

Guidelines for Adjudicating Collection-Related Funding Requests

Overview

Museums and Collections Services is responsible for coordinating access to several funding sources, on and off campus, which are available to the University of Alberta Museums as a whole, and is the single source of contact for several funding agencies. Museums and Collections Services manages an annual financial needs assessment which provides a coordinated process for registered museums and collections to access funds. This process aims to maximize the funds available to registered University of Alberta museum collections for projects such as acquiring new objects, collections management, conservation, digitization, exhibitions and outreach.

Purpose

To define the criteria and procedures to be used by Museums and Collections Services and the Policy & Planning Committee to process and adjudicate requests for funds, as authorized by the University of Alberta.

POLICY

1. ANNUAL FUNDING NEEDS ASSESSMENT FUNDING PRINCIPLES

The University of Alberta Museums Annual Financial Needs Assessment is guided by the following principles:

- a. Funding is distributed among collections and academic units as fairly as possible.
- b. Projects with demonstrated need or urgency due to time-sensitive deadlines receive priority.
- c. Projects that have previously been completed will not be considered for funding.
- d. Projects may be recommended for funding through more than one source or a combination of sources.
- e. Partial funding of a project may be recommended.
- f. Projects that should be funded within the parameters of an academic unit's operating budget, will be directed to that unit.
- g. Where possible, other funding sources unique to a specific project will be identified or researched.

2. ELIGIBILITY FOR FUNDING

Project submissions will only be considered if:

- a. Submitted by a collection registered under the University of Alberta Museums and Collections Policy;
- b. The submitted projects conform/are compliant with other University policy and laws/regulations applicable to collections.
- c. The submitted projects are in accordance with the University's mission and goals.

- d. The submitted projects meet standards of museum practice, as identified in the Museums and Collections Policy.

3. FUNDING SOURCES AVAILABLE

MACS currently coordinates applications on behalf of the University of Alberta Museums for the following funding sources:

- a. **Community Outreach Endowment Fund**

Established in 1987 by the Friends of the University of Alberta Museums with matching funding from the Alberta Advanced Education Endowment Incentive Fund. Interest is made available each year for projects; applications are adjudicated by the [Policy & Planning Committee](#) with endorsement by the [Friends of the University of Alberta Museums Board of Directors](#)

- b. **Opportunity Fund**

The Opportunity Fund was established in 2009 with an initial contribution of \$5,000 from the Friends of the UofA Museums. Its purpose is to provide resources to collections faced with a time-sensitive opportunity or emergency that occurs outside of the annual financial needs assessment cycle. The allocation of this funding will be done on an ad hoc basis by the University of Alberta Policy and Planning Committee as funding requests are submitted based on the individual merit of each project.

- c. **Friends of the University of Alberta Museums**

On an annual basis, funds raised by the Friends of the UofA Museums through Gaming Events are donated to the University of Alberta via Museums and Collections Services (MACS). Applications are adjudicated by the Policy and Planning Committee, with recommendations presented to the Friends of the UofA Museums Board of Directors for decision and approval. Decisions must then be forwarded to the [Alberta Gaming Commission](#) for final approval prior to distribution.

- d. **Alberta Museums Association**

The [Alberta Museums Association](#) operates several grant programs for museums. Museums and Collections Services coordinates applications to the Institutional Grants Program and the Operational Grants program.

- e. **Government of Canada**

The Government of Canada operates many programs for museums, heritage and arts initiatives. Museums and Collections Services currently coordinates applications to [The Museums Assistance Program](#), the [Virtual Museum of Canada](#), [Young Canada Works](#) and the [Movable Cultural Property Grant Program](#).

- f. **Additional Funding Sources**

MACS maintains information on other public and private funding sources and works in conjunction with the University's Development Office to identify other opportunities.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top]	
Museum(s)	A museum is a non-profit making, permanent institution in the service of society and of its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, material evidence of people and their environment. (Source: Alberta Museums Association)
Collection(s)	Related objects and the information resources associated with them may be designated as a collection. A unit may have one or more collections of museum objects within its jurisdiction.
Museum objects /Museum objects and collections	<p>Museum objects and collections are rare and unique, and hence irreplaceable, or represent declining or limited resources. The museum objects and collections governed by this policy shall include, but may not be limited to:</p> <ul style="list-style-type: none"> - objects acquired by University staff and students, current and past, as part of their teaching, research or curatorial activities at the University, and for which the University holds title; - objects acquired by the University that relate to its mission, history, and teaching and research programs, and for which the University holds title; - objects acquired by University staff and students, but which are the property of the Crown and are held at the University; - information resources that provide documentation for an object or collection. <p>Exceptions to the above include:</p> <ul style="list-style-type: none"> - living material; and - objects that may normally require replacement after study or research.
Unit(s)	A designation used to denote academic and non-academic Departments, Faculties, Schools, Institutes and Centres at the University of Alberta.
Museums and Collections Services	The unit charged with the responsibility of ensuring that the University of Alberta is in compliance with this policy and associated procedures.

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Alberta Museums Association](#)
[Museums Assistance Program](#)
[Virtual Museum of Canada program](#)
[Canada Council for the Arts](#)