CAPITOL HISTORY GATEWAY EXHIBIT SPONSORSHIP APPLICATION INSTRUCTIONS:

The following items will be required on the application. Please be prepared to answer/upload all the following when you start your online application as you cannot save and return to the online form.

1. Applicant - Enter the organization's name and address.
2. Project lead contact - This is the person we contact to discuss details of the project.
3. Alternate project lead contact - Someone to contact in case the original project applicant is not available.
4. Reimbursement contact - This is the person who we contact to handle the financial side, many organizations have a person managing the books who is not the project contact.
5. Project title - make a clear, short project title.
6. Project start date - Enter the date you could start the project if you were awarded the sponsorship.
7. Project end date - Enter the date you believe you can finish the project if awarded the sponsorship by March 31, 2022.
8. Project costs - Include sponsorship amount requested, match amount (dollars/in-kind) if included and estimated total cost of project.
9. Project summary information – Include a brief and specific narrative about what the project is.
10. Project narrative - Provide information about your project by responding to the topics below (goals and description.) Limit your responses to a total of three pieces of paper that can be UPLOADED into the online application. Include a topic heading for each section (A – J, as outlined below in.) Be sure to complete all sections.

A. PROJECT GOALS
   a. Describe the project goals.

B. PROJECT DESCRIPTION
   a. Briefly describe the project.
   b. List the themes that will be presented in the exhibit.
   c. Explain which goal(s) align with the Capitol History Gateway's goal(s).
   d. List the key messages that align with the Capitol History Gateway's interpretive messaging.

e. Provide a general description of possible images and materials that will be included in the exhibit.
f. If applicable, describe how the exhibit will highlight a person or group involved in Oregon's government.
g. Explain how this exhibit would encourage a visit to your museum.
h. If applicable, describe how this exhibit fits within an annual theme, topic, or geographic area.
i. If applicable, explain how this exhibit includes content related to underrepresented communities and stories in Oregon history.
j. List how the work be completed to meet professional museum standards.

11. Sketch or existing photos/drawings/renderings of exhibit that you are proposing. Please combine your supporting documents into one PDF or DOC before uploading. It would be great for our judges to get visual support from your proposed exhibit.
12. Estimated Project Finances Form, please download the form, fill it out, scan it and attach it to the application when prompted.

This opportunity funded by: