



## State Historical Society of North Dakota North Dakota Museum Assessment Program (NDMAP) 2023-2025

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The Cultural Heritage Grant Program is a state funded program administered by the State Historical Society of North Dakota. Grant funding is available to local museums, historical societies, and non-profits for strategic long-range planning to strengthen operations, continued sustainability, and meet industry standards.

As part of the Cultural Heritage Grant Program the SHSND has obligated \$30,000 to the North Dakota Museum Assessment Program (NDMAP). NDMAP grants provide city, county or regional historical societies, museums, and history organizations an opportunity to do an in-depth review of their organization and develop a long-range plan. The SHSND will award up to 3 organizations each a \$10,000 grant.

Interested eligible organizations who wish to be considered for an award should thoroughly read the guidelines and submit application to the SHSND before September 30, 2023. The completed application must be accepted (not postmarked) by the SHSND by 5pm on **Friday, September 30, 2023**.

*The application forms are available on the SHSND website as a PDF file: <http://history.nd.gov>*

### GRANT GUIDELINES

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1. The following organizations are eligible to apply for North Dakota Museum Assessment Program Grants:
  - Museums organized as the official county museum in their jurisdiction will be given priority, but other eligible museums are encouraged to apply.
2. The museum must be organized to operate on a permanent basis for educational and historical purposes and care for historical objects and materials.
3. The museum's objects and materials must be available to the public through regular exhibits or programs in the facility that it owns and operates.
4. The museum must have at least one professional staff member or the full time equivalent whether paid or unpaid whose responsibilities relate solely to the museum's services and operations.
5. The museum must be open on a regular basis with established hours and schedules.

## GENERAL APPLICATION GUIDELINES

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Completed applications must be postmarked for return to the State Historical Society of North Dakota no later than **Friday September 30, 2023**. The SHSND will award up to 3 organizations each a \$10,000 grant.

Submit one copy of the application, including photos. Applications can be submitted electronically as a single pdf or paper copy. Letters of commitment from partners, presenters, or advisors are recommended.

### Electronic Submission Requirements

- Must be submitted as a single pdf including photos.
- Submit via email to: [amunson@nd.gov](mailto:amunson@nd.gov)

### Paper Submission Requirements

- One copy, single sided, 8.5 x 11" paper.
- Do not individually sleeve pages or staple.

All sections of the grant application are to be completed. This is a **competitive** grant. Failure to address all criteria will eliminate the application from further consideration. The total score awarded to the applicant will be the combined scores of each section.

Applications should include:

- *Application Form.*
- Project Narrative to address the *Program Application Questions*
- Photos of the current museum facility and storage areas are not required but encouraged. Please limit photos to no more than 10.

Applications are to be prepared and presented in a type-written, professional manner.

Questions regarding the Cultural Heritage Grant Program may be directed to Amy Munson, State Historical Society of North Dakota (701)-328-3573.

Grants & Contracts Officer  
State Historical Society of North Dakota  
North Dakota Heritage Center  
612 East Boulevard Avenue  
Bismarck, ND 58505-0830

## North Dakota Museum Assessment Program (NDMAP) Application Form

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# of full-time paid staff \_\_\_\_\_ # of part time paid staff \_\_\_\_\_

# of unpaid staff/volunteers \_\_\_\_\_

What are the established hours of the museum?

### Certification

The applicant hereby certifies:

1. That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application has been duly endorsed by the local governing body appropriate for the applicant.
2. That the applicant acknowledges that prior to any disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and the State Historical Society of North Dakota, specifying detailed terms and conditions to include compliance with all federal, state and community licensing, permits, laws, and regulations.
3. That the applicant is officially recognized as having a non-profit status by the IRS and agrees to verify that status at the time of application or is a legally organized subsidiary of a tribal, city, or county governments.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name and Title (printed) \_\_\_\_\_

# GRANT APPLICATION CRITERIA

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## Section 1 - Self Assessment

The first component of this program is a self-assessment to help your organization determine its strengths and weaknesses. This self-assessment will be shared with the peer reviewer prior to the site visit.

- a. Who from the organization will be involved in the preparation of the self-assessment?
- b. Will the governing board or other governing entity be involved in the preparation of the self-assessment? If so, in what way will they be involved?

## Section 2 - Peer Review

The second component of this program is an on-site assessment of your organization involving a peer reviewer. This person will work with your organization.

- a. Who from the organization will be available to work with the peer reviewer during the on-site assessment?
- b. What level of access will be provided to the peer reviewer to your organization's facilities, staff, and organizational documents?

## Section 3 - Master Planning

The third task of this program is the development of a long-range master plan for your organization with your peer reviewer serving as a facilitator.

- a. Who from the organization will be available to participate in strategic planning sessions with the peer reviewer in order to develop the long-range master plan?
- b. How will the development of a long-range master plan be of assistance to your organization?
- c. Has the organization done any type of long-range planning in the past? If so, please specify the type of plans that were produced.

#### **Section 4 - Proposed Project**

When the long-range master plan is complete, the remaining grant funds will be used to fund a project. This project will be decided upon by the needs of your organization and the recommendations of the peer reviewer. Bear in mind that although this grant is for \$10,000, a portion of this funding will be earmarked for travel expenses of the consultant (a minimum of two trips to visit your organization) and his/ her consulting fee. The project you list in your response below will not necessarily be the project that is completed as a result of this funding.

- a. What type of project do you see as having the greatest impact for your organization?
- b. Can this proposed project be completed by June 30, 2025?

#### **Section 5 - Administration and Budget**

This grant requires a match equal to at least 25% of the grant amount or \$2500. Matching funds can be in-kind, or time provided by full time staff and board members at a rate of \$25 per hour.

- a. Is the historical society/museum the official county museum?
- b. Describe in detail all sources of match, both cash funding or in-kind contributions that will be used for this grant?