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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
STATE COUNCIL on the ARTS

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

October 15, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, Division of the Arts, to award a Public Value Partnership Grant in the amount of \$13,000 to The Children's Museum of New Hampshire (VC #155571), Dover, NH to strengthen their capacity for affordable diverse arts programs to New Hampshire residents and visitors effective upon Governor and Executive Council approval through June 30, 2019. **100% General Fund**

Fund is available as follows:

	<u>FY 2019</u>
03-35-35-353510-41040000	
State Arts Development	\$13,000
073-500581 Grants Non Federal	

EXPLANATION

Public Value Partnership Grants are awarded to nonprofit arts organizations, with a minimum of 5 years of continuous arts programming and professional staffing, to strengthen their capacity for offering affordable, diverse arts programs to New Hampshire residents and visitors. Grant categories and deadlines are advertised through the Division's website, social media and electronic newsletters.

At a recent meeting, the Arts Council Board unanimously voted to accept the Arts Division's Public Value Partnership Review Panel's recommendations for the partnerships based on its funding priority ranking within a competitive review. The six-member peer panel, facilitated by an Arts Councilor, considered 17 criteria to arrive at a consensus ranking for each application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. The evaluative criteria can range from the administrative capacity of the organization, artistic quality, strategic planning, to community impact and accessibility.

The Attorney General's office has approved the grant agreement as to form, substance and execution.

Respectfully submitted,

Sarah L. Stewart
Commissioner



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the **State of New Hampshire, New Hampshire State Council on the Arts** (hereinafter "Council") and **The Childrens Museum of NH** (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

- GRANT PERIOD: FY2019**
- OBLIGATIONS OF THE GRANTEE:**
 - The Grantee agrees to accept **\$13,000.00** and apply it to the program(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
 - Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



The Childrens Museum of NH is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

New Hampshire
State Council on the Arts

- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.
- PAYMENT** will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council
 - FINAL REPORT:** The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. **Failure to submit the final report will render the Grantee ineligible for Council funding for two years.**
 - SOVEREIGN IMMUNITY:** No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency

[Signature] 7.30.18
Signature Date

Name, Title: Virginia Lupi, Director

[Signature]
Signature

Name, Title: Sarah L. Stewart, Commissioner

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

[Signature] 10/18/18
Office of Attorney General Date

GRANTEE SIGNATURE

Org/ Name: The Childrens Museum of NH

Address: 6 Washington St, Dover NH

Jane Bard
Printed Name of Authorized Official for Grantee

[Signature] 9/25/18
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Strafford

On the 25 day of September 2018 before the undersigned officer, personally appeared

Jane Bard
(Print name of person whose signature is being notarized)

or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

[Signature]
Notary Public/ Justice of the Peace

Printed Name: _____

My Commission expires: _____

JAIME C. LYNCH
Notary Public State of New Hampshire
My Commission expires May 16, 2023

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE CHILDREN'S MUSEUM OF NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on December 23, 1981. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62159



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 14th day of November A.D. 2017.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Business Information

Business Details

Business Name:	THE CHILDREN'S MUSEUM OF NEW HAMPSHIRE	Business ID:	62159
Business Type:	Domestic Nonprofit Corporation	Business Status:	Good Standing
Business Creation Date:	12/23/1981	Name in State of Incorporation:	Not Available
Date of Formation in Jurisdiction:	12/23/1981		
Principal Office Address:	6 Washington Street, Dover, NH, 03820, USA	Mailing Address:	6 Washington Street, Dover, NH, 03820, USA
Citizenship / State of Incorporation:	Domestic/New Hampshire		
		Last Nonprofit Report Year:	2015
		Next Report Year:	2020
Duration:	Perpetual		
Business Email:	NONE	Phone #:	NONE
Notification Email:	NONE	Fiscal Year End Date:	NONE

Principal Purpose

S.No	NAICS Code	NAICS Subcode
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1	OTHER / EDUCATE CHILDREN IN THE ARTS, SCIENCES & DAILY LIFE EXPERIENCES	
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CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with
New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

* Resolution date must occur on or before the Grant Agreement is signed.

** Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.

1. *Resolution:

THIS IS TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors

Children's Museum of NH on September 20, 2018
(name of organization)

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that Jane Bard is hereby authorized
(Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

Signed: [Signature]

(Signature of Clerk/Secretary to the board)

Printed Name Jillian Carreichael

2. **Certificate

STATE OF NEW HAMPSHIRE
COUNTY OF Strafford

On the 25 day of September, 2018 before the undersigned officer, personally appeared Jillian Carreichael, or satisfactorily proven to be the person whose name appears
(print name of person whose signature is being notarized)

above, and acknowledged s/he executed this document in the capacity indicated.

[Signature]

Notary Public/ Justice of the Peace

Printed Name: _____

My Commission Expires _____

JAIME C. LYNCH

Notary Public State of New Hampshire
My Commission expires May 16, 2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cross Insurance-Portland 2331 Congress Street Portland ME 04102		CONTACT NAME: Patrick Stefano PHONE (A/C, No, Ext): (207) 780-1677 FAX (A/C, No): (207) 780-8377 E-MAIL ADDRESS: pstefanio@crossagency.com	
INSURED The Children's Museum of New Hampshire, Inc. 6 Washington Street Dover NH 03820		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Citizens Ins Co of America	NAIC # 31534
		INSURER B: Allmerica Financial Alliance	NAIC # 10212
		INSURER C: Hanover Ins Co.	NAIC # 22292
		INSURER D: Hanover American Insurance Co.	NAIC # 36084
		INSURER E:	
		INSURER F:	

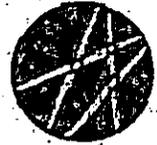
COVERAGES **CERTIFICATE NUMBER:** CL1892463837 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PKG BINDER	09/13/2018	09/13/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			AHPD896349	09/13/2018	09/13/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UMB BINDER	09/13/2018	09/13/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WZPD702538	09/13/2018	09/13/2019	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	ABUSE & MOLESTATION			PKG BINDER	09/13/2018	09/13/2019	EA WRONGFUL ACT 1,000,000 AGGREGATE LIMIT 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Department of Natural & Cultural Resources 19 Phillipsbury Street Concord NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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New Hampshire
State Council on the Arts

GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization Children's Museum of NH

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

Our mission is to engage families in hands-on discovery.
Our vision is to inspire the next generation of innovators
and creative thinkers.

2. Salary of Administrator:

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

\$ 62,946

Attach the Following:

3. DUNS Number (If not provided on application) 151439163
4. Resume of Administrator
5. Financial Statement:
A one-page financial statement of your organization's most recently completed fiscal year.
6. Board of Directors:
A list of the current directors and officers of your organization.
Please do not include any personal information such as home addresses, phone numbers or emails.

7. List Geographic Areas Served by Organization
8. Certificate of Liability and Workers Comp Insurance with the Department of Natural & Cultural Resources as the certificate holder
9. Please include a copy of a current year Certificate of Good Standing. (if not provided with the application)
If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.

THE CHILDREN'S MUSEUM OF NEW HAMPSHIRE

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
 Year Ended June 30, 2018 (with comparative totals for 2017)

	Unrestricted	Temporarily Restricted	Total	2017 Comparative Totals
Revenue and public support:				
Admissions	\$ 389,392	\$ -	\$ 389,392	\$ 369,807
Memberships	190,217	-	190,217	180,535
Grants and sponsorships	33,000	159,050	192,050	179,500
Fundraising events income	267,652	-	267,652	244,483
Museum programs	94,559	-	94,559	85,341
Contributions	70,594	-	70,594	133,958
Merchandise, net of costs of \$16,192	19,011	-	19,011	11,037
Donated goods and services	150,950	-	150,950	157,654
Miscellaneous income	8,702	-	8,702	7,511
<i>Total revenue and public support</i>	<u>1,224,077</u>	<u>159,050</u>	<u>1,383,127</u>	<u>1,369,826</u>
Net assets released from restrictions for satisfaction of program restrictions	162,427	(162,427)	-	-
Expenses:				
Museum programs and exhibits	824,426	-	824,426	814,532
Support services:				
Management and general	359,237	-	359,237	345,796
Fundraising	217,921	-	217,921	193,213
<i>Total support services</i>	<u>577,158</u>	<u>-</u>	<u>577,158</u>	<u>539,009</u>
<i>Total expenses</i>	<u>1,401,584</u>	<u>-</u>	<u>1,401,584</u>	<u>1,353,541</u>
<i>Total increase (decrease) in net assets</i>	<u>(15,080)</u>	<u>(3,377)</u>	<u>(18,457)</u>	<u>16,285</u>
Net assets, beginning of year	2,897,235	93,925	2,991,160	2,974,875
Net assets, end of year	<u>\$ 2,882,155</u>	<u>\$ 90,548</u>	<u>\$ 2,972,703</u>	<u>\$ 2,991,160</u>

Children's Museum of New Hampshire
Board of Directors
September 24, 2018

Jonathan Shapleigh, Chair
Jacques Corriveau, Vice Chair
Jill Carmichael, Secretary
Mike Pagan, Treasurer

Justin Gagnon
Marc Goodman
David Hampson
Erica Johnson
Matthew Keane
Sarah Lavoie
Tiffany Melanson
Michael Provencher
Paul Silvio
Spike Trueworthy
Susan Wolowitz

Vitae

Jane E. Bard



EDUCATION

University of New Hampshire, M.Ed. Elementary Education, 1993. Special interest in children's literacy and teaching science.

University of New Hampshire, Bachelor of Arts, English/Journalism and Communication, 1990. Focus on writing for the media, television and radio production, and public speaking.

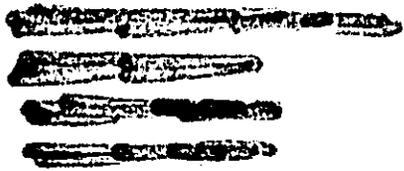
EMPLOYMENT HISTORY

President (September 2013 - present). The Children's Museum of New Hampshire. Lead the overall strategic direction and operations of the institution, supervising all department heads.

Associate Director & Education Director (February 2009 – April 2011). The Children's Museum of New Hampshire. Manage all aspects of daily museum operations, including visitor services, exhibits and education departments. Maintain role and responsibilities as Education Director.

Director of Education (March 1996 – August 2013). The Children's Museum of Portsmouth and New Hampshire. Develop, schedule, market, evaluate and orchestrate a variety of museum programs, special events and outreach offerings.

Museum Manager and Outreach Coordinator (November 1994 – March 1996). The Children's Museum of Portsmouth. Oversee the museum's daily operations, supervise a staff of volunteers, interns and paid staff. Promote and teach all outreach programs, plan daily activities.



Classroom teacher (September 1993 – June 1994). 3rd & 4th multi-grade classroom. Village Elementary School, York, ME.

RELATED EXPERIENCE & SKILLS

New England Museum Association (NEMA) Board of Directors Nominating Committee (Summer 2010 - 2012).

- ◆ Reviewed applicants for NEMA Board of Directors positions and conferred with museum professionals throughout New England to nominate candidates.

Budget Creation and Management (1995 – 2012).

- ◆ Create and manage annual Programs budget
- ◆ Create and manage budgets for grant-funded programs and special events
- ◆ Analyze cost-effectiveness of programs and modify as needed

Donor Cultivation Tours During The Museum's Capital Campaign (2007 – 2008).

- ◆ Ability to clearly articulate the museum's purpose and mission, answer a wide variety of questions, and engage in positive interactions with possible donors

Exhibit Development (1996 – 2008).

- ◆ Member of the Exhibit Team instrumental in the creation of the *Kids World Café, Pattern Palace and Dino Detective* exhibits
- ◆ Co-developer of *Primary Place: An Early-Learning Landscape* for the new Children's Museum of New Hampshire

Grant Writing and Sponsorship Proposals (1995 – 2012).

- ◆ Sought out and wrote a variety of grants and sponsorship proposals throughout museum career to fund various program initiatives and exhibits including ones to Ronald McDonald House Charities, The Honda Foundation, Howard Hughes Medical Institute, Art Builds Community, Irving Oil, Wentworth-Douglass Hospital, The Roger R. and Theresa S. Thompson Endowment Fund

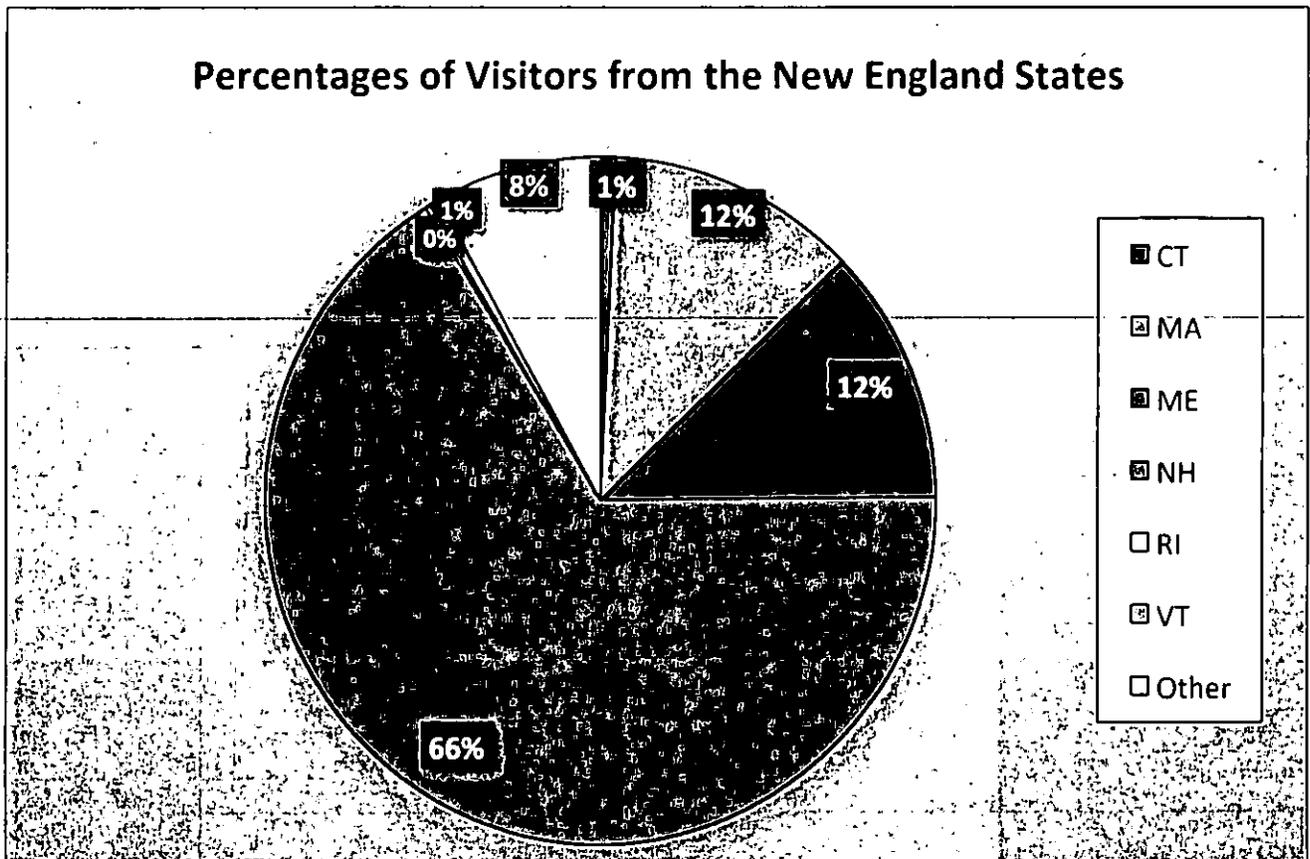
CHILDREN'S MUSEUM

of NEW HAMPSHIRE

Visitor Statistics

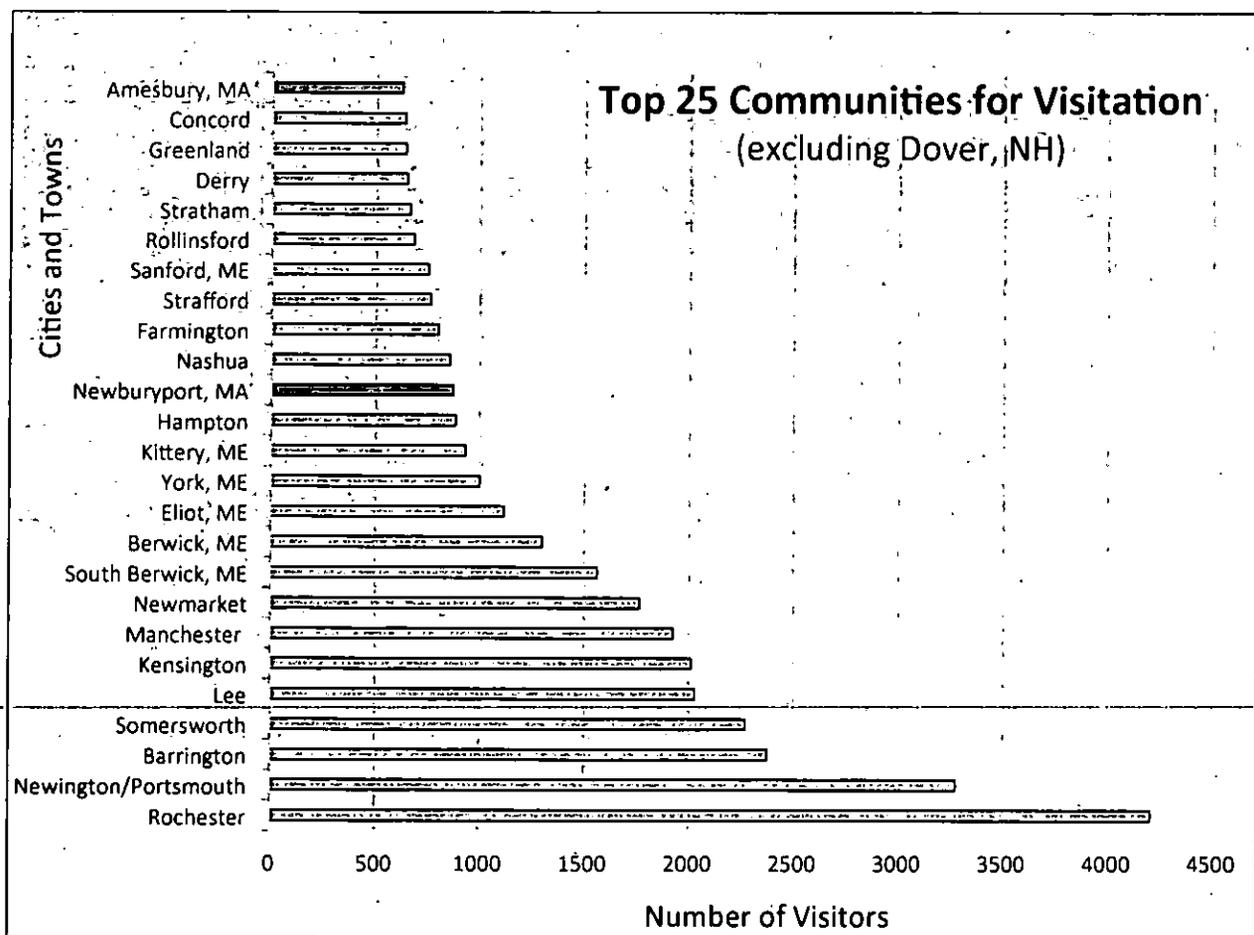
The Children's Museum of New Hampshire, located in Dover, draws visitors from all of New England and beyond. *PolEcon Research analysis suggests that the Museum's impact on the local economy is between \$1.8 and \$2.3 million.*

In FY 2018 **101,154** visitors came to the Children's Museum of NH. 92% of visitors hailed from the six New England states. The majority, 66%, came from New Hampshire and a combined 24% traveled from Maine and Massachusetts. The remaining 8% represent 42 states outside of New England, two U.S. territories, and eight countries.



CHILDREN'S MUSEUM

of NEW HAMPSHIRE



We saw visitors from 194 of NH's 221 towns. Several communities from Maine and Massachusetts are among the top 25 communities who visited the Children's Museum of NH in 2017. *Nearly 30,000 visitors paid zero or deeply discounted admission through a variety of access and inclusion programs.*