



Instructional Letter: MUSEUMS

Dear Prospective Donee:

Thank you for expressing an interest in acquiring property through the **Illinois State Agency for Surplus Property (CMS Federal Surplus)**.

Federal laws provide that existing museums dedicated to education of the general public in historic events, culture/arts, military wars, etc., may apply for eligibility to acquire Federal surplus property.

If after examining the paragraph above, you find that you may qualify to participate in this program, please complete the Federal application and forward to this office for processing.

Along with your completed and signed three-page application, please include the following:

- ◆ Resolution adopted by your Board of Directors authorizing participation (sample enclosed);
- ◆ Written narrative of educational purpose, description of staff employed (paid or unpaid, with at least ONE person on a full-time basis), description of facilities maintained and hours of operation (at least 1,000 hours per calendar year), and a description of tangible objects forming the museum's collection and defining its purpose;
- ◆ Description/documentation of sources of funding, i.e., Donations, copy of Current Budget or Tax Levy (if applicable);
- ◆ Copy of your tax-exempt status under Section 501 (IRS Ruling);
- ◆ Copy of any accreditation received;
- ◆ Copy of organizational document or instrument of creation, i.e., Articles of Incorporation from the Illinois Secretary of State.

If you have any further questions regarding eligibility, please feel free to contact my office at **(217)785-6903**. **Your application cannot be processed until receipt and review of the above-requested documentation. Partial submissions will be returned as being incomplete.**

Sincerely,

Curtis A. Howard

Curtis A. Howard
Administrator, Property Control Division

CH/tr

Requires: Application & Resolution