

New Application Checklist

Museum

Name of Organization: _____

Form 201 – Application	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form 202 – Resolution	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form 203 – Non-Discrimination Certification	Yes <input type="checkbox"/> No <input type="checkbox"/>
Debarment Form	Yes <input type="checkbox"/> No <input type="checkbox"/>
Proof of Non-Profit Status - 501(c)(3)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Articles of Incorporation	Yes <input type="checkbox"/> No <input type="checkbox"/>
By-Laws	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current Financial Statement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Complete Narrative, which includes brochures, pamphlets, or website information; days and hours of operation, location, and types of exhibits.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Notes:

Additional Information:

- Museums must be open to the public a minimum of 1000 hours per year.
- Must have a minimum of one fulltime staff member or the equivalent.
- The museum should own tangible objects, animate and inanimate, forming the museum’s collection. It may either be owned by the institution or on loan to it. The objects should reflect the museum’s stated purpose(s) and have intrinsic value to science, history, art or culture.

Reviewed by:	Date:
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Expires:
Donee Number:	Billing Code :