

*City of Alexandria, Virginia*

15  
1-9-01

MEMORANDUM

DATE: JANUARY 2, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*

SUBJECT: SUBMISSION OF A GRANT APPLICATION TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES FOR FUNDING FOR FORT WARD MUSEUM & HISTORIC SITE

---

**ISSUE:** City Council consideration of submission of a grant application to the Institute of Museum and Library Services (IMLS) for funding in the amount of \$56,676 for Fort Ward Museum & Historic Site.

**RECOMMENDATION:** That City Council authorize the City Manager to:

- (1) Approve the submission of a General Operating Support Program grant application to the Institute of Museum and Library Services (IMLS) in the amount of \$56,676 for the computerization of the museum's library holdings, to evaluate current museum programs and develop new programs; and
- (2) Approve the establishment of one part-time (0.75 FTE) Curator I position to administer the grant-funded activities should the grant be awarded. This grant-funded position would terminate upon the expiration of the grant and the individual who would fill this position would be notified of this condition of employment at the time of hiring and would sign an agreement of understanding with regard to this condition. It should be noted that there are no funds available in the City budget to continue these activities once the grant funds are expended; and
- (3) Execute all documents that may be required.

**DISCUSSION:** The Institute for Museum and Library Services General Operating Support Program awards two-year grants for unrestricted support of ongoing institutional activities. These highly competitive grants are awarded based upon the overall strength and quality of the museum as represented in an institutional self-evaluation of the museum, its audience, collections, professional practices, exhibitions, public programs, support and long-range plans.

Grant funds in 2001-2003 at Fort Ward Museum & Historic Site would be used to fund one part-time Curator I position for the duration of the grant. The funds are requested to computerize the museum's library holdings and to evaluate current museum programs, as well as to develop new programs. This funding will assist in fulfilling the goals set forth in the museum's Marketing Plan that was completed in late 1999 and enable the museum to continue to increase its level of professional operation.

**GRANT PERIOD:** October 1, 2001 to September 30, 2003.

**FISCAL IMPACT:** Although there is no requirement for the City to provide a cash match or an in-kind match for these funds, the City is responsible for the normal administrative costs associated with this grant. These costs include financial and reporting oversight provided by the administering agency, as well as by the Office of Management and Budget and by the Finance Department. IMLS will provide up to \$56,676 for staff support and educational programs.

**ATTACHMENTS:** None.

**STAFF:** Wanda S. Dowell, Director, Fort Ward Museum & Historic Site Museum  
Jean Taylor Federico, Director, Office of Historic Alexandria  
Carol Moore, Acting Deputy Director, OMB