorials, please contact:

Kuri Gill
Kuri.gill@oprd.oregon.gov
503-986-0685

APPENDIX E

OREGON MUSEUM GRANTS ADMINISTRATIVE RULE

736-053-0100
Purpose
The purpose of OAR 736-053-0100 to 736-053-0140 is to establish the procedures and criteria that the Oregon Heritage Commission, with the advice of the Oregon Historical Society and the Oregon Museums Association, will use when awarding Museum Grant Funds as provided in ORS 358.583.
Stat. Auth.: ORS 390.124 & 358.585
Stats. Implemented: ORS 358.583
Hist.: PRD 3-1998, f. 2-11-98, cert. ef. 2-17-98; PRD 2-2006, f. & cert. ef. 2-27-06; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0105
Definitions
As used in OAR 736-053-0100 to 736-053-0140, unless the context requires otherwise:
(1) "Commission" means the Oregon Heritage Commission.
(2) "Department" means the Oregon Parks and Recreation Department.(3) "Museum" means a public institution or private nonprofit Oregon corporation primarily devoted to the acquisition and public exhibition of specimens, artifacts, articles, documents and other items that relate to history, anthropology, archaeology, science, heritage, or art and that have historical significance.
(4) "Grant" means an award from the Oregon Museum Grant Program.
(5) "Museum Grant Review Committee" means the committee that reviews grant applications and makes funding recommendations to the commission.
(6) "Heritage" means the array of significant things, thoughts, and activities associated with past human experience in Oregon.
(7) "Heritage collections" includes artifacts and other manifestations of material culture, documents, publications, photographs and film, heritage recordings, music and songs gathered for study, comparison or exhibition, and their management.
(8) "Heritage-related tourism" means the practice of traveling for leisure to learn, enjoy or appreciate heritage.
(9) "Heritage aspects of education and interpretation" means the action or process of educating or of being educated about heritage.
(10) "Grantee" means an eligible applicant museum legally capable of executing and which has executed a grant agreement for project awarded a Museum Grant.
Stat. Auth.: ORS 390.124 & 358.585
Stats. Implemented: ORS 358.583
Hist.: PRD 3-1998, f. 2-11-98, cert. ef. 2-17-98; PRD 2-2006, f. & cert. ef. 2-27-06; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0110
Eligible Applicants
In order to be eligible for a grant, museums must meet the following requirements:
(1) Be in operation for a period of at least two years;
(2) Provide museum services open to the public at least 120 hours per year at designated and reasonable hours and places;
(3) Have a responsible, competent attendant on duty when museum services are provided to the public;
(4) Be organized as a public or private non-profit institution that exists on a permanent basis for primarily educational or aesthetic purposes;
(5) Care for tangible objects that the museum owns or uses; and

(6) Exhibit tangible objects to the public on a regular basis through facilities the museum owns or operates.
Stat. Auth.: ORS 390.124 & 358.585
Stats. Implemented: ORS 358.583
Hist.: PRD 3-1998, f. 2-11-98, cert. ef. 2-17-98; PRD 2-2006, f. & cert. ef. 2-27-06; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0115
Application Procedure
(1) The Commission shall announce the availability of procedures, and deadlines for applying for Oregon Museum Grants, for at least two weeks prior to the application deadline.
(2) To apply for Oregon Museum Grants, museums must submit their applications by the specified deadline. In addition, applications must meet the format prescribed by the Commission and demonstrate the following:
(a) The museum is eligible for a grant;
(b) The proposed project qualifies for a grant;
(c) The museum is capable of carrying out the proposed project; and
(d) The proposed project is related to the collection and management of heritage collections, or for heritage-related tourism, or to assist in projects related to the heritage aspects of education and interpretation.
Stat. Auth.: ORS 390.124 & 358.585
Stats. Implemented: ORS 358.583
Hist.: PRD 3-1998, f. 2-11-98, cert. ef. 2-17-98; PRD 2-2006, f. & cert. ef. 2-27-06; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0120
Evaluation of Applications
(1) Eligible applications received by announced deadlines shall be evaluated by the department's Museum Grant Review Committee.
(2) The Museum Grant Review Committee shall rank applications in order of priority based on an evaluation of:
(a) The museum's capability of carrying out the proposed project;
(b) The anticipated results of the proposed project in the collection and management of heritage collections, the promotion of heritage-related tourism, or the provision of education and other interpretations related to heritage; and
(c) The commitment of other significant monetary or in-kind support to the goals of the project, or both.
Stat. Auth.: ORS 390.124 & 358.585
Stats. Implemented: ORS 358.583
Hist.: PRD 3-1998, f. 2-11-98, cert. ef. 2-17-98; PRD 2-2006, f. & cert. ef. 2-27-06; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0125
Award of Grants
(1) The Commission shall, at a public meeting, consider and approve or disapprove, in part or in full, the recommendations of the Museum Grant Review Committee. The department shall then award grants based on the Commission's decision.
(2) All awards must be the subject of binding grant agreements between the department and grantees.
(3) Grant agreements must specify total project costs, participant's share, department share, work to be accomplished, products to be delivered, and deadlines for accomplishing work and delivering products.
Stat. Auth.: ORS 390.124 & 358.585
Stats. Implemented: ORS 358.583
Hist.: PRD 3-1998, f. 2-11-98, cert. ef. 2-17-98; PRD 2-2006, f. & cert. ef. 2-27-06; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0130

Museum Grant Review Committee

(1) Department staff appoints the Museum Grant Review Committee, which must be composed of Commission representatives and museum or heritage professionals.

(a) The committee must have a minimum of five members, and include individuals with professional knowledge related to the type of projects submitted, and individuals with a direct understanding of small museum operations.

(b) The department may consult with appropriate organizations including the Oregon Historical Society and Oregon Museums Association for committee member recommendations.

(2) The Museum Grant Review Committee shall follow current statutory conflict-of-interest provisions.

Stat. Auth.: ORS 390.124 & 358.585

Stats. Implemented: ORS 358.583

Hist.: PRD 3-1998, f. 2-11-98, cert. ef. 2-17-98; PRD 2-2006, f. & cert. ef. 2-27-06; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0135

Disbursement of Grant Funds

The department will distribute grant funds to participants on a reimbursable basis after submission of billings on approved schedules specified in grant agreements. Participants will supply information substantiating billings if requested by the Commission. Grant funds may be disbursed in advance if participants can demonstrate a compelling need.

Stat. Auth.: ORS 390.124 & 358.585

Stats. Implemented: ORS 358.5830

Hist.: PRD 2-2006, f. & cert. ef. 2-27-06; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0140

Recovery of Grant Funds

(1) Participant museums who fail to complete approved projects to the Commission's satisfaction shall return all unexpended grant funds.

(2) Participant museums must maintain records adequate for audit purposes for a period of not less than five years after project completion and shall reimburse the commission for any costs disqualified through audit findings.

Stat. Auth.: ORS 390.124 & 358.585

Stats. Implemented: ORS 358.5830

Hist.: PRD 2-2006, f. & cert. ef. 2-27-06; PRD 3-2013, f. & cert. ef. 7-19-13