

**Western New York Association of Historical Agencies
On Site Visit/Technical Assistance Grant Request Form**

Name of Organization _____ County _____

Mailing Address _____ City _____ Zip _____

Phone (____) _____ Fax _____ County _____

Contact Person _____ Home Phone (____) _____

E-mail (museum or personal) _____

Location (if different from mailing address) _____

Briefly describe your museum _____

Is your organization chartered? Y N 501C3 Regents Other Don't Know

Date of Charter _____ WNYAHA Member? Y N

Do you have a mission statement? Y N Do you have an endowment? Y N

What is your annual operating budget? _____

Do you have paid full-time staff? Y N Part-time? Y N How many? _____

Do you have a collections policy? Y N Do you own your own facility? Y N

Do you have exhibits? Y N Titles or topics of recent exhibits _____

What, in your opinion, is the most important object in your collection? _____

Have you ever deaccessioned objects from your collection? Y N

Do you offer school tours? Y N Do you offer school programming? Y N

What other kinds of programs do you offer? _____

When are you opened to the public? _____

What is your annual attendance? _____

How many members do you have? _____ What is the cost of a membership? _____

How many volunteers do you have? _____

What is the largest museum near you? _____

Have you have applied for decentralization money from your local arts council? Y N

If so, were you successful? Y N

What is your organization's biggest challenge? _____

What other problems do you have? _____

Have you ever had an on-site visit from a WNYAHA representative? Y N If so, for what purpose?

What questions would you have for an on-site visit? _____

Who would be meeting with the WNYAHA representative? _____

Do you have a newsletter? Y N If possible, please send a copy of a recent newsletter with this questionnaire.

Of the local museums you have visited, which has impressed you the most?

Please return this form to WNYAHA, P.O. Box 39, Getzville, NY 14068. A WNY AHA representative will be in contact with you to set up an appointment to meet with you at your facility. If you have any questions, you may call Ann Marie Linnabery, WNYAHA Administrative Coordinator at 716-745-3251 or Jean Neff, WNYAHA President at 716-689-1440.

Please write directions to your site here: