

ELIGIBILITY MUSEUMS

A museum is a public or nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes. It must utilize a professional staff, own or use tangible objects - either animate or inanimate, care for these objects and exhibit them to the public on a regular basis.

<i>Aquariums and Zoological Parks</i>	<i>History Museums</i>	<i>Nature Centers</i>
<i>Art Museums</i>	<i>Historic Buildings</i>	<i>Planetariums</i>
<i>Botanical Gardens and Arboretums</i>	<i>National History Museums</i>	<i>Science and Technology Centers</i>

Eligibility Requirements:

- Completed *Virginia State Surplus Property* application
- Copy of the determination letter from the Internal Revenue Service stating that your organization is income tax-exempt under Section 501.
- Detailed narrative description (brochure/advertisements) of the services the program, services or activities. Include the following:
 1. Description of museum and facilities
 2. Types of objects exhibited (photos if available)
 3. Amount of admission fees and hours of operation
 4. How the museum is advertised
 5. Community and population served
 6. Membership in, affiliation with, or other recognition by a local, State regional or national museum organization.

All museums must be open and exhibiting to the public a minimum of 1000 hours per year; and employ at least one full time staff member (paid or unpaid position).

- A roster of the institution's full-time (paid or unpaid) staff members with professional qualifications, titles or position and general duties.
- Copy of the institution's charter, bylaws or other written instrument by which museum was created and affirming its legal existence and the purpose for which it was formed.

