



INTERNATIONAL SPORTS HERITAGE ASSOCIATION

Special Project Grant

The Board of Directors of the International Sports Heritage Association (ISHA) has established the Special Project Grant, supported through the Founders Fund, to provide financial assistance up to \$1,000 for a project that supports museum activities intended to address at least one of the following priorities within the organization:

- Increase collection capacity
- Increase public access
- Improve documentation
- Increase awareness
- Improve preservation
- Increase interpretation

Eligibility:

- The grant is open to all ISHA regular (not-for-profit) institutional members of ISHA.
- Preference will be given to those in the most financial need.
- This grant is envisioned to support projects between \$500 and \$1,000. However, projects with larger budgets where the ISHA grant of \$1,000 would provide significant support will be considered.
- Necessary equipment is an eligible expense. Funds may not be used for deficits/debt retirement, purchase of artifacts or ongoing operations.
- Applicants may receive a maximum of one (1) Special Project Grant within a five (5) year period.
- A grant will be awarded only once for any specific topic within an organization.

Deadlines:

- The deadline for applications in 2011 is **July 15th**.
- The monies will be released upon submission of a final report outlining the successful completion of the project along with financial statements/receipts reflecting actual cost of the project. This summary report is expected no later than 30 days following the completion of the project, or one (1) year after the awarding of the grant, whichever comes first. The report should include a 250 word summary of the project and two photos that can be used in the ISHA Newsletter.

Judging Procedures / Ranking System:

- Applications are judged by the ISHA grants committee, selected from the board and individual members of the association.
- Judging is based on a ranking system. All sections of the application narrative are allotted points which the grants committee uses to score each submission. There are 26 possible points. The grants committee members review the content of each application and award points (noted on the application) based on the following:

Impact: How the project will have an impact on sports heritage (its value in promoting, preserving, or protecting heritage resources), its educational value to the museum and its community in presenting new information or interpretations, its ability to



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provide new information, techniques or skills useful to museum workers and / or custodians of sports heritage.

Need: How the project addresses a demonstrated need within the museum and / or community.

Work Plan: How the applicant demonstrates an ability to bring the project to a successful completion, including meeting schedules and deadlines.

Project Personnel: How the training / skills / knowledge of project personnel will allow the applicant to successfully complete the project.

Budget: Points will be awarded for sound, reasonable, and accurate figures.

Supporting Documentation Requirements:

The application must include: a short project summary (no longer than 100 words), a more detailed project description (no longer than 750 words) that provides information as to the goals of this project and addresses how your institution will benefit from this grant, and a project budget. The applying institution must also provide evidence of its 501(c) 3 or equivalent status as a not-for-profit operation.

INTERNATIONAL SPORTS HERITAGE ASSOCIATION
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www.SportsHeritage.org



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Special Project Grant Application Form (You may type the information directly in this form.):

NAME:

TITLE:

INSTITUTION:

COMPLETE MAILING

ADDRESS:

TELEPHONE #:

FAX #:

EMAIL ADDRESS:

WEBSITE:

PROJECT TITLE:



Please complete the following:

1. Brief project summary (no longer than 100 words). /2 Total Points
2. Detailed project description (no longer than 750 words). /20 Total Points

Please address the following:

- a. What will be done and how? /4 Total Points
 - A description of how each objective of the project will be completed is provided. /2
 - The narrative demonstrates that the applicant possesses the resources to successfully complete the project or outlines how the museum's community or other partners will support the project. /2
 - b. Describe the impact this project will have on your museum and / or community. /6 Total Points
 - The project's impact on sports heritage (its value in promoting, preserving or protecting sports heritage resources). /2
 - The educational value of the project in presenting new information or interpretations. /2
 - The project's merit in providing new information, techniques or skills useful to museum workers or custodians of sports heritage. /2
 - c. Discuss the need for this project in connection to your museum's vision, mission and long term plans. 6 Total Points
 - The project need is clearly stated in relation to evidence gathered at the museum (e.g., visitor feedback, strategic planning, or other methods of observation). /2
 - The project need is clearly connected to the museum's vision, mission and policy statements (quoting the statements makes it easier for the grants committee to make this connection). /2
 - The project need is clearly connected to the museum's long-term plans. /2
 - d. Outline the workplan for the project. /2 Total Points
 - A timeline that identifies the schedule of activities associated with the project objectives and who is responsible for each activity is provided. /2
 - e. How will you know that the project is successful? /2 Total Points
 - The narrative describes how project success will be determined (i.e., what evaluation methods will be used, such as visitor comments, written surveys, or focus groups). /2
3. **Project Budget.** Show your anticipated project expenditures and revenues from all sources, including your cash and in-kind contributions. Indicate if cash



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contributions are Confirmed or Anticipated (include both in the Revenue Total).
/4 Totals Points

- Expenses on the budget are clearly related to the project outlined in the narrative. /2
- The original budget submitted was free of errors. /2

A complete application includes the following support documentation:

- Grant Application Form
- Proof of non-profit status
- Short project summary (no longer than 100 words)
- Detailed project description (no longer than 750 words) that provides information as to the objectives of this project and addresses how your institution will benefit from this grant. You should eliminate all of the description of the point values in the application.
- Project budget.

Submit your application to: info@sportsheritage.org. The grants committee prefers that all of the application and supporting materials be in one pdf document. If necessary, you may submit the proof of non-profit status as a separate document.