

Overview

The Cultural and Historical Support program provides general operating support funding to eligible Pennsylvania museums and official county historical societies. The goal of this program is to strengthen Pennsylvania's museums and allow applicants to determine how to use funds for operating expenses. A museum must meet the American Alliance of Museums' definition that "a museum must be a legally organized nonprofit institution, essentially educational in nature, with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule"

Eligibility

Only eligible Pennsylvania-based museums and official county historical societies can apply for the Cultural and Historical Support Grant Program. Applicants that receive financial support from other state agency funding programs are not eligible (such as accredited zoos and art museums). Eligible applicants include:

- Museums that are located in Pennsylvania with annual operating budgets exceeding \$100,000 (excluding capital and in-kind services) and at least one full-time professional staff person and that are not supported by other state agency funding programs.
- Official County Historical Societies designated as the official historical society for the county.

Please contact Pennsylvania Historical and Museum Commission staff to confirm eligibility. Scott Doyle at (717) 783-6012 or midoyle@pa.gov.

Funding

Grant awards range from \$2,500 to \$65,000. As a general rule, no county shall receive an allocation greater than 37.5% of the available funds. In counties that exceed this cap, individual grant awards may be reduced. Grant awards amounts are based on a formula that uses the operating budget for the most recently completed fiscal year. All awards are submitted to the Commission for approval and depend upon the availability of funds in the Commonwealth budget. Eligible use of funds is for general operating expenses such as administrative, program, and fundraising expenses. Ineligible use of funds includes and is not limited to endowments, acquisition of objects or property, capital improvements, prizes and awards, entertainment and lobbying expenses.

Application Process - PHMC is using a new electronic application system.

PHMC is pleased to announce all PHMC grant program applications are transitioning to DCED's [Electronic Single Application for Assistance system](#). Your organization may need to register as a First Time User for a new User Name and Password.

Once you register and log on to the new system, the easiest way to begin a new PHMC Cultural and Historical Support grant application is to:

- Create a Project Name such as "My PHMC museum support grant"
- Select "YES" for "help selecting your program"
- Click "Create a new application"
- Select "PHMC" under the Agencies heading and click SEARCH
- Click "Apply" next to the Cultural and Historical Support Grant program

Applicants **are not required** to mail a hard copy of the application and supporting documents.

For additional assistance with the Electronic Single Application for Assistance system, please contact [DCED's Customer Service](#) at: 1 (866) 466-3972 or ra-dcedcs@pa.gov

American Alliance of Museums Best Practices

PHMC encourages museums applying for support funding to demonstrate they meet standards and best practices and shown themselves to be good stewards of the collections and resources they hold in the public trust.

PHMC **does not require** applicants to participate in AAM's best practices in order to receive support funding. PHMC does require applicants to acknowledge if they are participating in AAM's best practices in the application. PHMC is tracking applicant participation in the following areas:

- [Pledge of Excellence](#) - The Pledge of Excellence is an easy and achievable step along your museum's path to excellence, and a way to show your museum's commitment to being a good steward of the resources it holds in the public trust.
- [Core Documents Verification](#) - Core Documents Verification is a document review and recognition program that revolves around the evaluation of five core documents against a set of required elements and include:
 - Mission Statement
 - Institutional Code of Ethics
 - Strategic Institutional Plan
 - Disaster Preparedness/Emergency Response Plan
 - Collections Management Policy
- [AAM Accreditation](#) - As the museum field's mark of distinction since 1971, accreditation offers high profile, peer-based validation of your museum's operations and impact.

Fiscal Year

The grant award amount is based on a formula that uses the applicant's operating budget for the most recently completed fiscal year. As organizations operate on different fiscal year calendars, PHMC allows the applicant to determine the most accurate operating budget for the most recently completed fiscal year. The Commonwealth of Pennsylvania operates on a July to June 30 fiscal year calendar as a frame of reference.

Grant Period

If an applicant is selected for funding, the project period for the grant has a start date of July 1 for the state fiscal year in which the grant was awarded and an end date of June 30 two years from that date. The two-year grant period reflects the delay in the application, approval and agreement process and that organizations operate on different fiscal year calendars. If a grantee completes the grant funded project prior to the end date, the grantee can submit a final report at that time.

For more information, please visit the PHMC website at
<http://www.phmc.pa.gov/Preservation/Grants-Funding/Pages/Museum-Support.aspx>
or contact Scott Doyle at (717) 783-6012 or midoyle@pa.gov