

Overview

The Cultural and Historical Support Grant (CHSG) 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 CHS grants. 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 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.

To confirm eligibility, please contact Rusty Baker of PA Museums at (717) 909-4951 or c-rubaker@pa.gov. All other inquires can be directed to ra-phmanageservices@pa.gov with the subject line "CHSG."

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's CHS grants are submitted through 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 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 CHS 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 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.
- [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.

Period of Performance

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. If a grantee completes the grant funded project prior to the end date, the grantee can submit a final report at that time. While a grantee may have a two-year period of performance, all funds must be disbursed in the year in which they were granted. Therefore, grantees must invoice for General Museum Support Expenses within the first year of the award.

ACH Payments

All Commonwealth procurement contracts, purchase orders, grant agreements and other legal agreements will be paid through the Automated Clearing House (ACH) rather than via paper checks. The Commission has been asked to contact vendors who do not have banking information tied to their vendor profile.

An administrative user on the account should log into the [PA Supplier Portal](#) using **Internet Explorer** only and click "Manage Company Data" along the left-hand margin. Step by step instructions are available on the [PA Supplier Portal Administrator Support page](#) in the "How To" section. You can also download the [Pennsylvania Electronic Payment Program Enrollment Form](#) and email it to RA-PSC_Supplier_Requests@pa.gov.

For more information, please visit the PHMC website at
<http://www.phmc.pa.gov/Preservation/Grants-Funding/Pages/Museum-Support.aspx>

or contact Rusty Baker of PA Museums at (717) 909-4951 or c-rubaker@pa.gov.
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