

Technical Assistance Application Form

Please complete this form if you are interested in receiving technical assistance from one of VAM's technical advisors. Please only complete this form if you are a VAM member, as this program is a member benefit. Fax or mail the completed form to:

Virginia Association of Museums
200 South Third Street
Richmond, VA 23219
Fax: 804-788-5826

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____
 VAM Membership Number: _____

I am interested in receiving technical assistance in the following area:

- | | |
|---|---|
| <input type="checkbox"/> Board Training and Development | <input type="checkbox"/> Human Resources—Staff supervision and evaluation |
| <input type="checkbox"/> Collections Management | <input type="checkbox"/> Public Programs |
| <input type="checkbox"/> Curatorial Issues | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Expansion, Construction or Renovation Management | <input type="checkbox"/> Retail Issues |
| <input type="checkbox"/> Exhibition Creation | <input type="checkbox"/> School Programs |
| <input type="checkbox"/> Facility Management | <input type="checkbox"/> Special Issues of Presidential Sites |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Starting a Museum |
| <input type="checkbox"/> Grantwriting | |

On a separate piece of paper, please describe the project for which you are requesting assistance. Description should include project timeline, staff involvement, purpose of project, and how you expect the technical advisor to help. Description should be no more than one page.

Signature and Acceptance of Terms

I understand that the technical assistance I am requesting will be provided by technical advisors acting as volunteers on behalf of the Virginia Association of Museums. I understand that my site is responsible for covering any expenses incurred by our technical advisor in the course of this project, including but not limited to mileage reimbursement, other travel costs, and copying fees.

Signature of Applicant

Date