

**CHAPTER 17. MUSEUM ASSISTANCE AND LOCAL HISTORY
GRANT PROGRAM—STATEMENT OF POLICY**

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Subchapter A. PENNSYLVANIA MUSEUM ASSISTANCE GRANTS

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Source

The provisions of this Chapter 17 adopted March 24, 1989, effective March 25, 1989, 19 Pa.B. 1316, unless otherwise noted.

GENERAL PROVISIONS

§ 17.1. Types of Pennsylvania Museum Assistance Grants.

There are two types of Pennsylvania Museum Assistance Grants: Special Project Support Grants and Technical Assistance Grants.

§ 17.2. Who may apply for a Pennsylvania Museum Assistance Grant.

(a) Institutions that meet the American Association of Museums' definition of a museum as "an organized and permanent nonprofit institution, essentially educational or aesthetic in purpose, with a professional staff (paid or unpaid), which owns and utilizes tangible objects, cares for them and exhibits them to the public on some regular schedule", may apply for grant assistance.

(b) The following are among the types of museums that are eligible to apply if they satisfy other eligibility requirements:

- (1) Aquariums.
- (2) Arboretums.
- (3) Art museums.
- (4) Botanical gardens.
- (5) Children's museums.
- (6) General museums—with two or more equally significant disciplines.
- (7) History museums.
- (8) Historic houses/sites.
- (9) Natural history museums.
- (10) Nature centers.
- (11) Planetariums.
- (12) Science/technology centers.
- (13) Specialized museums—limited to a single, distinct subject or organizations with two or more museums of different disciplines.
- (14) Zoological parks.

Cross References

This section cited in 46 Pa. Code § 17.22 (relating to eligibility requirements for Special Project Support Grants); and 46 Pa. Code § 17.42 (relating to eligibility requirements for Technical Assistance Grants).

§ 17.3. Who may not apply for a Pennsylvania Museum Assistance Grant.

Institutions and others that are not eligible to apply include:

- (1) Museums outside of this Commonwealth.
- (2) Museums operated for profit.
- (3) Museums owned or operated by the Federal or State government, except as part of a collaborative grant project.
- (4) Museum consortiums or associations that represent museums, but are not museums in themselves.
- (5) Associate groups at historic sites and museums administered by the Historical and Museum Commission, except as part of a collaborative grant with a nonaffiliated museum.
- (6) Individuals.

§ 17.4. Multipurpose organizations and museums within multipurpose organizations.

(a) Multipurpose government or nonprofit organizations which own and operate two or more museums that meet the definition of a museum as “an organized and permanent nonprofit institution, essentially educational or aesthetic in purpose, with a professional staff, which owns and utilizes tangible objects, cares for them and exhibits them to the public on some regular schedule”, and which meet the following eligibility criteria, may apply for Special Project Support and Technical Assistance Grants that benefit the museums under their management. For purposes of the grant program, these will be considered to be collaborative grants. To qualify the organization shall:

- (1) Be located in this Commonwealth.
- (2) Have tax-exempt status with the Internal Revenue Service or be an entity of government.
- (3) Have been incorporated and in existence for at least 2 years prior to the submission of the grant application.
- (4) Have at least one full-time paid staff member whose primary responsibility is to oversee the operations of the multipurpose organization.
- (5) Be registered with the Pennsylvania Commission on Charitable Organizations, if required.

(b) Multipurpose organizations who feel that they are eligible are encouraged to contact the Historical and Museum Commission Grants Manager to discuss their eligibility and project ideas.

(c) Individual museums within multipurpose organizations may also apply for grants if they function as a discrete unit within the parent organization. For purposes of funding, a museum which is part of a larger organization will be deemed eligible if the following conditions are met:

- (1) The museum has at least one full-time professional staff member, or the equivalent, paid or unpaid, whose responsibilities are solely for the museum’s services, operations and administration.
- (2) The museum has administrative autonomy for its operations.
- (3) The museum has a fully segregated and itemized operating budget within that of the parent organization.
- (4) The museum is able to separately and distinctly fulfill eligibility and application requirements as defined in this chapter.

(d) Information presented in the application from individual museum should be only that of the eligible museum applicant. Activities of the parent organization which are not directly related to the museum’s operation should not be discussed, as the grant award will be based solely on the quality of the museum’s services and operations.

(e) Each parent multipurpose organization controlling more than one museum may submit only one collaborative grant application on behalf of the museums

under their management. Qualified individual museums may also submit grant applications individually and may collaborate with other qualified museums that are not affiliated with the parent organization.

(f) Both the parent multipurpose organization and individual museums applying for grant support shall meet the conditions described under §§ 17.21—17.25 and 17.41—17.44.

SPECIAL PROJECT SUPPORT GRANTS

§ 17.21. Special Project Support Grants.

Special Project Support Grants on a matching basis are available to museums in four major categories: institutional development; collections management; educational and interpretive programs; and marketing and promotion. Collaborative grants in these areas are encouraged. The grants will be awarded on a competitive basis and museums applying shall meet the following standards and criteria.

Cross References

This section cited in 46 Pa. Code § 17.4 (relating to multipurpose organizations and museums within multipurpose organizations).

§ 17.22. Eligibility requirements for Special Project Support Grants.

(a) To be eligible for Special Project Support Grants, an institution shall meet the definition of a qualified museum—see § 17.2 (relating to who may apply for a Pennsylvania Museum Assistance Grant). Institutions that do not meet the minimum standards may apply for funds as part of a collaborative grant with a qualified institution or may apply for Technical Assistance Grants.

(b) In addition, an applicant for a Special Project Support Grant shall meet the following criteria:

- (1) Be located in this Commonwealth.
- (2) Have tax-exempt status with the Internal Revenue Service or be operated by an entity of government.
- (3) Be open on a regular basis with a publically announced and adhered to schedule at least 100 days per annum.
- (4) Have been incorporated and exhibiting to the public for at least 2 years prior to the submission of the grant application.
- (5) Have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition or exhibition to the public of objects owned or used by the museum.
- (6) Be registered with the Pennsylvania Commission on Charitable Organizations, if required.

Cross References

This section cited in 46 Pa. Code § 17.4 (relating to multipurpose organizations and museums within multipurpose organizations).

§ 17.23. General conditions for Special Project Support Grants.

There are a number of general conditions for Special Project Support Grants, in addition to those listed under terms and conditions of the grant.

(1) An applicant for a Special Project Support Grant is limited to one application per museum except for collaborative grants. The museum may also submit different project grant applications for Technical Assistance Grants or Local History Grants, or both. To maximize the impact on the museum community of the Historical and Museum Commission grant program, if an institution receives a Special Project Support Grant it will not be considered for a Technical Assistance Grant.

(2) Matching requirements are as follows:

(i) Special Project Support Grants will be awarded on a 50/50 matching basis.

(ii) Cash matches are encouraged, although in-kind contributions may be used as a portion of the matching requirement.

(3) Grant awards will not exceed \$30,000 or, in the case where the institution's budget is less than \$300,000, 10% of that budget.

(4) The Pennsylvania Council on the Arts and the Historical and Museum Commission will not fund the same grant request.

Cross References

This section cited in 46 Pa. Code § 17.4 (relating to multipurpose organizations and museums within multipurpose organizations).

§ 17.24. Ineligible activities for Special Project Support Grants.

Special Project Support Grants may not be used to fund the following:

- (1) Endowments.
- (2) General operating support.
- (3) Acquisition of objects for the collection.
- (4) Capital improvements projects.
- (5) Existing part-time or full-time staff positions.
- (6) Projects that have been initiated prior to the date of the award.
- (7) Projects that serve a religious purpose.
- (8) Exhibitions or public programs not available to the general public or taking place primarily outside of this Commonwealth.
- (9) Prizes and awards.
- (10) Expenses for entertainment.
- (11) Lobbying expenses.
- (12) Book publications.

(13) Purchases of equipment valued over \$300—without prior written approval.

(14) Printing costs over \$300—without prior written approval.

Cross References

This section cited in 46 Pa. Code § 17.4 (relating to multipurpose organizations and museums within multipurpose organizations).

§ 17.25. Categories of support for Special Project Support Grants.

The following categories of support were developed based in part on issues identified in a needs assessment survey of the Commonwealth's museum community. Each category is broadly defined and includes examples of the kind of projects that might be considered. The examples are not a complete list of eligible projects for consideration.

(1) *Institutional development.* Grant assistance is available to improve the management and administration of the museum as a nonprofit institution including its long term financial and administrative viability. Examples of projects to be considered include:

- (i) Management development and long range planning.
- (ii) Development of earned income potential through sales facilities, publications and other programs.
- (iii) Analysis of staffing patterns and personnel policies.
- (iv) Fund-raising plans.
- (v) Followup on the American Association of Museums' Museum Assessment Program (MAP) or recommendations of an American Association of Museums' accreditation review.
- (vi) Staff training programs.
- (vii) Facilities use plans and energy audits.
- (viii) Plans for handicapped accessibility.

(2) *Collections management.* Grant assistance is available to care for the needs of the museum's collections including registration, cataloging, research needs and conservation. Examples of projects to be considered include:

- (i) Development of cataloging systems.
- (ii) Cataloging and related collection research.
- (iii) Analysis of climate control, security and storage problems.
- (iv) Conservation treatment of specific objects.
- (v) Historic structures reports.
- (vi) Archaeological site surveys (not excavation) and cataloging of archaeological collections.
- (vii) Programs that would promote collection sharing among institutions.
- (viii) Followup on the American Association of Museums' Museum Assessment Program II (MAP II).

(3) *Educational and interpretive programs.* Grant assistance is available to provide better interpretation to the general public and special audiences through exhibits, seminars, demonstrations and other programs. Examples of projects to be considered include:

- (i) Design, preparation and installation of exhibits, including related public programs.
- (ii) Development of and support of curriculum projects.
- (iii) Furnishing plans, interpretive plans and landscaping plans.
- (iv) Living history programs and craft demonstrations.
- (v) Staff and volunteer training.
- (vi) Interpretive seminars, lectures and workshops.
- (vii) Research directed toward educational and interpretive programs.
- (viii) Pamphlets and printed material to support specific public programs or exhibits, or both, for which funds are being requested.
- (ix) Outreach programs to schools and community organizations.
- (x) Exhibit sharing and traveling exhibits.

(4) *Marketing and promotion.* Grant assistance is available to develop higher levels of visitation and improve an institution's visibility in the community and across the State. Examples of projects to be considered include:

- (i) Media relations.
- (ii) Membership and corporate development.
- (iii) Visitor surveys.
- (iv) Preparation of brochures and other visitors aids.
- (v) Marketing plans.
- (vi) Production of marketing tools such as videotapes and audiovisual programs.

Cross References

This section cited in 46 Pa. Code § 17.4 (relating to multipurpose organizations and museums within multipurpose organizations).

TECHNICAL ASSISTANCE GRANTS

§ 17.41. Technical Assistance Grants.

Technical Assistance Grants, with no matching requirements, are available to assist museums with limited or short range projects, and to help museums prepare for eventual accreditation by the American Association of Museums. The grants are particularly appropriate for small museums or for those institutions who cannot meet the minimum qualifications for the Special Project Support Grants. Some examples of the kinds of projects funded include upgrading exhibits, conservation surveys, energy audits, management and planning consultants, development of general management plans, archaeological surveys, membership

development, followup on the American Association of Museums' Museum Assessment Program (MAP) and staff development and professional training.

Cross References

This section cited in 46 Pa. Code § 17.4 (relating to multipurpose organizations and museums within multipurpose organizations).

§ 17.42. Eligibility requirements for Technical Assistance Grants.

To be eligible for Technical Assistance Grants, an institution shall meet the American Association of Museums' definition of a museum as defined in § 17.2 (relating to who may apply for a Pennsylvania Museum Assistance Grant). The requirement that the institution have a professional staff or be open to the public on a regular basis is not mandatory. At a minimum, the museum shall meet the following requirements:

- (1) Be located in this Commonwealth.
- (2) Have tax-exempt status with the Internal Revenue Service or be operated by an entity of government.
- (3) Have been incorporated and accessible to the public for at least 2 years prior to the submission of the grant application.
- (4) Be registered with the Pennsylvania Commission on Charitable Organizations if required.
- (5) Have as a primary purpose the display or use of collections and exhibits.

Cross References

This section cited in 46 Pa. Code § 17.4 (relating to multipurpose organizations and museums within multipurpose organizations).

§ 17.43. General conditions for Technical Assistance Grants.

There are several general conditions for Technical Assistance Grants in addition to the conditions listed under terms and conditions of the grant:

- (1) One application per museum.
- (2) Grant awards will not exceed \$3,000 and may be applied for in any amount up to that limit.
- (3) No matching requirement.

Cross References

This section cited in 46 Pa. Code § 17.4 (relating to multipurpose organizations and museums within multipurpose organizations).

§ 17.44. Ineligible activities for Technical Assistance Grants.

Technical Assistance Grants may not be used to fund the following:

- (1) Endowments.
- (2) General operating support.

- (3) Acquisition of objects for the collection.
- (4) Capital improvement projects.
- (5) Existing part-time or full-time staff positions.
- (6) Projects that have been initiated prior to the date of the award.
- (7) Projects that serve a religious purpose.
- (8) Exhibitions or programs not available to the general public or taking place primarily outside of this Commonwealth.
- (9) Prizes and awards.
- (10) Expenses for entertainment.
- (11) Lobbying expenses.
- (12) Book publications.
- (13) Purchase of equipment valued over \$300—without prior written approval.
- (14) Printing costs over \$300—without prior written approval.

Cross References

This section cited in 46 Pa. Code § 17.4 (relating to multipurpose organizations and museums within multipurpose organizations).

§ 17.45. Categories of support for Technical Assistance Grants.

The following is a list of examples of projects, that the Commission will consider funding as a Technical Assistance Grant:

- (1) Upgrading exhibits.
- (2) Conservation surveys.
- (3) Energy audits.
- (4) Consultants for management review and long range planning.
- (5) Development of general management plans.
- (6) Archaeological surveys.
- (7) Membership development.
- (8) Follow-up to the American Association of Museum's Museum Assistance Program.
- (9) Staff development and professional training.

Subchapter B. PENNSYLVANIA LOCAL HISTORY GRANTS

GENERAL PROVISIONS

- 17.101. Types of Pennsylvania Local History Grants.
17.102. Who may apply for a Pennsylvania Local History Grant.
17.103. Who may not apply for a Pennsylvania Local History Grant.

LOCAL HISTORY PROJECT SUPPORT GRANTS

- 17.121. Local History Project Support Grants.
- 17.122. Eligibility requirements for Local History Project Grants.
- 17.123. General conditions for Local History Project Grants.
- 17.124. Ineligible activities for Local History Project Grants.
- 17.125. Categories of support for Local History Project Grants.

LOCAL HISTORY GENERAL OPERATING SUPPORT GRANTS

- 17.141. Local History General Operating Support Grants.
- 17.142. Eligibility requirements for Local History General Operating Support Grants.
- 17.143. General conditions for Local History General Operating Support Grants.
- 17.144. Ineligible activities for Local History General Operating Support Grants.

GENERAL PROVISIONS**§ 17.101. Types of Pennsylvania Local History Grants.**

There are two types of Pennsylvania Local History Grants: Local History Project Support Grants and Local History General Operating Support Grants. There are special conditions for Local History General Operating Support Grants.

§ 17.102. Who may apply for a Pennsylvania Local History Grant.

The following institutions and organizations may qualify for grant assistance if they meet the specific eligibility requirements for one or both types of Local History Grants:

- (1) Historical societies.
- (2) Colleges and universities.
- (3) Museums.
- (4) Local governments and libraries—archives and records management only.
- (5) Other historical organizations.

§ 17.103. Who may not apply for a Pennsylvania Local History Grant.

The following are not eligible for grant assistance under this program.

- (1) Individuals—institutions may apply for research projects on behalf of individuals.
- (2) Properties owned or operated by the Historical and Museum Commission.
- (3) Associate groups at historic sites and museums administered by the Historical and Museum Commission, except as part of a collaborative grant with a nonaffiliated museum or historical organization.
- (4) Agencies of the Federal government.

- (5) Institutions or organizations outside of this Commonwealth.

LOCAL HISTORY PROJECT SUPPORT GRANTS

§ 17.121. Local History Project Support Grants.

Project grants are awarded on a competitive basis to support local history projects in the following categories: Public Educational Programs, Research and Writing on Pennsylvania History, and Archives and Records Management Projects. Grants shall be directly related to some aspect of Pennsylvania history and demonstrate a benefit to the general public.

§ 17.122. Eligibility requirements for Local History Project Grants.

To receive funding for Local History Project Grants, an institution or organization shall have as one of its primary purposes the promotion of research, interpretation or teaching of Pennsylvania history. In addition to this general standard, an institution or organization shall meet the following specific criteria.

- (1) Be located in this Commonwealth.
- (2) Be officially organized on a nonprofit basis.
- (3) Be incorporated and in existence for 2 years prior to the grant application.

§ 17.123. General conditions for Local History Project Grants.

(a) The following are several general conditions applicable to a Local History Project Grant:

- (1) Grants will not exceed \$3,000 and may be applied for in any amount up to that limit.
- (2) No match is required.
- (3) One application per institution or organization is recommended.
- (4) Institutions who qualify may also apply for Pennsylvania Museum Assistance Grants.

(b) The Commission reserves the right to attach specific terms and conditions in the agreement.

§ 17.124. Ineligible activities for Local History Project Grants.

Grants made under this program are restricted to projects directly related to some aspect of Pennsylvania history. The following functions will not be funded under the program:

- (1) Capital expenditures.
- (2) Existing/permanent staff salaries.
- (3) Activities for which academic credit is given.
- (4) Activities that have already been completed.
- (5) Activities that have a religious purpose.

- (6) Forums, conferences, symposia, lectures, oral histories and exhibitions not available to the general public.
- (7) Forums, conferences, symposia, lectures, oral histories and exhibitions outside of this Commonwealth.
- (8) Prizes and awards.
- (9) Benefit activities.
- (10) Hospitality expenses, such as receptions, parties and gallery openings.
- (11) Payment to lobbyists.
- (12) Printing costs and purchases of equipment over \$300—without prior written approval.

§ 17.125. Categories of support for Local History Project Grants.

An institution or organization applying for funding shall apply in one of the following grant categories. The examples provided for each category are only examples and do not include all eligible projects. Eligible costs include, but are not limited to, purchase of supplies, duplication expenses, preparation of materials, travel costs and speaker and consultant fees.

- (1) *Public education programs.* Funding may be requested for the research, development and execution of public programs that present some aspect of Pennsylvania life, history or culture.
 - (i) Seminars, forums, lectures, videotapes and conferences.
 - (ii) Preparation and installation of exhibits.
 - (iii) Implementation of curriculum project and teachers' guides.
- (2) *Research and writing.* Funding may be requested for original research and writing on some aspect of Pennsylvania life, history and culture leading to books, booklets, publications, presentations, articles or papers. Examples are as follows:
 - (i) Oral history projects.
 - (ii) Archaeological reports and research.
 - (iii) Original research in the development of public programs listed in paragraph (1).
 - (iv) Development of guides for walking tours.
 - (v) Research on documentary and photographic collections.
 - (vi) Development of curriculum projects and teachers' guides.
 - (vii) Preparation of nominations to the National Register of Historic Places including multiple resource and historic district nominations.
- (3) *Archives and records management.* Funding may be requested for surveying, inventorying, preserving, arranging and describing, and making available historical records relevant to this Commonwealth.
 - (i) Types of projects which may be funded:
 - (A) Projects to ensure the preservation and use of valuable archives/historical manuscripts including special format materials, such as carto-

graphic, pictorial, audiovisual and machine-readable records through accessioning new collections.

(B) Purchase of preservation supplies such as acid-free folders, microfilm and boxes.

(C) Microfilming of deteriorating records to ensure the preservation and wider availability of the information.

(D) Inventory and survey projects designed to promote the transfer of records to responsible repositories or to provide planning reports in support of the establishment of records programs/facilities or institutional conservation programs.

(E) Projects that support the arrangement and description of archival records or historical manuscripts.

(F) Preparation of guides to the holdings of a historical repository or to the content of a particularly significant collection.

(G) Programs for the education and training of archivists, records managers and manuscript curators.

(ii) Archives and Records Management Projects not eligible for funding:

(A) Projects involving records which are now closed to researchers or which will be held by institutions not open to the general public on a regular basis with a publically announced and adhered to schedule of at least 100 days per year.

(B) Projects involving newspapers and library books, including rare books.

(C) Records or office management projects which do not relate to normal archival functions or goals, such as projects for the creation of a new filing and shortage system for active office files.

(D) Projects requiring the item cataloging of each document. This type of project normally is given low priority unless specialized handling is essential and can be justified.

(E) Project funds supporting the purchase of office furnishings, shelving, cabinets, computers, software or microfilm cameras.

(F) Travel or individual training for project staff.

(G) Projects requesting funds for item conservation work or the production of copy negatives or reference prints.

LOCAL HISTORY GENERAL OPERATING SUPPORT GRANTS

§ 17.141. Local History General Operating Support Grants.

Local History General Operating Support Grants are restricted to historical organizations which function in an official capacity as the single county historical society for one of this Commonwealth's 67 counties. The society shall be so

certified by county government and shall be receiving funds from county government to assist in paying the operating expenses of the organization.

§ 17.142. Eligibility requirements for Local History General Operating Support Grants.

To receive a Local History General Operating Support Grant, an institution shall be the officially certified county historical society receiving cash support from county government. The institution shall meet the following specific criteria:

- (1) Be located in this Commonwealth.
- (2) Have a current letter of certification from the chair of the county commissioners designating the organization as the official historical society for the county.
- (3) Be incorporated and operating for a minimum of 2 years as a membership group with at least 100 paid members prior to filing the grant application.
- (4) Hold at least one public meeting per year.
- (5) Have a properly adopted constitution and bylaws and have elected officers to conduct the business of the society.
- (6) Have tax exempt status with the Internal Revenue Service.
- (7) Have a permanent physical facility wherein books, documents, papers and other objects of historical interest are deposited and available to the public at least 100 days per year.
- (8) Have at least one full-time paid or unpaid staff member or the equivalent who is responsible for the operations and programs of the society.
- (9) Sponsor programs relevant to county history, including educational and public programs, and have an active research and publications program.

§ 17.143. General conditions for Local History General Operating Support Grants.

The following are several general conditions for Local History General Operating Support Grants:

- (1) A grant will not exceed the amount of money provided on an annual basis by local county government in support of general operations.
- (2) Grants are awarded on a matching cash basis.
- (3) The maximum grant award will not exceed \$10,000.
- (4) A certified historical society may also submit applications, if eligible, for Special Project Support, Technical Assistance or Local History Project Grants.

§ 17.144. Ineligible activities for Local History General Operating Support Grants.

Funds awarded through this grant initiative may not be used to support the following activities:

- (1) Endowments.
- (2) Acquisition of objects for the collections.
- (3) Capital improvement projects.
- (4) Activities for which academic credit is given.
- (5) Activities that have already been completed.
- (6) Activities that serve a religious purpose.
- (7) Exhibitions, forums, conferences, symposia, lectures and oral histories not available to the general public or taking place primarily outside of this Commonwealth.
- (8) Prizes and awards.
- (9) Expenses for entertainment.
- (10) Lobbying expenses.
- (11) Book publications.
- (12) Purchase of equipment valued over \$300—without prior written approval.
- (13) Printing costs over \$300—without prior written approval.

