



Special Project
Grant
Application

Special Project Grant

The International Sports Heritage Association (ISHA) has established the Special Project Grant, supported through the Founders Fund, to provide financial assistance up to \$2,000 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 regular institutional members of ISHA. Preference will be given to those with the most financial need. This grant is envisioned to support projects between \$500 and \$2,000. However, projects with larger budgets where the ISHA grant of \$2,000 provides 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.
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Deadlines:

- The deadline for applications is **March 31** every year.
- 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 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 the project and addresses how your institution will benefit from this grant, and a project budget.

ISHA Founders' Fund:

The ISHA Founders' Fund was established to support long-term initiatives in sports heritage by a select group of individuals who cared deeply for the legacy of sport on the world stage. The Fund now supports annual grant initiatives to assist conference attendance and to aid in the implementation of a special project by ISHA member organizations. In order to meet the long-term obligations of this Fund, a Founders' Fund Committee works to raise money through various programs such as an annual gift program, silent auction, and reverse raffle. All revenue raised through these avenues directly impacts ISHA's ability to support worthy projects that promote sports heritage and fund other initiatives important to all of our member institutions and the entire sports heritage industry. To support this important fund or for more information, please contact Shane Mailman via email at shane@sportsheritage.org.



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

Name:

Title:

Institution:

Complete Mailing

Address:

Telephone Numbers:

Email Address:

Website:

Project Title:

Please complete the following (information may be added to this page and additional pages attached with the answers and additional information for each question below):

1. **Brief project summary** (no longer than 100 words). [2 Total Points]
2. **Detailed project description** (no longer than 750 words).

Please address the following:

- a. What will be done and how? [4 Total Points]
 - b. Describe the impact this project will have on your museum and / or community. [6 Total Points]
 - c. Discuss the need for this project in connection to your museum's vision, mission and long term plans. [6 Total Points]
 - d. Outline the work plan for the project. [2 Total Points]
 - e. How will you know that the project is successful? [2 Total Points]
3. **Project Budget.** Show your anticipated project expenditures and revenues from all sources, including your cash and in-kind contributions. Indicate if cash 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.
 - The original budget submitted was free of errors.

A complete application includes the following support documentation:

- Grant Application Form
- 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: Claire Blakemore , Grants Committee Chair at Claire.Blakemore@bears.nfl.net and Shane Mailman at shane@sportsheritage.org

The grants committee prefers that all the applications and supporting materials be in one pdf document.