

PROJECT DISCOVERY
CALL FOR PROPOSALS
REGIONAL MUSEUMS PROJECT

Project Discovery is pleased to announce a new program to support Armenia's regional museums. The Regional Museums program welcomes applications that seek financial assistance for activities that improve the organization of museum holdings, specifically through the registering and cataloguing of collections. Priority will be given to projects whose primary goal is to develop or improve a system for recording a museum's collections so that artifacts can be easily accessed for the purposes of both research and exhibition.

Eligibility

Applicants for Regional Museums grants must be directors of regional museums.

How to Apply

The following materials are required for applications to the Project Discovery Regional Museums program:

1. A completed application form submitted via the Project Discovery website:
http://www.projectdiscovery.net/Grants/grants_application.htm
2. A one page summary of the history of the regional museum that includes a general overview of the museum's collections.
3. A project description in English or Russian. The project description must provide a detailed explanation of the activities to be conducted under the grant, including a clear discussion of the system that will be put in place to organize and register all or part of the museum's collections. Applicants should indicate the approximate size of the collection to be registered and should discuss the merits of the chosen method of registration. Reviewers of proposals will be looking to see that the applicants have thought carefully about the most consistent, searchable, and accessible way to register and organize a museum's collections. Applicants are strongly encouraged to provide a highly detailed project description.
4. Short biographies or CVs for key project personnel including the museum director and any consultants. These biographies should not be longer than half a page each.

No applications will be considered without all of the materials above completed in their entirety. Incomplete applications will be returned to the applicant. Materials should be emailed in either Microsoft Word or Adobe Acrobat format to projectdiscovery@comcast.net.

Budget Instructions

Applicants must include a detailed budget. There is no official budget maximum, but applicants are recommended not to exceed \$7,000. All expenses must relate directly to the proposed activities. Museums may seek funding for all expenses necessary for the organization and registration of collections, including:

- A. Electronic equipment (for example, camera and associated equipment for artifact photography, computer, database software)
- B. Supplies (for example, boxes, tags, paper supplies)
- C. Catalogue printing
- D. Consultant costs (for example, archaeological consultant, computer programmer)

Applicants MAY NOT seek funding for:

- A. Infrastructure (for example, new buildings or building repairs)
- B. Salaries of permanent museum staff
- C. Expenses associated with the display of artifacts for exhibition.

Applicants are welcomed to direct any questions concerning allowable expenses to Project Discovery in advance of submitting their applications projectdiscovery@comcast.net.

Deadline

Applications must be submitted by March 1, 2010. All applications will undergo Project Discovery's grant review process, as detailed in the Grant Guidelines, which can be found at: http://www.projectdiscovery.net/Grants/Project%20Discovery%20Guidelines%202008_9_Rev%202003-09.pdf