



Museums Alaska - Collections Management Fund 2019  
Round 1

Alutiiq Heritage Foundation (Alutiiq Museum &  
Archaeological Repository)

Application #CMF2019R10013

Primary Contact: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Document Generated: Wednesday, December 4th 2019, 9:04 am

## Applicant Profile

<b>Applicant Type</b>	Organization
<b>Legal Name</b>	Alutiiq Heritage Foundation (Alutiiq Museum & Archaeological Repository)
<b>Date of 501(c)3 incorporation</b>	08/22/1997
<b>Address</b>	215 Mission Rd. First Floor Kodiak, Alaska 99615 UNITED STATES
<b>Telephone</b>	(844) 425 8844
<b>Primary Contact</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Applicant Status</b>	
<b>Applicant Institution</b>	
<b>Applicant Discipline</b>	
<b>FEIN / TAX ID</b>	92 0150422
<b>Date Organization Formed</b>	04/06/1995
<b>Web Address</b>	alutiiqmuseum.org/

### Mission Statement

The Alutiiq Museum preserves and shares the heritage and living culture of the Alutiiq people.

### Organization History

The Alutiiq Museum grew from the Kodiak Area Native Association's Culture and Heritage Division (KANA). In 1987, the KANA board of directors resolved that the exploration and celebration of Native culture was essential to the well being of Alutiiq communities. To support and share cultural learning, KANA established island wide programs to teach Alutiiq arts, study the Alutiiq language, and investigate Alutiiq history, with the vision of one day developing a museum for the Alutiiq people. Following the tragic 1989 EXXON Valdez Oil Spill, an opportunity to fund museum construction arose. KANA secured \$1.5 million from the oil spill trustee council to build a state of the art repository, a place to care for artifacts from the spill area. Construction for the facility began in the spring of 1994, in collaboration with Natives of Kodiak, Inc. The Alutiiq Museum opened to the public on May 13, 1995 under the governance of the Alutiiq Heritage Foundation. A representative from KANA and each of Kodiak's ANCSA corporations formed the board of directors. Collections from KANA's cultural center were moved to the new building and became the foundation for the



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museum\ s exhibits, programs, events, and publications.



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## Organization Information

### Organization President / Executive Director Name

April Laktonen Counciller

### Organization President / Executive Director Phone Number

8444258844

### Organization President / Executive Director Email Address

april@alutiiqmuseum.org

### Year Established

1995

### Organization Type

*(Nonprofit, Government, Tribal Entity, Other)*

Nonprofit

### Exemption Status

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

509(a)

### If other status, please specify

### EIN

*(IRS Employer Identification Number)*

92 0150422

### Fiscal Sponsor Information (if applicable)

#### Fiscal Sponsor Name

#### Fiscal Sponsor Address

#### Fiscal Sponsor EIN

### Organization Size

#### Total Organization Budget

\$1,316,013.00



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**Total Number of Board Members**

13

**Total Number of Staff**

12

**Total Number of Volunteers**

50

**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.



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## Funding Request

### Project Name

Clark Bequest Project

### Total Project Budget

\$13,772.65

### Requested Amount

\$10,144.68

### Type of Request

*(Supplies/Materials, Training, Professional Services)*

Supplies/Materials

### Secondary Area

*(if applicable)*

### Grant Completion Date

*(Must be within 2 years of award. Please attach a timeline on the next page.)*

2019 12 31

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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

*97566\_187817.pdf*

**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)*

In 2018, the Alutiiq Museum and Archaeological Repository (AMAR) received a remarkable gift the scholarly effects of the late Dr. Donald W. Clark. A solicitor from Ottawa, called to share the donation and ask permission to ship about thirty boxes of Alaskan to Kodiak, at no cost. The donation arrived in December and has been unpacked by AMAR staff. A preliminary inventory shows that the gift includes about 1,400 books, journals, and reprints. Ten of the volumes are rare, antique books. Many others have inscriptions to Clark from their authors, or margin notes in Clark's hand. The print collections are all related to Alaskan people, history, and archaeology, and many are sources cited in Clark's research on Alutiiq heritage. In addition, the gift includes 10.5 linear feet of archival materials field notes, manuscript drafts, photographs, slides, negatives, correspondence, and an historic ledger (see attached collection summary). Together, these materials represent the personally curated knowledge of one of Kodiak's foremost archaeologists and a major contributor to Alutiiq Museum projects. Many of the collections in AMAR's holdings come from projects led or supported by Clark and are connected to the bequeathed items. Moreover, in 2004, Clark established an archive of his archaeological field notes at AMAR. His recent donation supplements this earlier gift with a broader set of materials. The Clark bequest is unique in that it contains both archival and printed materials that now need to be added to AMAR's holdings. AMAR has large and diverse collections that include objects, archives, and print items governed by two separate board policies a collections policy and a library policy. Our collections policy guides the care of archival material, artifacts, ethnographic specimens, audio visual materials, and natural history specimens. In contrast, our library policy governs the care of copyrighted print collections like books, journals, and films. While print collections fall under the library policy, and are not accessioned, they are an official part of the museum's holdings and entrusted to the care of our collections manager. The library policy establishes the great importance of these collections and has clear guidelines for accepting, tracking, using, and removing items. Moreover, the careful management of print collections directly supports the management of object collections. AMAR's print collections and object collections are closely related and complementary. Publications provide essential documentation for objects, particularly AMAR's archaeological holdings. Many



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of the artifacts in the museum care were excavated years ago and loaned to the museum with limited documentation. Before easy digitization or even photocopying, excavators commonly held on to their notes and photos. As such, publications contain an abundance of essential information on these collections, information that can be used to enhance object provenance. However, to access this information we must organize and document the print collection. In short, managing our print collections directly supports the use and management of our object collections. The Clark Bequest Project will organize, register, inventory, label, and store Clark's posthumous donation. Given the structure of the museum's holdings, the archival materials will be accessioned to our permanent collection and the print materials will be added to our library collection. This work will document and preserve all of the materials for the future and make them accessible to all. The print materials will be barcoded, individually added to our library database, and shelved or filed with like items. In addition, each item will be added to our Collective Access database. This is our new collections management software, and in the coming year, it will allow us to link records across collections. Ultimately, we will be able to connect Clark's field notes, photographs, and artifacts with the publications that discuss them. The archival materials will be accessioned to the museum's permanent collection, added to our collections database, housed in archival materials, and described in a finding aid. This eight month project will be led by Alutiiq Museum Collections Manager Amanda Lancaster from May to December of 2019. It will transform Clark's gift into an accessible resource for both the public and the museum staff. As such, the project will support the documentation and interpretation of thousands of ancestral Alutiiq artifacts in in our care and promote public learning about the Alutiiq world.

**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)*

Public response to the Clark's donation has been exceptionally positive (see attached comments from Facebook). People are touched by his gift, recognize its value, and express excitement about accessing books and browsing a list of titles. At present we cannot respond to these requests, as the collections are un inventoried. This is because the donation is voluminous! Donald Woodforde Clark, known to many as the Father of Kodiak Archaeology, died on March 31, 2018. Clark grew up in Kodiak and earned a BS in geology from the University of Alaska. After serving in the Army, he returned to the island and discovered archaeology as a volunteer with a University of Wisconsin research project. By summer's end he was enrolled in a PhD program. During his exceptionally productive career, Clark led numerous field research projects on Kodiak Island and in interior Alaska. His scholarship resulted in numerous publications, including seminal works on Kodiak prehistory. He accurately defined the local sequence of ancient cultures, studied 19th century Alutiiq villages, and wrote about everything from ground slate technology to ground squirrel harvesting. It is impossible to study Kodiak history without reading and citing Clark's work. Moreover, thousands of the objects in AMAR's care are the result of his six decades of research. As such, Clark's bequest is a significant addition to the museum's holdings. The materials provide invaluable documentation



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for many collections and references for heritage studies. However, we need substantial support to add these materials to our holdings in a systematized way. AMAR's print collections are housed in an 867 sq. ft library room in our facility. The room has bookshelves, a map case, work tables, a computer terminal, and a video screen. At present, the library contains 2262 individual items, each bar coded and tracked through a Collective Access database. With the arrival of the Clark donation, the library has become physically difficult to use. The donation nearly doubles the number of items in our care. Items waiting to be inventoried have filled an entire corner of the room and are stacked on all the available tables and carts. Although the library room is large enough to accommodate Clark's books and journals, we need shelves, supplies, and man power to process this large, unexpected donation. Additionally, we need supplies and staff time to process the original archival materials. Permanent staff members have other commitments and cannot complete the many hours needed to inventory, record, and house the recent donation. We estimate it will take 377 hours of work to transform the gift into well ordered, accessible collections ca. 65% for print materials and 35% for archives. About 3 linear feet of the archival donation reflect Clark's work with Koyukon Athapaskan people. This includes oral history transcripts, photographs, and a large card box with handwritten biographical notes. These materials are not relevant to AMAR's mission, collections policy, or collecting plan and should be made accessible to the communities whose heritage they reflect. As such, the Athapaskan materials need to be identified and separated from the collection. This will allow AMAR to transfer to them to an appropriate repository in the future. This project is part of a long term collaboration with Koniag, Inc., to maintain a publicly accessible library dedicated to Alutiiq heritage. Koniag, Inc., Kodiak's regional ANCSA corporation, is one of the museum's founding and sustaining organizations. While the Alutiiq Museum fully owns and manages its library collections, our library is formally recognized by Koniag as its official tribal library. In essence, Koniag has designated AMAR as the organization that will build and maintain print collections for the benefit of its 3000 shareholders. As such, our project enhances an existing agreement to maintain a tribal library so that Alutiiq people may access print materials documenting their heritage. This Clark Bequest Project will have a long lasting positive impact on the Alutiiq Museum and the Kodiak community. By passing his library and archives to the museum, Clark is sharing some of his most valued tools. Many of Clark's books are references that are not easy to access from rural Kodiak. He collected print materials for over sixty years, with a focus on all things Kodiak and Alutiiq. His collection includes many out of print items. Moreover, his archival materials include pictures of Alutiiq people and places, notes on Alutiiq families, and unpublished research notes and manuscripts. For staff and visitors alike, these materials provide essential resources for research.

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

*(5000 characters max)*

The goal of the Clark Bequest Project is to transform Clark's posthumous gift into well organized, publicly accessible collections. By properly inventorying, documenting, and storing the recently donated print and archival collections, AMAR will insure their preservation and make them available for use. This effort will



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directly support the documentation of the museum's archaeological collections. In 2018, our board and staff members developed a new strategic plan with assistance from the Foraker Group. Our board formally adopted the plan in November of 2018. Although the Clark bequest arrived after the adoption of the plan, our project is closely tied to two specific directions of the plan (see attached plan document). Direction 2 calls for AMAR to clarify who we serve and do so with excellence in programming and services. Under this direction goal 4 is to "Improve access to museum collections." A key step in this effort is to complete collections inventories so they may be shared digitally, advertised, and used by the public. By documenting the Clark bequest and sharing an inventory and finding aid of its contents, the museum will advance this goal. Direction 3 calls for the museum to reestablish connections to Alutiiq material culture dispersed worldwide and expand partnerships. Goal 4 under this direction is to "Expand the museum library." Adding the Clark books, journals, and reprints to AMAR's collection of print materials, directly advances this goal, in a very significant way. The addition is both large in size and enormously significant. Clark's books fill many gaps in the museum's print holdings.

**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)*

This project will begin with notification of a grant award and continue through December 2019. Collections Manager Amanda Lancaster will lead the work and supervise Curatorial Specialist Dehrich Chya. Chya is an Alutiiq tribal member and a graduate student in rural development at UAF. For the past nine months he has been conducting archival research while working as a part time, temporary employee of the museum. He has been assisting collections projects (see attached resume), including a recent reorganization of library collections. With CMF funds, we will increase Chya's hours to provide the staff time needed to complete processing of the Clark bequest. First, Lancaster will order project supplies. Then, Chya and a museum volunteer recruited by Lancaster will assemble five new bookshelves and add them to the library space. Next, Chya will work with print materials. The Clark bequest has been unpacked and separated by collection type and subject matter. As part of this effort, AMAR staff completed a preliminary inspection of the print materials and separated out ca. 20 items irrelevant to our library collecting goals. For each relevant print item, Chya will enter information into Collective Access. In addition to standard data like author, title, date of publication, subject matter, and book location, he will tag the book as a gift from Clark. He will also note whether Clark wrote in the volume and if there is an inscription from the author. Each item will receive a unique barcode sticker, covered with a protective sleeve, as well as a bookplate identifying it as a Clark donation. We will order archival quality bookplates printed with Gift of Donald W. Clark, 1932 2018. The bookplates, plus the digital tag, will identify the Clark print collections within the larger print collection. The final step will be to shelve or file the materials in their appropriate locations. AMAR's volumes are organized by subject matter and reprints are filed alphabetically. This process will include flexing existing volumes and files to make room for the new materials and then adding locations in the database. As part of the storage



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effort, Chya will place a few sensitive items in archival enclosures special boxes for fragile books, containers for groups of journals. Archival materials will be processed next. Clark's bequest includes 10.5 linear feet of archives. Chya will inspect the materials, taking detailed notes on their content. Then he will separate the materials into series, maintaining original organization where possible and noting things like material type, dates, names, subject matter, etc. Next, he will put individual items in archival storage. Photos and negatives will be placed in sleeves and stored in a vertical file photo cabinet. Oversized items maps, ledgers will be boxed for shelf storage. About 3 linear feet of the archival materials bequested to the museum document the Koyukon Athapaskan people and are not related to the Alutiiq Museum's mission. As he works through the archival materials, Chya will identify the Athapaskan materials and box them separately. These will not be described but set aside for future transfer. This step in the archive management process is very important. It will ensure AMAR only accessions material relevant to our mission. It is during this process that the museum truly takes control of the materials, as their content becomes clear. After completing the archival storage, Chya will use his notes to write a finding aid that summarizes the contents and organization of the archive (see attached outline). At this time, Lancaster will complete registration of the materials as a new collection. During this process, she will link the new collection to others Clark collections in the accessions register. The final step will be to store the boxes containing the archival materials in AMAR's collections room. In addition to these collection management activities, the museum will share the project with the public to promote knowledge of the collections and their availability for research. When the project begins, Chief Curator Amy Steffian will distribute a press release announcing the funding, sharing the importance of the collections, and describing the project. Once per month throughout the project, she will post an item from the archive or library collections to social media to report on our work and share unique and interesting parts of the collection with the museum's large social media audience. Finally, when the project is completed, Steffian will add the library inventory and archival finding aid to the museum's website. Then, she will describe the project in an article for the museum's fall 2019 newsletter. A schedule of these activities is attached.

**How will you evaluate the success of the project? Describes how the proposed project will enhance your organization's ability to deliver programs or services.**

*(5000 characters max)*

Our project will be considered complete when all the library items have been entered into Collective Access and shelved, and all archival materials have been reviewed, stored, described in a finding aid, and the collection registered. Before and after pictures of the collections will document their transformation, as will the inventories and finding aid generated by our work. These documents will represent the work completed, and they will be shared on the museum's website for public access. Additionally, staff members will log their project hours on their time sheets to document work completed. By formally bringing Clark's bequest into our collections we will be able to locate, consult, and share the items. Moreover, our project will capture information on the specific items that include Clarks' handwritten notes, so patrons can access his comments. Together, these efforts will support a variety of museum programs and services. First, they will



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provide provenance information for museum collections. Second, they will help staff find information for research projects, exhibits, and public requests for information, and they will encourage community members to use and learn from the museum's holdings. We will track use of the Clark collections with our existing digital Collections Use Form (see attached). This short, digital form allows curatorial staff members to quickly document collections use, both internally and by the public. We complete it each time we access a collection. The form is part of our Zoho platform, a set of integrated administrative applications used museum wide to track all of our outreach. The data entered in the form is captured and archived in Zoho, where we can generate reports. We typically review collections use data annually. Finally, this project supports the museum's plans for improved collections documentation. In the summer of 2018, the museum selected Collective Access as its collections management software and began developing our new database with the help of a consultant. As a first step, we created a database for print materials and migrated in data on our library collections. This year, we are designing an accessions interface and will migrate our data out of PastPerfect and into Collective Access. By using Collective Access to track all museum collections, we will eventually be able to link publication records to object records. As such, the project proposed here will contribute to a larger, on going effort to integrate information across the museum's holdings.

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

*(5000 characters max)*

Each year, Koniag, Inc. receives a \$7,000 Basic Tribal Library Grant from the Institute for Museum and Library Services specifically to support the AMAR library. AMAR uses the grant to maintain a library space and paying for staff administration of library collections. This includes completing research requests and assisting the public with access. This funding provides stability for the museum's library and will support the availability of the Clark print collections far into the future. Furthermore, AMAR recently adopted Collective Access as it's collections management software. This software replaced an outdated library tracking system and we are working to move accessions records to Collective Access and cross reference print and object collections. The use of Collective Access will ensure that Clark's donations can be easily identified and retrieved, and accurately re stored. The software will help to maintain the order established by this project and build capacity for collections documentation and use. In short, AMAR's Collective Access database will provide long term support for both collections management and access. The benefits of this project are many. By giving his scholarly effects to the museum, Clark returned knowledge to the Kodiak community and provided a resource that will support generations of researchers. This includes future museum staff members as well as community researchers and visiting scholars. His gift is particularly valuable to the Alutiiq Museum's archaeological research program. Each year AMAR archaeologists lead surveys and excavations in the Kodiak region and consult Clark's publications, collections, and notes for insight. Once his bequest is organized, researchers will have more source material to consult in their efforts to advance knowledge of the Alutiiq past. Finally, the Alutiiq Museum is beginning to work toward reaccreditation. Our efforts to maintain the highest standards of museum practice starts with a foundation of exceptional



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collections care. By supporting this project, CMF funds will not only assist collections management, but also the professional practices essential to maintaining accreditation. The proposed project will help the museum demonstrate to our American Alliance of Museums reviewers that we continually work to improve the care of our collections so they may be effectively preserved and used. The project will demonstrate AMAR's approach to managing a large, unexpected, fortuitous gift to our holdings.

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

*(5000 characters max)*

N/A

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

*(5000 characters max)*

N/A

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



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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

97566\_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.)*

The total cost of this project is \$13,772.65. AMAR will contribute \$3,627.97 (26%) towards the costs of staff time, overhead, and promotion. We ask for \$10,144.68 (74%) to cover supplies, shipping, and hours for our part time curatorial specialist. Personnel AMAR will contribute the staff time and benefits for two people (\$1,846.72). We will recruit a volunteer to help assemble and move bookshelves. Amy Steffian 8 hrs @ \$39.78 + 21.89% benefits = \$387.92 Amanda Lancaster 40 hrs @ \$27.85 + 30.97% benefits = \$1,458.80 Volunteer 8 hrs @ \$25.00 = \$200.00 (value of volunteer time) We ask Museums Alaska for the staff time to bring our part time, temporary curatorial specialist, whose salary is currently funded by grants, to full time for the 8 months of the project, ca. 12 hours per week. Chya is an experienced collections technician with the skills necessary to support this project. His resume is attached. Dehrich Chya 377 hrs. @ \$18.00 + 14.47% benefits = \$7,766.20 Supplies The total cost of project supplies is \$1,939.73, and we request this amount from CMF: Archival storage supplies \$369.31 Library shelving \$1,195.46 Specialty library supplies \$176.52 Photo storage supplies \$198.44 Wherever possible, we will order supplies from University Products, to receive the 15% discount available for Museums Alaska members. The discount is included in our budget. Shipping We ask Museums Alaska for \$438.75 for shipping for materials from University Products, The Library Store, and Amazon.com. Other AMAR will provide a full page, color article on the project in our quarterly newsletter printed and mailed to our members. The value of this article is \$329.19. Indirect AMAR will contribute all project overhead, calculated at 10% of costs, or \$1,273.46.



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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

*97566\_187788.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?**

Yes

**Signature of Authorized Representative**

*(Typed name signifies authorization)*

April Laktonen Counciller

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