



Museums Alaska - Collections Management Fund 2019  
Round 2

Ketchikan Museums

Application #CMF2019R20006

Primary Contact: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Document Generated: Wednesday, December 4th 2019, 9:08 am

## Applicant Profile

<b>Applicant Type</b>	Organization
<b>Legal Name</b>	Ketchikan Museums
<b>Address</b>	629 Dock Street Ketchikan, Alaska 99901 UNITED STATES
<b>Telephone</b>	(907) 225 5600
<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 6000082
<b>Date Organization Formed</b>	03/01/1966
<b>Web Address</b>	<a href="http://www.KetchikanMuseums.org">www.KetchikanMuseums.org</a>

### Mission Statement

Ketchikan Museums collect, preserve, interpret and creatively share the history and culture of our region to serve, educate, engage and enrich our community.

### Organization History

With the encouragement of City government, the Xi Alpha Chapter of Beta Sigma Phi and local residents, the Tongass Historical Society organized in 1961. The Society displayed memorabilia in local businesses until offered display space in the former jail section of City Hall. The small space housed donated cases and was open one evening a week and by appointment. In 1966, Ketchikan began planning to commemorate the 1867 Alaska Purchase Centennial. The Society formally incorporated in this year and lobbied for an exhibition center. A \$1.2 million bond was approved and the Centennial Building opened September 4, 1967. The public library moved in to occupy approximately 60% of the building while the museum staff grew to three staff. In 1967, the Alaska State Museum surveyed local Native villages for remaining totem poles. In conjunction with the Alaska Native Brotherhood and Sisterhood, the State Museum arranged for 34 totem poles to be moved to Ketchikan for preservation. The goal was to construct a cultural center using the totem collection as a focal point. The Totem Heritage Center opened in 1976. The Public Library moved in 2012 and plans began to renovate the Centennial Building for the sole use of the Tongass Historical Museum. A 2017 renovation provided temporary and permanent exhibition space, a classroom and public restrooms.



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From a single attendant in a jail cell to two facilities staffed by nine professional staff, services have expanded from small, temporary displays to inspiring exhibits and programs for locals and over 60,000 visitors from around the world.



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## Organization Information

### Organization President / Executive Director Name

Anita Maxwell

### Organization President / Executive Director Phone Number

(907) 225 5600

### Organization President / Executive Director Email Address

anitam@ktn ak.us

### Year Established

1966

### Organization Type

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

Government

### Exemption Status

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

Other

### If other status, please specify

Home rule municipality

### EIN

*(IRS Employer Identification Number)*

92 6000082

## Fiscal Sponsor Information (if applicable)

Fiscal Sponsor Name

Fiscal Sponsor Address

Fiscal Sponsor EIN

## Organization Size

Total Organization Budget

\$1,046,850



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**Total Number of Board Members**

12 Museum Advisory Board members

**Total Number of Staff**

9

**Total Number of Volunteers**

5

**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

Research Room Large Object Storage Project

### Total Project Budget

\$14,710.54

### Requested Amount

\$7,803.14

### 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.)*

2020 4 30

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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

*103368\_203744.xlsx*

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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)*

Care of the collections is a public trust responsibility. Following museum best practices, Ketchikan Museums stewards the City of Ketchikan and the Tongass Historical Society's collections in perpetuity by providing physical and intellectual protection from loss or damage, as well as recording object history. Storage for large artifacts at the Tongass Historical Museum is almost at capacity. To compensate for the lack of storage, artifacts were historically housed wherever space was available, resulting in suboptimal solutions utilizing duct work, the boiler room, and the rafters of the old permanent exhibit. The Ketchikan Public Library moved out of the Centennial Building in 2012 after sharing it with the Museum for nearly 50 years. Collections storage has shifted in response to capital improvement projects to bring the building up to code, allowing new spaces for storage and reimagining spaces in response to mechanical upgrades. Artifacts are no longer stored on duct work, in the boiler room, or in the rafters. Over the past 7 years, much work has been done to relocate similar artifacts together for better intellectual control and similarly sized artifacts together to maximize space. While significant improvements have been made for small and medium sized artifacts, it is time to address how large and over sized artifacts are stored. Due to a lack of adequate shelving, many large artifacts are squeezed into aisles, stacked on top of each other, and set on folding tables that take up a lot of floor space. Storage concerns were further compounded this summer when the Museum had to vacate its offsite storage before that building was put up for sale. Many large pieces of furniture were moved back to the Tongass Historical Museum and some large and over sized artifacts were moved to new offsite storage at a commercial rental facility. With no room available for large artifacts, an office space of approximately 282 sq. ft. was appropriated for storage. This new space is called the Research Room Large Object Storage (see the map of our lower level). Large artifacts like a stove, sewing machines, chairs, and victrolas are currently housed there. The "Research Room Large Object Storage Project" entails purchasing new shelving units to maximize capacity in the new room by making use of vertical space, mobilizing large and heavy artifacts on custom dollies, providing light and dust protection with custom Tyvec covers, and in some cases building custom storage supports out of acid free blue board. As we prioritize secured locking storage for the permanent collection, we will relocate two cabinets containing



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the Prop Collection from the Registration Room to the outside of the new storage area. Critical space will be freed up in the Registration Room for textiles. Our goals for this project include ensuring artifacts are housed in secured locking storage, large artifacts are mobilized to make moving them safer and easier to move, large artifacts are cleaned and better protected from light and dust, and to free up enough space to move some of the artifacts in offsite storage back to the Museum. We are realistic in knowing that some large artifacts will not be able to come back to the Museum because they do not fit into the lower level collections storage, such as the Ketchikan Queen, a ¼ size model seine boat. The “Research Room Large Object Storage Project” will begin in October 2019. Grant funds have been requested to purchase 12 new storage units, supplies to fabricate custom dollies, and materials to sew custom Tyvec covers. The Senior Curator of Collections will take the lead in supervising the project and work closely with the Registrar and other museum staff as needed. The City of Ketchikan’s Building Maintenance and Streets Departments have both agreed to help fabricate custom dollies and assist us in moving the large and sometimes very heavy artifacts onto them. In an effort to create new partnerships, the Museum will recruit volunteers to sew custom Tyvec covers for light and dust protection. The project is expected to be completed by April 30, 2020 before the summer tourist season begins.

**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)*

Funds to purchase shelving and supplies for the the “Research Room Large Object Storage Project” are not possible in our current FY2019 budget. Ketchikan is in a drought, causing electricity to be switched from hydropower to diesel generators. All users are being charged a diesel surcharge to help cover the expense of operating the diesel generators. The diesel surcharge has substantially impacted the budget for utilities and facility maintenance. As we prepare to create the FY2020 budget, all City of Ketchikan Departments including Ketchikan Museums, has been directed to maintain the current budget. With no end to the drought in sight, more money is being programmed into the facility accounts to cover anticipated diesel surcharges in FY2020. Since the 2016 2017 renovation of the main floor of the Tongass Historical Museum, collections staff has implemented creative storage solutions to maximize space, gain better intellectual control over the collection, and prioritize the permanent collection in secured storage, all within a limited budget. Two administrative offices were moved from the Collections Wing to the main floor, freeing up critical space in the lower level for secured storage and creating a designated room for collections prep work. A 2017 CMF grant helped to outfit this room. Shelving was built on an unused wall in Large Object Storage to store long narrow objects, like dance paddles, yard sticks, and signs. Moving these items freed up space on compact shelving in the main Collections Storage room. With a 2017 Grant in Aid, new storage cubbies were purchased to rehouse the framed art collection from a peg board wall and wire mesh racks. This project freed up critical floor space in the main Collections Storage room for much needed work tables. While many improvements have been made for small and medium sized object storage, the care of large and over sized artifacts has





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been neglected. Large and heavy artifacts are stored in the rooms Large Object Storage and now the Research Room Large Object Storage. Due to a lack of adequate shelving, many large artifacts are squeezed into aisles, stacked on top of each other, and set on folding tables that take up a lot of floor space. The new Research Room Large Object Storage room is enclosed on two sides by exterior walls, on one side by the Research Library bookshelves, and on another side by a newly built wall with a locking door. Due to limited funds and no more available shelving, heavy duty folding tables are used to stack artifacts and in one case, the folding tables are stacked on top of each other to create faux shelving. About 1/5 of the artifacts are sitting directly on the floor, a potential hazard given our proximity to Ketchikan Creek. Overcrowding causes large artifacts to be moved frequently for access, leaving them vulnerable to damage from excessive handling in order to get to things that may be behind other artifacts. Overcrowding causing inherent issues with accessing artifacts for routine inventory and cleaning, and as a result many of the larger artifacts are dusty. Stacking artifacts is not recommended since the objects on top can negatively impact what they are set on. Staff safety is also a concern. Frequently moving large artifacts can cause physical injuries. The benefit to the organization and community is the proper care of Ketchikan's historical artifacts for the long term, resulting in the ability to share these items with the public for years to come. Showcasing storage improvements not only increases public trust, it also results in additional donations as the community feels confident in the Museums' ability and commitment to caring for Ketchikan's tangible history.

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

*(5000 characters max)*

Overcrowded storage has been a persistent problem at the Tongass Historical Museum highlighted in two recent reports "Recommended Space Programming" prepared by Foraker in 2012 and the 2016 Museum Assessment Program report. Overcrowded storage is currently being discussed while Ketchikan Museums develops a new organizational strategic plan for the next few years. Goals for the "Research Room Large Object Storage Project" stem directly from these reports and planning. The 2012 Foraker report was written just prior to the Ketchikan Public Library moving out of the Centennial Building. This report identified interior environmental control and space needs for the Tongass Historical Museum as it prepared to expand into the Centennial Building. The report made recommendations based on museum best practices for a professionally operated museum to accommodate the level of services desired by the community. The report describes collections storage rooms as "overflowing" and noted that there is no room for growing the collections. In fact, most of the large artifacts were early acquisitions into the Tongass Historical Society collection. Very few large artifacts have been acquired for the City of Ketchikan collection due to lack of storage space. The report recommended approximately 9,000 sq. ft. of dedicated museum space to serve the Museum's needs for 15 20 years of growth. Of the 9,000 sq. ft. the report recommended increasing receiving, processing, and on and offsite collections storage from 1,475 sq. ft. by at least 10%. Ketchikan Museums was awarded the opportunity to participate in the Museum Assessment Program (MAP), funded by the Institute of Museum and Library Services and administered by the American Alliance of Museums.



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The 2016 Organizational MAP looked holistically at the organization's strengths and weaknesses with administration, finances, collections, and education/ programs. For collections, the MAP report lists four recommended improvements: 1. Undertake a complete inventory of the collections 2. Develop a collections priority list that identifies discreet projects 3. Begin developing relationships with nearby university museology and/or archival management programs that can provide interns 4. Be sure that collections storage improvements are on the list for future capital projects. For the 2019 2024 strategic plan, Ketchikan Museums has made collections care a top priority. By the end of the time period, our goal is to have a complete inventory of the collection, updated collections management policies and procedures, and a plan of action for addressing old loans, FIC, and proposed deaccessions. The goals of the "Research Room Large Object Storage Project" are many. The first and most obvious goal is to improve long term collections care by improving storage conditions, reducing overcrowded spaces, and incorporating appropriate shelving. By maximizing vertical space, we hope to free up floor space in order to rearrange the two large artifact storage rooms and bring some artifacts stored offsite back to the Museum or provide space for new artifacts. We are realistic in knowing that some large artifacts will not be able to come back to the Museum because they do not fit into the lower level collections storage, such as the Ketchikan Queen, a ¼ size model seine boat. In the next two years, the Tongass Historical Museum is scheduled to have its exterior doors and windows replaced and HVAC and fire suppression systems installed. While there are still many unknowns for these projects, there is a high probability that artifacts will need to be moved out of the way of construction. Having larger artifacts able to move on wheels will provide a better way to move artifacts that is both safe for them and the people moving them. We will be accountable for the collection with inventories each time collections move. Lastly, Ketchikan Museums has made huge efforts to create new partnerships by reaching out to the community and utilizing volunteers. This grant project is ripe for partnership with other City of Ketchikan departments and skilled volunteers to aid in the construction of custom dollies and Tyvec covers.

**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)*

Grant funding for the "Research Room Large Object Storage Project" will allow Ketchikan Museums to purchase new storage furniture and supplies to create custom dollies and Tyvec dust covers for large and over sized artifacts. The timeline for the grant is directly contingent upon the availability of grant funds to purchase the above mentioned supplies. Ketchikan Museums is a department of the City of Ketchikan, whose fiscal year runs from January 1 December 31. All departmental orders need to be completed by November 15, 2019. Likely grant funds will be added to the FY2020 budget. Our Director will work with the Finance Department to prepare a budget amendment for approval by the City Council at one of their two monthly meetings. Once approved, the Finance Department will create a grant account. Then the Gaylord and U line orders can be placed. Shipping for both vendors generally takes about three weeks. We anticipate delivery of supplies by February or March 2020 at the very latest. Collections staff will begin



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working on the storage project in October. All large artifacts will be re measured for custom dollies and Tyvec covers. Pieces of scrap wood are available now to be cut up for objects with smaller bases. We also have a half of a roll of Tyvec to create a couple sample dust covers. Additionally, we have a few sheets of acid free blue board to start fabricating custom storage supports. The fall and winter months will allow us to experiment with creating these items and time to troubleshoot issues, reassess supply needs, and recruit volunteers. All 39 artifacts in the new storage space will also be cleaned and photographed. Collections staff will move two cabinets containing the Prop Collection from the Registration Room to the outside of the Research Room Large Object Storage. This will free up space in the Registration Room for new shelving to store textiles. The shelving and a majority of the supplies for this project will be ordered from outside vendors. We will purchase the sheets of plywood from a local hardware store to create dollies for objects with large bases, like a stove, two cabinets, and two rows of seating. Moving artifacts, assembling shelving, and putting artifacts on their dollies is expected to take one to two weeks. After artifacts are moved to their new locations, we will create a final inventory and new home locations will be updated in the collections management database. Ketchikan Museums will partner with fellow City of Ketchikan Departments to help fabricate custom dollies. In the winter months, Building Maintenance and the Streets Departments appreciate indoor projects. Both of these departments have the equipment and expertise to help cut wood for the dollies and attach the casters. Additionally, the Streets Department routinely helps the Museum staff lift heavy artifacts and will help us unite artifacts with their custom supports safely. We are fortunate to have several staff who are proficient at sewing, but due to limited availability, we will need to recruit volunteers to help sew custom Tyvec covers for the large artifacts. Our Administrative Assistant is the President of our local Quilt Guild. Additionally, we have started talking to the City of Ketchikan's Fire Department, the local U.S. Coast Guard, and a local upholsterer to see about recruiting additional volunteers to sew. The project will be more demanding in October, November, March, and April. This works well with the organizational calendar as December through February, we will be preparing for and installing the next temporary exhibit that will open March 6, 2020. After the exhibit opens, more staff will be available to help with remaining shelving, dolly, and cover needs. The project is expected to be completed by April 30, 2020 before the tourist season begins in May.

**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)*

The "Research Room Large Object Storage Project" project will be successful if at the end of it, artifacts are safely put away in storage, clean, off the ground, on sturdy shelving, and inventoried. Improving collections storage is a long term institutional goal, not only for preservation but also for improving staff efficiencies. Large artifacts collect dust because it can be difficult to access them. Being able to clean them and cover them will provide necessary protection for their long term care. It will also reduce the need for repeated cleaning efforts. Prior to going on exhibit all artifacts have their conditions assessed. Cleaned artifacts can be easily incorporated into new exhibits and will free up collections staff time to assist in other areas, like



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mounting and research. Being able to easily move artifacts around the Tongass Historical Museum cannot be underestimated. With several large capital improvement projects scheduled for the next two years, there is a high probability that collections will need to be moved. Custom storage supports and dollies on wheels will ensure collections are safe to move and will also improve the safety of the people handling the artifacts. Access to artifacts will reduce time to inventory the collection and update home locations. Known storage locations are critical for collections security, but it also make them more readily available for research. Additionally, an inventory of the collection will help inform the development of a collecting plan and provide a list of potential deaccessions.

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

*(5000 characters max)*

The "Research Room Large Object Storage Project" will have lasting benefits to Ketchikan Museums well beyond the grant term. The project will significantly improve long term collections care and extend the life of large artifacts. Well cared for artifacts will be available for exhibit and research purposes now and for future generations. The Tongass Historical Museum is currently maxed out on storage space for large artifacts. A complete inventory will help us refine the collection and identify gaps. Improving storage helps us maximize the potential for being able to acquire new large artifacts that help grow and strengthen the collection. As Ketchikan Museums continues to reach out the community, we are looking to solidify existing relationships and to identify new potential partners. The grant project is an opportunity to involve other City of Ketchikan departments and to create new partnerships in the local community. As we saw with the development of the permanent exhibit, community members take pride in the work they do at the museum and they turn into some of our biggest advocates.

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

*(5000 characters max)*

Our project is critical, but not an emergency situation.

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

*(5000 characters max)*

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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

103368\_203746.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.)*

Funds requested for the "Research Room Object Storage Project" are expected to cost a total of \$14,710.54. The bulk of the project consists of purchasing new shelving and supplies to create custom storage supports for numerous large artifacts. Shelving and supplies, including shipping to Ketchikan, are expected to cost \$7,803.14. The City of Ketchikan can provide 220 personnel hours equaling \$6,507.40 for staff time to assemble shelving, arrange the space, and create custom dollies. Additionally, Ketchikan Museums will provide the following supplies: screws for the dollies, materials to anchor shelving to the wall and floor, plywood scraps, sewing supplies, and webbing to secure large artifacts to their dollies for an estimated cost of \$400. These supplies are already on hand and we are able to purchase additional supplies locally should we run out. Shipping to Alaska is generally more expensive than shipping in the Lower 48. Since Ketchikan is on an island, the only way to get materials here is to either ship them by barge or to fly them in. Barge shipping is the most cost effective. Alaska Marine Lines and Samson Tug & Barge are the only providers for barge shipping to Ketchikan. Over the last six years, shipping rates have quadrupled. In January 2019, AML increased their shipping rates by another 3.6%. Due to the nationwide driver shortage impacting driver availability and rates, they have also adjusted their full load trucking rates to reflect current market conditions. We selected furniture from U line because we have been pleased with other shelving purchased from them. They offer quality items that are reasonably priced, they have exceptional customer service, and reasonable shipping rates to Ketchikan. U line has a branch in Seattle making for relatively fast barge service, too. Shipping fees are from their warehouse to the Museum and include all associated barge



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and delivery costs. To save expenses, we will assemble furniture on site instead of having them shipped assembled. Gaylord is our preferred vendor for archival supplies. They offer a 15% discount to Alaskan museums and their shipping is relatively quick. Both companies offer additional discounts for bulk orders, which make them both more appealing vendors. The price quotes from U line and Gaylord are valid for 30 90 days. If grant funds are added to the FY2020 budget, the cost of goods and shipping will likely increase. By entering into the grant, Ketchikan Museums agrees to cover the difference of any rate increase.

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



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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.

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### Optional Attachment

*103368\_203725.pdf*

### Optional Attachment

*103368\_203727.pdf*

### Optional Attachment

*103368\_203726.pdf*

### Optional Attachment

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### Optional Attachment

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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.

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**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

**I agree to Museums Alaska's Code of Conduct.**

Yes

**Signature of Authorized Representative**

*(Typed name signifies authorization)*

[REDACTED]

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