

## COMMUNITY MUSEUMS ASSISTANCE PROGRAM

### 1. Definition of a "museum"

This program defines a "**museum**" as "a non-profit community institution which acts as a custodian to maintain, conserve, study, and interpret a permanent collection of heritage resources". These resources may be objects or historical data. Such an organization holds its collection in trust for the public. It tries to ensure that the community derives maximum benefit from the collection it holds.

Museum collections may illustrate natural or human phenomena or their interrelationships. A museum adds to its collection in an orderly fashion. Generally stated, the purpose of a museum is to help New Brunswickers understand themselves and their ties with the past, to strengthen their sense of pride and identity, and/or to better appreciate their links with the environment.

The dedicated efforts of volunteers and community supporters are essential to a museum's operation. By applying their museological knowledge, volunteers and supporters can achieve the organization's mandate.

### 2. Program Objectives

The program can be used for the following:

- To support part of the operation of a non-profit community museum that operates in New Brunswick;
- To encourage enhanced conservation and interpretation of heritage resources which are held in trust by community museums;
- To assist these organizations to improve their operational activities and to deliver greater benefits to their communities, to other New Brunswickers, and to interested visitors.

### 3. Applicant Eligibility

Applications under this program are limited to Canadian non-profit organizations based in New Brunswick and incorporated as a non-profit organization under the *Companies Act*.

Any organization which meets the definition of a "museum", as outlined above, may apply for funding under this program.

Art galleries are not eligible for this assistance since they are served by programs managed by the Arts Development Branch.

In addition to meeting the museum definition, an eligible applicant must:

- Possess legal title to the permanent collections it conserves;
- Own the building in which the museum is housed, or have an agreement for long-term occupancy;
- Be recognized as a Charitable Organization under the *Federal Income Tax Act* or be able to show that an application for this status has been sent to Revenue Canada;

- Maintain a basic accounting system which shows all revenues and expenses related to museum operation, and is the basis for the annual financial statement;
- Maintain a standard system of registration for its collection, thus ensuring proper documentation and control;
- Follow a Collections Management Policy consistent with its organizational objectives;
- Maintain proper attendance records (individuals, groups, etc.), educational program records, records of answers to collection research requests;
- Demonstrate community interest in the institution by showing an active membership, active working committees, and the support of local people for its programs;
- Be open to the public for at least eight (8) weeks annually.

#### 4. Application and administrative procedures

The purpose of the funding must be stated in the application. For successful applicants, the grant amount will be based on information provided, need indicated, and program funds available.

No grants will be made to organizations which do not meet the eligibility criteria. To be accepted as complete, this application form must be filled out using the format that has been provided. The Budget Forms on Ms Excel are in link with questions

- # 1.5 Number of paid staff
- # 2.8 Participation in employment programs, and
- # 7.0 Financial Information

and are integral parts of the application: the three documents must be completed and signed before submitted with the supporting documents. The proposed budget for the current fiscal year has also to be provided.

A photocopy of the museum's Charter and/or Letters Patent, documents of incorporation and by-laws, if recently amended since the last application, should also be provided.

**The Government of New Brunswick must receive appropriate credit for its support. All successful applicants agree to acknowledge publicly the financial contributions made by the Government towards the operation of their organization.**

Example:

The *[Name of the organization]* is supported by the Government of New Brunswick.



**5. Deadline Date**

Organizations wishing to apply for this program must fill out the appropriate form and send all requested documents to the Heritage Branch **no later than April 15**.

**Send the completed signed application and all supporting documentation to the following address:**

<p style="text-align: center;"><b>Heritage Branch</b> Wellness, Culture and Sport P.O. Box 6000, 250 King Street Fredericton, N.B. E3B 5H1  Telephone: (506) 453-2324</p>
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***Please note:*** *The Department may revise Program guidelines or suspend the program without notice if required funds are not available. Meeting the eligibility criteria does not guarantee that a grant will be awarded.*