

# OREGON MUSEUM GRANT

## 2023 GUIDELINES

### OREGON HERITAGE COMMISSION, OREGON HERITAGE

*Oregon Parks and Recreation Department is committed to valuing and serving everyone by actively working to provide safe and equitable access to state parks and agency programs. To this end, the department will not tolerate racism, harassment, discrimination, or intimidation in any form.*

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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 program. There will be two grant cycles in the 2023-2025 biennium.

**FINANCIAL INFORMATION:** Generally, awards are \$1000-\$8000. The Oregon Heritage Commission attempts to fully fund grant requests.

**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 and shows community value of the project and makes your 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.

**BUDGET INFORMATION:** Bids and estimates strengthen the grant request when applicable. If awarded the grant requires at least three estimates for work over \$10,000.

**PROFESSIONAL REQUIREMENTS:** The application must convey that all work will be completed using appropriate museum practices.

**GRANT REPORTING AND PAYMENT:** Awarded projects will be the subjects of binding agreements between the State and the applicants. Grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting may be found in the grant guidelines.

### GRANT TIMELINE:

Deadline – April 12, 2023 (11:59pm)

Notification – Mid-May, 2023

Work Start Date, with fully executed agreement – July 1, 2023

Reporting deadline – April 30, 2024

### ELIGIBILITY:

**MUSEUMS:** Any qualified museum based in Oregon is eligible to apply. Museums are defined by statute as public institutions or private nonprofit Oregon corporations primarily devoted to the acquisition and



public exhibition of specimens, artifacts, articles, documents and other items that relate to history, anthropology, archaeology, heritage, science or art and that have historical significance.

Museums must meet the following 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; **Note: COVID closures are acceptable for this grant cycle.**
- 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.
- Capital projects are eligible for funding, however building preservation projects are a lower priority unless the work impacts the care of collections. Projects eligible for the Preserving Oregon Grant are not eligible for this grant.

**STANDARDS:**

- All projects must meet professional museum or archival standards. Please specify in the application which standards will be followed 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>

**ASSISTANCE:**

For assistance with grant questions, OPRD: Grants Online, and translation and accessibility needs contact Kuri Gill, [kuri.gill@opr.oregon.gov](mailto:kuri.gill@opr.oregon.gov), 503-986-0685.

## APPLICATION PROCESS

**GRANT ANNOUNCEMENT:** 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> .

**REGISTRATION FOR THE ONLINE APPLICATION SYSTEM:** To access the application, register at [oprdrgrants.org](http://oprdrgrants.org). If you already have an account, then request through [Kuri.Gill@oregon.gov](mailto:Kuri.Gill@oregon.gov) or 503-986-0685 to add this grant option to your account. If you have used the system for this program before, there is no need to register. Log in using your email address and your password. See online registration and application instructions for detailed directions to use the online grant system. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one>

**APPLICATION SUBMISSION:** Once you have a login, you will be able to 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. Instructions for OPRD: Grants Online visit our website. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx>

**APPLICATION QUESTIONS:** The following items will be required on the online application. Be sure to use the [OPRD GrantsOnline instructions](#) as you enter the information. Also review Appendix A of the guidelines for a checklist of information to include based on the project type.

- Contact Information
  - Applicant – Enter the 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)
  - Brief Project Description – please keep this brief and specific. Only state what the project is, not why it is important.
  - Project start date (must be after July 1, 2023)
  - Project end date (must be before April 30, 2024)
  - Site name – if the building has a name, or enter NA
  - Site city/town/area
  - Site county
  - Site description - provide a short description of the building(s) and the setting of the project.
  - Site acreage – enter ‘1’
  - Latitude & Longitude – use the ‘find lat/long’ button fill this field.

- Financial Information
  - Requested amount
  - Match amount
  - Total amount
  - Budget grouped by category
    - Contractor/Consultant
    - Staff time
    - Volunteer time
    - Materials & equipment
    - Printing, publication & design
    - Travel
    - Other (specify)
  - Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
  - Budget must include both expenses and income sources of funding.
    - 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.
    - Contingency is not allow to be funded by grant dollars and cannot be considered part of the required match amount.
    - Grant administration is limited to 6% of the project cost.
- Supplemental
  - General
    - Museum Annual Budget (total)
    - 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; **Note: COVID closures are acceptable for this grant cycle.**
      - 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.
    - 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.
  - Government Partnerships
  - Advocacy and Heritage Partner Networking
  - Public Outreach and Education
  - Professional Preservation Education
  - Information Sharing and Accessibility
  - Identification and Designation of Cultural Resources
  - Preservation, Rehabilitation, and Protection of Cultural Resources
  - Grants and Funding (not including use of this grant)
  - Economic Development
  - Statutes, Ordinances, Codes, and Processes
- 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.
- Project Categories – respond only to the questions in the category selected as the primary project purpose.
  - 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.
- 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.
  - Describe how the collection project will be monitored and evaluated.
- 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.
- 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.
- 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.
  - Describe how the education or interpretation project will be monitored and evaluated.
- 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.
  - Describe how the tourism project will be monitored and evaluated.
- Project Timeline - List your major objectives and approximate dates they will be completed.
- Ability to Complete the Project
  - Describe your organization's history and past successes related to this project.
  - Share any partnerships that support this project.
  - Explain volunteer and community support for this project.
  - Provide any other evidence of your ability to complete the project.
- Organizational Impact
  - Explain how this project fits into organizational plans (strategic, interpretive, collection, outreach, etc.)
  - How will this move the organization forward?
- 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.
- Use of Grant Funds
  - Specifically explain what parts of the project the grant will fund.
- Attachments:
  - Required
    - Budget detail (this can be whatever format you chose, but should show expense detail)



- Vicinity map
- 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.
  - 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 Museum and Heritage Grant Application Checklist (Appendix A) to ensure you provide complete information.
  - Be sure to click submit, you will receive confirmation of the submission

## GRANT REVIEW AND AWARD PROCESS

**MUSEUM BEST PRACTICES:** Plans, policies, and procedures help museums align their operations and help staff and volunteers make informed and consistent decisions in support of their mission. Review the list of best practice methods below. Successful applications tend to come from organizations that implement some of these practices. Consider the plans your organization has established and how your proposed grant project fits into those plans. If you have implemented this and they relate to your project be sure to reference them in the grant narrative. If your organization would like assistance in any of the areas listed below, free support is available. Please contact [heritage.mentorcorps@oregon.gov](mailto:heritage.mentorcorps@oregon.gov).

- Mission & Goals
- Long Range/Strategic Plans
- Collections Policy and Training
- Emergency Preparedness Plan
- Diversity, Equity & Inclusion Statement, Training, and Policy

**GRANT REVIEW AND SELECTION:** 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. Once applications pass the technical review a committee will review and score them using the following criteria and priorities. The recommendations are considered and the final selection is made by the Oregon Heritage Commission.

**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 project has a connection to Oregon history and culture.

**PRIORITIES:**

- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail. Geographic diversity.
- Museum size diversity.
- 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.
- Significant impact to the organization.
- Realistic cost estimates and matching dollar share in-hand. And projects where matching funds do not include other grants from Oregon Heritage.

**GRANT AWARD:** The grant award will be made by the Oregon Heritage Commission based on the recommendation of the review committee. 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 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:

1. An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
2. Grant starting date and grant completion & final report date.
3. Special conditions for the project.
4. Specific language for the acknowledgement of public funds provided by the State of Oregon.
5. Requirements for submitting reports and reimbursement requests.
6. Requirements for inspections and audits.

Agreements can be completed electronically or by hard copy.

- 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 you.
- 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 from us, make changes that would substantively alter the scope of work 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.

## GRANT MANAGEMENT AND REPORTING

### 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 billings, project photographs, final reports and billings, and recordkeeping.

#### Consultants/Contractors

Evidence of competition for direct negotiated professional services of under \$10,000 is not mandatory.

Services and materials that cost \$10,000 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:

- 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 the State Historic Preservation Office 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...

- Before photographs
- Plan drawings
- 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.

#### Public Notice Requirement

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

Following notice to applicants OPRD will post a press release announcing the awards. Grantees will be notified of the timing by email.

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, on Facebook tag @oregonheritage
- 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. 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. Photos are required in a digital format (300dpi or higher, jpeg or tiff). The include photos of people cataloging and re-housing objects, programs and exhibits, etc.

### **GRANT REPORTING:**

**Interim reports:** Grant reports are required once during the grant cycle. You will be sent a report reminder to submit it.

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 45 days of completing the project or by the final deadline on your grant agreement, whichever is first. Reports are submitted through [OPRD GrantsOnline](#). 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, summary of events and topics, etc.
- Tourism project reports should include results of outreach, marketing, etc., submit marketing materials, etc.
- **Grant Evaluation and Project Impact Form (Appendix B) required**– This information is used to improve our grant processes and services and to measure the value of our grant programs. Please complete the survey [online](#).

Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

Additional resources for reporting:

[Grant reporting and reimbursement checklist](#)

[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 Reporting through [OPRD GrantsOnline](#) and Using the OPRD Grant Application & Reporting System sections of the [Oregon Heritage Grants webpage](#) for instructions and videos.

The reimbursement request must include all 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, not the matching source. Expenses may be grouped by expense category:

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

Submit the following attachments.

- Copies of invoices or receipts for expenses over \$500
- Itemized list of expenses under \$500

- Volunteer time tracking
- Staff time tracking
- Evidence of in-kind donation value
- See OPRD Grants Online Reporting & Reimbursement Instructions <https://www.oregon.gov/oprd/OH/Documents/OPRDOOnlineGrantReimbursementReportingInstructions.pdf> for a detailed guide 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. Only proof of expense is required.

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. OPRD will 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:**

For grant questions and [OPRD GrantsOnline](#) system questions contact Kuri Gill, [kuri.gill@oprd.oregon.gov](mailto: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
- ✓ If collection represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now. For example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

#### 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
- ✓ If collection represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now. For example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

#### 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, 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
- ✓ If collection represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now. For example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

University of Oregon Digital Newspaper Program – adding local newspaper content to this [online program](#).

- ✓ 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, etc.)
- ✓ A letter from the University of Oregon program affirming the project is on the schedule for the grant period.
- ✓ 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
- ✓ If collection represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now. For example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

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
- ✓ If the program represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now. For example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

#### 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
- ✓ If the program represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now. For example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

#### 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
- ✓ If the program represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now. For example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

#### 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 or target audience (include letters of participation)
- ✓ 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)
- ✓ If the program represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now. For example, the tribes, Oregon Black Pioneers, local youth organizations, 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 or target audience (include letters of participation)
- ✓ Expertise that will be used (experts, resumes, training, etc)
- ✓ Goals for numbers and type of audience
- ✓ Marketing and outreach plan
- ✓ If the program represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now. For example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

## 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. Include additional detail using the comment boxes. Please complete this survey [online](#).

	Extremely	Good	Fair	Poor	Not At All
How manageable was the grant application?					
Comments:					
How manageable was the grant reporting?					
Comments:					
How manageable was the reimbursement process?					
Comments:					
How helpful were the online grant instructions and videos?					
Comments:					
How important was our staff expertise in the success of your project?					
Comments:					
How responsive was our staff in assisting you?					
Comments:					

### 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	<ol style="list-style-type: none"> <li>1. Include more voices</li> <li>2. Increase access to heritage</li> <li>3. Promote the value of heritage</li> </ol>	

addressed and explain how it did that.	4. Pursue best practices
Comments:	
Select the Oregon Historic Preservation Plan Issue that your project most addresses and explain how it did that.	<ol style="list-style-type: none"> <li>1. Government Partnerships</li> <li>2. Advocacy and Heritage Partner Networking</li> <li>3. Public Outreach and Education</li> <li>4. Professional Preservation Education</li> <li>5. Information Sharing and Accessibility</li> <li>6. Identification and Designation of Cultural Resources</li> <li>7. Preservation, Rehabilitation, and Protection of Cultural Resources</li> <li>8. Grants &amp; Funding</li> <li>9. Economic Development</li> <li>10. Statutes, Ordinances, Codes, and Processes</li> </ol>
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@opr.oregon.gov](mailto:Kuri.Gill@opr.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

### 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