

# CAPITOL HISTORY GATEWAY EXHIBIT SPONSORSHIP REVIEW AND AWARD PROCESS

**REVIEW AND SELECTION:** Upon receiving the submittal, the application will be reviewed to make sure it is complete. The primary contact will be notified if the application needs clarification. A panel, appointed by the Oregon State Capitol's Legislative Administrator, will review and score applications using the criteria and priorities outlined below. The approved finalists will be forwarded to the Oregon State Capitol Foundation for award consideration.

## **CRITERIA:**

- Theme aligns with one or more of the Capitol History Gateway's goals and messages.
- The exhibit's story is well developed and described.
- Demonstrated project readiness.
- Exhibit can be delivered to the Capitol virtually to be embedded at oregoncapitol.com.
- Project includes a plan to exhibit in one (including your own site) or more additional sites, within 12-months before or after the physical exhibition at the Capitol.

## **PRIORITIES:**

- Demonstrated need for funding.
- Underrepresented geographic region or story.
- First time exhibiting at Capitol.

## **SPONSORSHIP AWARD:**

The award will be made by the Oregon State Capitol Foundation.

## **SPONSORSHIP AGREEMENT:**

Shortly after you are notified that you have been awarded a sponsorship, you will receive a Sponsorship Agreement from the Oregon State Capitol Foundation (OSCF). By signing the Sponsorship Agreement, you accept the award for the purposes outlined in your application and those outlined in the Agreement. You will also be given an Oregon State Capitol Incoming Loan Agreement 30-60 days prior to the installation date.



## **SPONSORSHIP MANAGEMENT REPORTING:**

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, to help the museum get the project started 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 \$7,500**

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.

A simple accounting detail report including staff time, anticipated travel time, design costs, fabrication and shipping costs, etc. can be submitted up to the dollar amount awarded.

This opportunity funded by:

