



# COLLECTIONS ASSESSMENT GRANT

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## GUIDELINES

The Collection Assessment Grant Program (CAG) provides small and mid-sized museums with a free assessment of their museum or archive collections. The assessment is a half-day site visit that examines collections on exhibit, in storage, and policies and procedures related to collection care and management. Grant recipients will receive a written report of observations and prioritized recommendations.

Every assessment report will include a prioritized list of recommendations for improving your institution's care and management of its collection. These recommendations are intended to help institutions decide where to invest limited resources, alert board members to collections care concerns, provide documentation that can support development of a long-range collection/preservation plan, and be used to fundraise for collection projects.

### 1.1 FUNDING PRIORITIES

- Priority will be given to institutions with budgets under \$50,000.
- Institutions with a budget not exceeding \$250,000 are eligible to apply.

### 1.2 WHO CAN APPLY

An applicant organization must:

- Be incorporated in the state of Connecticut for at least one year as a 501(c)(3) nonprofit organization governed by a board of directors that meets regularly OR be a municipality in the state of Connecticut OR be a Connecticut-based federally or State recognized tribe.
- Provide significant programs and/or services to the public on a regular basis, including open hours and special events; or function as a professional service organization that supports humanities program providers.
- Be in compliance with all terms and conditions of previous Connecticut Humanities grants
- Own its collections.
- Must be possible for the assessor to review the museum or archive collections during a half-day site visit.

The following are not eligible for funding:

- For-profit organizations
- Individuals
- Agencies of the state of Connecticut, including state universities, state parks and state historic sites
- Organizations not in compliance with terms and conditions of previous Connecticut Humanities grants

### 1.3 MATCHING REQUIREMENTS

No cash or in-kind match is required.

### 1.4 FUNDING LIMITS AND PROJECT DURATION

Successful applicants to the Collection Assessment Grant project will receive notification in June 2023 and assessments and reports must be completed by October 2023. No extensions are allowed.

Institutions can only have one (1) Collection Assessment Grant per grant cycle.

### 1.5 APPLICATION DEADLINE SCHEDULE

Applications are due by 11:59pm on May 19, 2023. Award notifications are made approximately one month following the deadline.

### 1.6 HOW TO APPLY

Applications must be submitted using [Connecticut Humanities' online grant portal](#). Before applying, organizations must contact Conservation ConneCTion director, Kathy Craughwell-Varda, [CSL.ConservationConnection@ct.gov](mailto:CSL.ConservationConnection@ct.gov), to discuss their grant application. We are eager to help you submit a strong application and are available to review draft applications received at least two weeks before the grant deadline.

The Collection Assessment Grant Program (CAG) is funded by CT Humanities through a partnership with the Connecticut Heritage Foundation, based at the Connecticut State Library, and managed by Conservation ConneCTion.