**About Us – The Basics**

**Name, Address, Telephone Number, Website**

***Example:***

***XYZ Museum Inc***

***123 Main Street, Your Town, SK, S0H 2J0***

***Phone 306-678-1234, Fax 306-678-4567***

***Email:*** ***info@XYZMuseum.com***

***Web: www.XYZMuseum.com***

Your answer:

**Sponsorship Writer or Contact Person’s Name, Title, Telephone Number, Email Address**

***Example:***

***2018 Grants***

***Jane Doe, Fundraising Coordinator***

***306-678-1220*** ***jane@XYZMuseum.com***

***2015-2017 Grants***

***Bob Conner, Executive Director***

***306-678-1213 bob@XYZMuseum.com***

Your answer:

**List of organization’s leadership and/or partners pertinent to the application**

*Example:*

*Board of Directors, 8-members, volunteer*

*(Hilda Jones, Fred Munz, Jeff Insil, Ollie Brown, Perry Kettle, Wendy Noir, Viola Green, Sean Triller)*

*Executive Directors*

*2009-Current, Bob Conner*

*2002-2009, Francis Villa*

Your answer:

**About Us – Beyond the Basics**

**Organizational Vision / Mission / Values**

* **And what they mean in everyday language**

*Example:*

*Vision: For visitors to appreciate and understand the lifestyle of prairie settlers in 1905.*

*Mission: To preserve, restore, and display artifacts as they were in a 1905 prairie town.*

*This means we will replicate a prairie town that looks and operated the way it did in 1905.*

Your answer:

**Organizational Priorities and Goals**

* **And what they mean in everyday language**

*Example:*

*To preserve*

*To restore*

*To develop artifact collection*

Your answer:

**Organizational Values**

*Example:*

*Education for all ages.*

*Accuracy in research and artifact collection.*

*Inclusivity.*

*Honesty and transparency.*

*Etc.*

Your answer:

**Brief Organizational History**

*Example:*

*1956 – museum land purchased*

*1957 – Smith and Johnston buildings moved on property*

*1958 – sidewalks built*

*Etc.*

Your answer:

**Organizational Demographics**

*Example:*

*Museum visitors: 55% ages 65+, 25% ages 6-18*

*Board: 80% ages 65+, 10% ages 40-65*

*Etc.*

Your answer: