

CAPITOL HISTORY GATEWAY EXHIBIT SPONSORSHIP GUIDELINES

Deadline: **January 31, 2027**

Purpose and requirements:

- Exhibit sponsorships are available to help eligible organizations design and fabricate an exhibit highlighting Oregon stories.
- The exhibit will physically be on display at the Oregon State Capitol for a specified period and must be displayed at one other location in Oregon at the minimum. The exhibit will be scheduled for display in 2028/2029. See exhibit space description below.
- A digital version of the exhibit will also be housed on www.oregoncapitol.com starting at a mutually agreed upon time between July 2027 and June 2028.
- This sponsorship is funded by the Oregon State Capitol Foundation, a non-profit organization, and your sponsorship agreement is with them.

Timeline: There is one cycle of applications annually. Four projects can be selected for each cycle.

Applications must be postmarked or submitted by **January 31, 2027**. The judging panel will make its decision during a March meeting. Sponsorship agreements will be mailed in the weeks after the decision and will include exhibition dates and work scope deliverables.

Awards: Awards can range from \$250 to \$10,000.

Matching Requirements: A dollar match is not required, however a project with in-kind or cash match makes the application more competitive.

Application Submission: Please fill out the form, print, sign and add attachments (including the narrative, supporting docs and projected finances) and send in the application.

Professional Requirements: The application must convey that work will be completed using appropriate museum practices.

Number of Applications: An organization may submit only one application per cycle.



CAPITOL HISTORY

GATEWAY

www.oregoncapitol.com

Oregon State Capitol Visitor Services Department, 900 Court Street, NE. Salem, OR 97301

503-986-1388

Capitol Exhibit Space Description: The exhibit space is approximately 10'X10', located on the first floor of the Capitol, just south of the rotunda and adjacent to the information desk in the Oregon State Capitol. The unsecured space is open to the public and includes a humidity controlled, locked case. **The physical exhibit must be free-standing, and use of the humidity-controlled case is required (3' D x 5' L x 1.5' H).**

Eligible Organizations: Any qualified museum based in Oregon, including Oregon Tribes and government agencies, are eligible to apply. Museums are defined by statute as public institutions or nonprofit Oregon corporations primarily devoted to the acquisition and public exhibition of specimens, artifacts, articles, documents, and other items that relate to history, anthropology, archaeology, science, or art and that have historical significance.

Organizations must meet the following requirements:

1. Applicant must be a government entity or a non-profit organization that has been in operation as a non-profit for a period of a least two years prior to the date of the application. A current 501(c)(3) determination from the United States Internal Revenue Services is required for establishing nonprofit status.
2. Care for and own or use tangible objects.
3. Exhibit objects to the public on a regular basis on a historic site or through facilities the organization owns or operates.

Exhibit Criteria: The exhibit must align with one or both Capitol History Gateway's interpretive goals and convey one or more of the key interpretive messages:

Goals:

1. Increase participation in Oregon's democracy.
2. Increase interest in Oregon's history, and especially in the history of government.

Messages:

1. The quality of my life has been and continues to be shaped by what happens in Oregon's government.
2. It is people [like me] that make a difference by shaping history in ways that make a difference in the quality of life we [I] enjoy.
3. It is easy to get involved in Oregon's democracy.
4. Oregon has long been a fertile ground for ideas and innovation, resulting in groundbreaking achievements that affect people within and outside the state.
5. It is important and of value for you [me] to know Oregon's history.
6. You can discover stories of the past by 'reading' it in the world around you.

REPORTING AND PAYMENT:

The purpose of this award is to help museums achieve the development, design and installation of an exhibit that highlights an Oregon story. To this end, the Oregon State Capitol Foundation would like to make the process of funding management, reporting and reimbursement as easy as possible. The Foundation will offer the award on good faith of an executed Sponsorship Agreement. Awarded projects will be subject to agreements with the Oregon State Capitol (exhibit site) and the Oregon State Capitol Foundation (funding sponsor). Projects need to be finished and transported to the Oregon State Capitol for the contracted exhibit period.

Funds will be disbursed as follows:

Award \$200 - \$1,000

100% upon execution of the Sponsorship Agreement.

First Status Report due 120 days prior to Capitol hosting virtual exhibit.

Marketing Report due 60 days prior to hosting.

Final Report due 30 days after exhibit hosted.

Award of \$1,001 to \$10,000

50% upon execution of the Sponsorship Agreement.

50% upon OSCF's acceptance of First Status Report due 120 days prior to Capitol hosting virtual exhibit.

Marketing Report due 60 days prior to hosting.

Final Report due 30 days after exhibit hosted.

Application Timeline:

Deadline – **January 31, 2027**

Sponsorship Award Timeline:

Notification – **March 31, 2027**

Reporting Deadlines (all reports can be found on oregoncapitol.com):

- First Status Report due 120 days prior to Capitol hosting virtual exhibit.
- Marketing Report due 60 days prior to hosting.
- Final Report due 30 days after exhibit hosted.

