Primary Contact:	████████████
Phone:	████████
Email:	█████████████████
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Applicant Profile

Applicant Type	Organization
Legal Name	Alaska Aviation Museum
Address	4721 Aircraft Drive
	Anchorage, Alaska 99502
	UNITED STATES
Telephone	(907) 248 5325
Primary Contact	████████████
	███
	████████████
	████████████████
Applicant Status	
Applicant Institution	
Applicant Discipline	
FEIN / TAX ID	92 0071852
Date Organization Formed	05/01/1988
Web Address	

Mission Statement

To preserve, display, educate, and honor Alaska's Aviation Heritage.

Organization History

The Alaska Aviation Museum has been in existence since 1979 as a 'society' and then as an official museum since 1988. The Museum was created to display the history of aviation in Alaska and to restore and display vintage airplanes. The Museum has been the primary caretaker for Alaska's aviation history, holding in public trust, those artifacts, which are utterly unique and irreplaceable. Two of the unique aircraft the Museum showcases are: the 1928 Stearman C2B and the 1931 American Pilgrim. We foster youth interest in aviation and awareness of Alaskan history. Our goal is to create a museum which preserves and shares the story of Alaska's aviation history. We have an ethnographic collection estimated to be around 8,000 objects and an archives that is well over 40,000 items. Estimates do not include AAM's Research Library. Most of our collections is military ranging from WWI material, to the air campaign in the Aleutians, to the cold war with Russia. We have a special interest on aviation related material from the first flight in Alaska in 1913 up through the early 1940s. We have an active restoration shop located on site. One of the most significant artifacts in the museum is a P 40 from the Aleutian War. AAM Volunteers have been diligently working on the restoration which began 14 years ago and slowly continues. It is the only American aircraft in history to be shot down within U.S. territory and to undergo restoration. The P 40 was shot down by a Japanese Zero

	Museums Alaska - Collections Management Fund 2019 Round 1
	Alaska Aviation Museum
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	Primary Contact: ▮▮▮▮▮▮▮▮▮
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over Dutch Harbor. Surviving the crash, Lt. Winfield McIntyre, was reassigned to fly in Europe.

Museums Alaska - Collections Management Fund 2019
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Alaska Aviation Museum

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Primary Contact: ██████████

Phone: ██████████

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Organization Information

Organization President / Executive Director Name

Phyllis Kilgore

Organization President / Executive Director Phone Number

9072485325

Organization President / Executive Director Email Address

director@alaskaairmuseum.org

Year Established

1988

Organization Type

(Nonprofit, Government, Tribal Entity, Other)

Nonprofit

Exemption Status

(501(c)(3), 509(a), Other)

501(c)(3)

If other status, please specify

EIN

(IRS Employer Identification Number)

92 0071852

Fiscal Sponsor Information (if applicable)

Fiscal Sponsor Name

Fiscal Sponsor Address

4721 Aircraft Drive

Fiscal Sponsor EIN

Organization Size

Total Organization Budget

658,000

Museums Alaska - Collections Management Fund 2019 Round 1

Alaska Aviation Museum

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Total Number of Board Members
9

Total Number of Staff
5.5

Total Number of Volunteers
30

Required Documents

Eligibility is limited to 501(c)(3) nonprofit, government, tribal entities, or equivalent organizations located in the state of Alaska. You are required to provide documented proof of eligibility in the form of 501(c)(3), 509(a), or other Internal Revenue Service code status documentation. Beginning in 2019, Museums Alaska will keep eligibility documentation on file. Upload your document by navigating to "Documents on File" above (be sure to click "Save Work" below first).

I certify that I have uploaded a current version of my organization's 501(c)(3), 509(a), or other Internal Revenue Service code status documentation, to be held on file at Museums Alaska.
Yes

You must click "Save Work" at the bottom of each page.

Primary Contact: ██████████████
Phone: ████████████
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Funding Request

Project Name
Accessioning & Records Management Project

Total Project Budget
$17,812.16

Requested Amount
$14,812.16

Type of Request
(Supplies/Materials, Training, Professional Services)
Professional Services

Secondary Area
(if applicable)
Supplies/Materials

Grant Completion Date
(Must be within 2 years of award. Please attach a timeline on the next page.)
2020 4 1

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Timeline

Please attach a timeline to support your project description narrative. You may create your own or use our basic template.

TIP: You must click "Save Work" at the bottom of each page. It is recommended that you also save a draft of your narrative on your computer as a backup, and copy and paste your narrative into the application.

Timeline Attachment
98447_187817.xlsx

You must click "Save Work" at the bottom of each page.

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Narrative

PROJECT DESCRIPTION: Describe your project, the need, and benefit to your institution and community. Include a timeline for completion of project tasks.

Please carefully review the current guidelines.

TIP: You must click "Save Work" at the bottom of each page. It is recommended that you also save a draft of your narrative on your computer as a backup, and copy and paste your narrative into the application.

Describe your project

(5000 characters max)

This collections project will focus on record keeping and cataloging objects in AAM's ethnographic collection. AAM is making every effort to improve the intellectual and physical control of collections. The project will reestablish and preserve donor provenance. This is a three part collections management project which will focus on a thirty year backlog of records keeping. Project funding will enable us to hire a skilled Registration Technician to assist with records management for 16 hours a week for approximately one year. Having a Registration Tech on staff will enable us to thoroughly document and enhance Alaska Aviation Museum's accession records which have been largely set aside since AAM's founding. Up until recently, existing accession paperwork was kept with donated objects, stored in boxes, taped to shelves, filed in notebooks, and stuffed elsewhere. Under the supervision of the Curator of Collections, the technician will enter accession records and donor information into AAM's collections management database, ReDiscovery Proficio. This is the priority and the first part of the record management project. Within the past two years, the curator has gathered and transcribed all known collections related paperwork into two ledger books. The curator has also created individual accession folders of donations to organize AAM's collections. The ledgers have descriptions of donated objects, information on whether the collection was donated or purchased, constituent names, and contact information. Currently, accession and donor information is entered into Proficio's accession module by the curator, a part time archivist, and volunteers. The second part of the Record Management Project is resolving miscellaneous record sources. After a long search, the curator was fortunate to recover a backup copy of AAM's PastPerfect database. The database file was sent to IT staff at ReDiscovery Proficio and they confirmed 912 records could be extracted and migrated to our Proficio database. The curator and technician will validate the data and import relevant catalog records into Proficio. The curator has also identified miscellaneous several sources of collections records that will be carefully examined, vetted and transcribed into the ledger books and the collections database. After PastPerfect records are transcribed to ledgers, entered into Proficio and file folders are created, the team will vet and process additional collections records from alternate sources. Those sources include: • Approximately 424 catalog records listed on printed spreadsheets with dates 1995 1997. • Known correspondence identifying
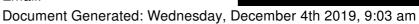
Museums Alaska - Collections Management Fund 2019 Round 1

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donations to the museum from 2005 2016. • Documentation located in restoration facility. • Miscellaneous documentation on computer network and located elsewhere in the museum. Additionally, the team will conduct outreach to contact devoted members from AAM's community to further identify and record provenance of artifacts. A majority of the museum's restoration volunteers have been actively involved with AAM since it was founded and will be a large help in this project. Their knowledge of objects provenance will be recorded and documented as institutional knowledge. Once all miscellaneous records are entered into Proficio, the technician will begin a third part of the project. It entails the process of reviewing an extensive list of 'found in collections' objects. We are optimistic that a good percentage of these objects will be identified and realigned with donor records. This process will be led by the curator with the goal of reconciling records and objects. With the number of FIC records currently on file, we estimate a very good percentage of these will be resolved and that there will continue to be FIC's to address after the duration of the project. Nearing the final week of the grant, as an element of disaster preparedness planning, the team will compile backup copies of both archives and collections accession documents to be housed offsite. Records and/or objects identified as incoming loans and temporary deposits will be flagged as high priority and will be resolved by work of the curator. For the duration of the project, the curator will organize and reconcile paper records, and lead the Registration Tech in research to align donor provenance with collections.

Clearly state the organization's need for the funds. What issue will it address? How will it benefit your organization and your community? Are you collaborating with another organization? If so, what is the benefit to them?

(5000 characters max)

After a thirty year history of collecting artifacts, photographs, and gifts, AAM's record management has essentially begun at ground zero. Since 2017, AAM's curator has located and organized a large accumulation of unprocessed accession related paperwork. Due to insufficient funding and inconsistent management of the past, it is resoundingly clear that AAM must improve documentation to further ensure the preservation and stewardship of these collections held in public trust. During the early 2000's, AAM struggled to keep the doors open while turning the focus towards aircraft restoration. Over time and with staff turnover, work previously done to create a collections database was lost and the collections themselves began to suffer neglect and disarray. From 2006 thru 2013, AAM utilized a PastPerfect database, yet rather than employing professional staff, the Aviation Museum proceeded to depend on volunteers and interns to manage records. That being said and done, very little attention was given to their overall results and the documentation of the Collections and Archives. During those years, a grand total of 912 records that include objects, archives, photographs, and books were cataloged. The following three years, up until 2016, resulted in a complete staff turnover. Without museum professionals on staff, AAM's collection stewardship efforts disappeared completely. AAM also failed to continue their PastPerfect license and lost years of records management. With a renewed effort in stewardship, the curator, along with volunteers, and grants rewarded from the CMF and the State Museum's Grant In Aid, 2200 objects are presently cataloged. An additional 300

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MUSEUMS ALASKA	Alaska Aviation Museum
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accession records have been created in our Archives database module. This project is necessary so that we may continue making real progress through the Aviation Museum's backlog of 30 years of cataloging and to guarantee that past donors will be credited for their gifts to the museum. Having accurate information entered into the database will allow staff to easily research donors, individual objects, storage locations of objects, and with some luck, we will be able to reassemble donated collections. AAM's curator will be dedicating his time as a matching contribution of wages to the project. He will be working side by side with the technician to resolve the backlog of unprocessed records for a minimum of two days a week for the duration of the project. Aside from improvements to record keeping, AAM is working to mend broken relationships with past donors and the aviation community. The project will be mentioned in social media and in AAM's newsletter that we are making every effort possible to become better stewards of its collection by working to improve intellectual and physical control of collections and archives. AAM endeavors to become a better community resource by offering better research opportunities and improvement in preservation for donors as well as lenders. Data enhancement will also aid in exhibits and will enrich the visitors experience. The project does not involve other organizations presently as it is solely meant to focus on AAM record keeping. However, there is a good possibility that results of the project can be shared at a future conference or workshop to share with organizations facing similar situations.

What are the goals of the project? Is the project tied to institutional planning or a professional assessment?

(5000 characters max)

The goal of this project is to continue developing accurate records at the Alaska Aviation Museum and to improve intellectual and physical control of collections. Results from this project will enable us to begin planning for a complete inventory and conservation assessment. It is of most importance that we carry out an accurate inventory, so that we can decide which objects are in need of better care, and to finally address these collections pitfalls. We can confidently report that we are finally seeing positive results in the way in which our collections are now being managed and documented. We estimate that approximately 10%   15% of our collection is presently cataloged. Professional assessment were done in 2014 and in 2017 by the Alaska State Library, Archives and Museum staff. Recommendations addressed in the assessments remains accurate. Both assessments focus on proper record keeping, inventory, IPM, care of federal records, and creating museum policies. Staff from the Alaska State Museum carried out an inventory and condition assessment in 2017 regarding objects that have been on loan to AAM since 1992. They reasserted guidelines and recommendations for AAM's handling of collections, archives and loans. The report AAM received from the State was not positive. The ASM assessment concluded that "It is not how a museum should operate and not how important artifacts of our State's aviation heritage should be treated." Without a previous emphasis on documenting artifacts and storage locations, the museum curator has a challenging task researching documents to determine if donated items are intended for use in restoration projects, are to be deaccessioned, or if items are incoming loans. From the ASM report, "While a current and up to date database could mitigate the problems … the failure to have an active database with location codes makes

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the tracking of [Collections and Archives] very difficult if not impossible." By having accurately recorded accession documents and locations of collections AAM will increase overall control and security of items. This records management project will move us closer to completing a successful account of AAM's holdings. Results of this grant will also greatly improve management of storage space for our permanent collection objects and will give us a better understanding of our ethnographic collection. The curator has addressed the importance of stewardship and working with collections to strengthen the museum's foundation. Currently, there is no long term plan in place for the museum's collections and archives. However, the curator is working to rewrite the museums Collections Management Policy. Once the policy is approved by the museum board, AAM will begin the process of creating long term plans and we hope to create new positions in the collections/archives departments. Ultimately this record keeping project will help us prepare for the IMLS Collections Assessment for Preservation Program.

What specific steps will you take to meet the project goals? Provide a schedule to accompany your timeline for project tasks and completion. Ensure your project is well-designed with clear and realistic goals.

(5000 characters max)

A detailed job position has been written and will be posted online for hiring a temporary Registration Technician. We are hoping to hire a museum professional with a high skill set based in records management. Once the Reg Tech is selected, we would like to start him/her to start as soon as possible. The Reg Tech will receive database training, object handling, basic cataloging and inventory procedures. Under the direction of the Curator, the Registration Technician will: • Assist in data entry of accession records into Proficio database. As additional accession records continue to be found in the museum, the team will assign a unique catalog number to each collection, add information to the ledgers, create individual accession folders and add information to the collections database. • Print and file newly created records for corresponding accession folders. Accession folders will be created as required. • Resolve location tracking by assigning the term 'Unknown' as a temporary location description for newly entered records until an accurate location is verified. • Survey museum facility and 'Found in collections' records to locate physical objects. If collections are not located, update the term to 'Missing.' • When found objects are confirmed to align with specific donation records, objects will be assigned unique accession numbers and object cataloging will commence. Part one of the project: A duration of four months is expected to complete data entry of accession records already listed in ledger books. Part two of the project is estimated to last for four months. As the majority of this work is completed within the allotted time, the technician will move on to the last phase of the project at the end of month seven. Part three, as with many museums, aligning FICs with donations can be a very time consuming project lasting decades. We believe that after updating museum records that a very high number of FICs will be resolved. AAM has factored in a time of three months to rationalize as many FICs as possible.

How will you evaluate the success of the project? Describes how the proposed project will enhance

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your organization's ability to deliver programs or services.

(5000 characters max)

This CMF project will ensure renewed stewardship and responsible development of AAM's Collections. Results from this project will enable us to begin planning for a complete inventory and conservation assessment. It is of most importance that we carry out an accurate inventory, so that we can decide which objects are in need better care, and to finally address these collections pitfalls. We can confidently report that we are finally seeing positive results in the way in which our collections are now being managed and documented. We estimate that approximately 10%   15% of our collection is presently cataloged. The results of this project will help to improve the Aviation Museum's relation with donors by ensuring records and objects are well maintained and easily assessable. Up to date and accurate database information will improve curatorial research, exhibits and overall organization of storage areas. Knowing who donated an object will allow us to properly site and thank donors with visible label text and signage. Having accurately recorded accession documents and locations of collections AAM will increase overall control and security of items. This records management project will move us closer to completing a successful account of AAM's holdings. At the end of the project, AAM will be in a position to return objects that have been loaned to the museum or that were originally kept as temporary deposits. This project is necessary so that AAM may continue making real progress through a backlog of thirty years of collecting and guarantees that past donors will be credited for their gifts to the museum.

How will you sustain the results of this project? Explain the benefits of the project beyond the grant term.

(5000 characters max)

Presently, the curator is writing a new collections policy which focuses on record keeping and proper management of collections and archives. Records of gifts and donations to the collections and archives will be made in a timely manner, housed in secure location and physically preserved by proper handling and storage methods. Location information will be recorded in the accession record during all phases of processing until all individual catalog records are created. Catalog information will track all phases of individual object movement to ensure all objects and collections can be easily located and accessed. Duplicated records will be thoroughly organized for long term storage and stored at an offsite location, outside of the Anchorage area. As part of AAM's emergency preparedness plan, these records will be in safe keeping in the event of a natural disaster. Museum donors and staff will have peace of mind that recordkeeping and documentation of museum holdings will not once again fall into disarray. As an ongoing basis, duplicated donor records will be delivered annually to an offsite facility.

Please state if this is an emergency situation, and describe why.

(5000 characters max)

Although this project is not due to an emergency situation, we can strongly recommend that time is of the essence. A high percentage of the museum's institutional knowledge is only known by our aging volunteers

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in AAM's Restoration facility. As they age and pass on or move out of Alaska we take the chance of losing valuable insight to our collections and archives. We believe it is of utmost importance to record what they know of the museum and its collections while we have the luxury.

Is there anything else the review committee needs to know about your application?

(5000 characters max)

Note that this work of processing records is one half of AAM's recording management project. Apart with untangling the backlog of record keeping and mismanagement of collections, AAM has ultimately decided to separate Archives from Collections and has created two departments, Collections and Archives. Management of accession records relating to the Archives Department is currently underway with special thanks to the 2018 Grant In Aid funded by the Alaska State Museum. AAM has successfully initiated a process of physically separating archives from ethnographic collections. This is immensely helpful in our effort to bring structure to AAM's records and management of collections. As for continuing our effort to organize collections and archives, paperwork concerning photographs and archives is filed separate from collections and is being recorded in Proficio's Archives Directory. Last of all, this is the first time the museum board has offered to contribute funding to assist in preservation of the museum and it is a very significant to all AAM staff here. We are hopeful that positive results from this project will continue to inspire them to fulfill our duty as stewards to preserve Alaska's aviation heritage. The AAM curator and staff work to education the staff and continue to stress the need to hire additional staff to help in preservation efforts.

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Project Budget

Project Budget: Please attach a balanced budget for the project, including amount requested in this application. Please use our budget template.

Budget Narrative: Please ensure the proposed budget is adequately justified and supported by budget narrative.

TIP: You must click "Save Work" at the bottom of each page. It is recommended that you also save a draft of your narrative on your computer as a backup, and copy and paste your narrative into the application.

Project Budget
98447_187821.xlsx

Is your organization contributing cash or in kind?
Yes

Budget Narrative
(Explain budget expenses, selection process for goods or contractors, and effort to limit or share costs. Justify how the funding requested is appropriate for the activities proposed. 15000 characters max.)
Presuming a start date of May 1, 2019, this project would continue through April 2020. The Registration Technician will work 16 hours per week, and be paid $21.04 per hour. This will bring the total to $ 336.64 per week. At 44 weeks, the total to hire the part time Registration Technician comes to $ 14,812.16. The AAM board of directors, noting the importance of documenting the collection, agreed to contribute an additional $3000, or 20% of project funding. This additional contribution will extend the length of the Registration Tech's position, purchase much needed supplies as well as an additional license for utilizing the database. We estimate a supply budget of $1000. $375 will be used to acquire a new Proficio user license for the Registration Technician. This is a one time fee. AAM has agreed to contribute additional fees associated with the ongoing Proficio maintenance and support plan. This brings the total amount requested from Museums Alaska to $ 14,812.16 and with a $3000 contribution from AAM the total project funding to $17,812.16. In addition, AAM's curator will be dedicating his time as a matching contribution of wages to the project. He will be working side by side with the technician to resolve the backlog of unprocessed records for a minimum of two days a week for the duration of the project

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Alaska Aviation Museum

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Optional Attachments

You are encouraged to submit support materials with this application such as an itemized list of supplies or materials to be purchased, price quotes, position description for contractual services, recruitment announcement for short term hires, letter of commitment, or other support documents or images. If you are submitting an image, you must convert it to a PDF or paste it into a document (uploader only accepts.txt .pdf .doc and .xls file types). If you are submitting more than 6 attachments, please send additional attachments to the program administrator.

TIP: You must click "Save Work" at the bottom of each page. It is recommended that you also save a draft of your narrative on your computer as a backup, and copy and paste your narrative into the application.

Optional Attachment
98447_187788.docx

Optional Attachment
98447_187790.pdf

Optional Attachment
No File Uploaded

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Certificate and Signature

In order for your application to be considered, you must certify the following and provide your digital signature below.

TIP: You must click "Save Work" at the bottom of each page. It is recommended that you also save a draft of your narrative on your computer as a backup, and copy and paste your narrative into the application.

An institution that has not completed the requirements for an outstanding grant from Rasmuson Foundation or Museums Alaska will not be eligible for the Collections Management Fund Program until all outstanding obligations have been satisfied.

Have you completed your final reporting for all previous Collections Management Fund grants?
Yes

Have you completed the requirements for any outstanding grants from Rasmuson Foundation?
Not applicable

Signature of Authorized Representative
(Typed name signifies authorization)

████████████

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