STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT

**ASA HUTCHINSON**
**GOVERNOR**

**DAVID MAXWELL**
**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 by the Division of Federal Surplus Property (DFSP). DFSP 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. If the applying museum has any questions concerning the required documentation or the application process please feels free to call our offices at 501.835.3111.

**1.** Standard 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 Articles of Incorporation, By-Laws, and Charter.

**6.** Brochures, catalogs, newsletters, etc. describing museum's programs and services.

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 DFSP via e-mail, fax, or mail.

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