

# Annual Funding Needs Assessment Application and Reporting Procedure

## Overview

The University of Alberta Museums collections have an opportunity to access funding for collection-related projects via the annual Financial Needs Assessment Process coordinated by Museums and Collections Services. Collections may also apply to the Opportunity Fund if opportunities arise outside of the funding needs cycle.

## Purpose

The purpose of this procedure is:

- to ensure that consistent procedures and standards are followed when applying for funding
- to ensure transparency of adjudication, and
- to ensure consistent procedures in claiming funding and reporting.

## PROCEDURE

### 1. APPLYING FOR FUNDING

- a. Funding Needs Assessment Forms are sent to curators of registered collections via email by 30 September each year.
- b. Applications must be returned to Museums and Collections Services by midnight 31 October each year in order for their submission to be considered. Submissions must be complete and include:
  - i. a clear description of each project;
  - ii. a signature by the Dean and/or Chair, as appropriate, confirming that projects support departmental/faculty priorities;
  - iii. a clear project budget with cost estimates. (MACS staff can assist with budget development where needed);
  - iv. a schedule for completion.

### 2. ADJUDICATION OF FUNDING AND COMMUNICATION OF ALLOCATION

- a. MACS staff review applications against eligibility criteria and funding principles and make recommendations for project funding.
- b. Recommendations are submitted to the University of Alberta Museums Policy & Planning Committee for adjudication at the November meeting of the committee.
- c. The University of Alberta Policy & Planning Committee adjudicates recommendations. Committee members who have submitted applications or are associated with applications or projects must abstain from the deliberation and vote.
- d. The decision of the [University of Alberta Policy and Planning Committee](#) is recorded in the minutes and forwarded to the following relevant groups for endorsement and approval:
  - a. Recommendations for funding from the **Friends of the University of Alberta Museums** are forwarded to the board of the [Friends of the University of Alberta Museums](#) at the

earliest scheduled Board Meeting after the Policy and Planning Committee meets. The decision of the Board is recorded in the minutes. MACS and the Friends apply to the Alberta Gaming Commission for approval to donate as per the Board's decision within one week after the Friends Board Meeting.

- b. Recommendations for funding from the **Community Outreach Endowment Fund** are forwarded to the board of the [Friends of the University of Alberta Museums](#) for endorsement. The endorsement by the Board is recorded in the minutes.
- e. Once the relevant approvals and endorsements have been received, MACS sends out a letter to the curators/chairs/deans outlining the funding decisions.
- f. These letters are accompanied by a Funding Acceptance Form. This form must be returned to MACS, complete with the signature of the curator, the chair/dean and the proposed start and end dates of the project, within 30 calendar days of the date of issue.
- g. MACS will send out a reminder after 20 days. However, if the forms are not returned within the 30 day limit, the funding will be reallocated to another project
- h. For projects where the collections have been approved to develop a grant application for a specific granting agency, the collection must confirm with MACS within 30 calendar days of the date of issue, whether they wish to proceed with an application to the relevant granting agency. Collections will be asked to identify sources for matching funds (confirmed or potential).
- i. MACS staff will work with these collections to develop the applications and proposals as necessary and submit them to the relevant granting body.

### 3. PROJECT IMPLEMENTATION, REPORTING AND CLAIMING of FUNDS

- a. Internal Funds (Endowment, Friends donation)
  - i. Projects funded through internal sources must be completed within 24 months of the date of issue of the Funding Acceptance Form.
  - ii. If a project will not be complete within the 24 month timeframe, Curators must notify MACS in writing of the status of the project. Extensions will be considered on a case by case basis. If an extension is not granted, then the funds will be reassigned.
  - iii. Funds are transferred only upon completion of a project, and copies of all receipts are received by MACS Administrative Coordinator (LSE / Finance). Upon review of receipts, funds are transferred to the department account designated, no later than 28 February of the fiscal year in which the project was completed.
- b. External Granting Agencies
  - i. If the collection received funding from an external granting agency, the collection must follow the claiming and reporting processes of the grant they have received.
  - ii. If a collection is unable to complete a project on time they must notify MACS two months before the agreed completion date. MACS will contact the funding body to arrange for an extension. The collection must work with MACS to identify a plan for completing the project within the extended time period. MACS will only request one extension.
  - iii. It is the responsibility of the collection to prepare, complete all necessary documentation and reports to external granting bodies. If the collection is having difficulties completing the necessary documentation, they must contact MACS for the necessary help and guidance. Copies of reports must be sent to MACS.
  - iv. Failure to submit reports to external granting bodies jeopardizes the entire University of Alberta Museums' ability to apply for grants in future. As a result, a delinquent collection will not be allowed to apply for funding from any of the funding streams coordinated by MACS for the following year.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [ <a href="#">▲ Top</a> ]	
<b>Collection(s)</b>	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.
<b>Museum objects / Museum objects and collections</b>	<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"> <li>- 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;</li> <li>- objects acquired by the University that relate to its mission, history, and teaching and research programs, and for which the University holds title;</li> <li>- objects acquired by University staff and students, but which are the property of the Crown and are held at the University;</li> <li>- Information resources that provide documentation for an object or collection.</li> </ul> <p>Exceptions to the above include:</p> <ul style="list-style-type: none"> <li>- living material; and</li> <li>- objects that may normally require replacement after study or research.</li> </ul>
<b>Museums and Collections Services</b>	The unit charged with the responsibility of ensuring that the University of Alberta is in compliance with this policy and associated procedures.
<b>Unit(s)</b>	A designation used to denote academic and non-academic Departments, Faculties, Schools, Institutes and Centres at the University of Alberta.