



**ASA HUTCHINSON**  
GOVERNOR

**STATE OF ARKANSAS**  
**DEPARTMENT OF EMERGENCY MANAGEMENT**



**A.J. GARY**  
DIRECTOR

## **Eligibility Application Requirements**

### **Museums**

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review to Arkansas Federal Surplus Property (AR FSP). AR FSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. Please provide the following:

- 1.** Eligibility Application packet with all requested information properly completed and signed by the Director/President/equivalent. (7 pages total)
- 2.** Narrative on official letterhead, that includes the following information:
  - Size and description of physical facilities, physical addresses for each
  - Types of objects exhibited
  - Schedule in which the facility is open to the public
  - Admission fees
  - Means used to advertise the museum for public patronage
  - Community and population served by the applicant
  - Any other information you wish to provide
- 3.** Membership in affiliation with, or other recognition by a local, state, regional, or national museum organization
- 4.** Roster of full time staff members and their qualifications, titles, positions, duties.
- 5.** Copy of either IRS non-profit determination 501(c) or proof of Public Agency Status (Act or Ordinance establishing organization)
- 6.** Copy of Articles of Incorporation, By-Laws, and Charter.
- 7.** Copy of brochures, catalogs, newsletters, etc. describing museum's programs and services.
- 8.** Copy of latest financial summary report, to equal one (1) year (do not send bank statements).

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records. Applications may be submitted to AR FSP via e-mail, fax, or mail. If the applying organization has any questions concerning the required documentation or the application process please feel free to call our offices at (501)835-3111 Monday - Friday 8am to 4:30pm.

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