

Americans and the Holocaust Traveling Exhibition (2023)

American Library Association

Americans and the Holocaust: Grant Acceptance Form 2024

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This is an agreement (“Agreement”) between a library host site (“Host”) of the Americans and the Holocaust traveling exhibition (“Traveling Exhibition”) and the American Library Association (“ALA”).

This online form must be submitted by Friday, February 9, 2024, to confirm your library’s participation in the *Americans and the Holocaust* project and to receive the \$3,000 programming stipend.

Host agrees to serve as a host for the national tour of the Traveling Exhibition. The United States Holocaust Memorial Museum (USHMM) and the ALA Public Programs Office developed and produced the Traveling Exhibition. The ALA Public Programs Office, in partnership with the USHMM, is touring the Traveling Exhibition to selected sites. The USHMM is a third-party beneficiary of this agreement.

Failure to comply with any of the conditions described below may result in Host being removed from the tour and may affect Host’s opportunities to take part in other exhibition tours and programs offered through ALA.

Questions may be directed to publicprograms@ala.org.

General

- All elements of Host’s activities and obligations performed as part of the Traveling Exhibition must be submitted for ALA and USHMM approval. Final approval shall be at the sole discretion of ALA and USHMM. Should Host wish to develop educational or other printed materials, the materials must be approved in advance by USHMM and ALA.
- Host agrees that ALA and USHMM approval process is intended to protect the integrity of the Traveling Exhibition.
- All changes to this Agreement and to the Traveling Exhibition must be granted in writing by both the USHMM and the ALA.

Display

- Host agrees to display the full Traveling Exhibition, as provided, during the entirety of the dates provided in the forthcoming itinerary prepared by ALA.
- Host must display the Traveling Exhibition in its entirety, and the display in full needs to be viewable and accessible to the public during open hours. No alterations, additions, or deletions can be made to the Traveling Exhibition. The Traveling Exhibition cannot be combined with the presentation of any venue or third party-supplied content or materials without prior written approval from ALA and USHMM. Libraries may create a separate display on relevant Exhibition themes utilizing their own or local collections, subject to ALA and USHMM written approval.
- Host will make reasonable efforts to give disabled people the same access to information, programs, and resources enjoyed by those who are not disabled, per the Americans with Disabilities Act (ADA). While each host site will have varying capabilities for providing access, recommended actions include allowing space for wheelchairs in program spaces, preparing large-print versions of program handouts, providing sign language translation services, or providing audio versions of text used in programming.

Programming requirements

- Host agrees to present a minimum of four public programs, events, or activities related to the themes explored in the exhibition. These may include programs with scholars, community or civic organizations, film screenings, guided tours, teacher workshops, and other public events. All events must be free.
- Host agrees to host at least one program designed for and marketed to high school or university students as part of their minimum of four public programs.
- Host agrees to provide the ALA Public Programs Office with titles, presenters, and times of all exhibition public programs, via the Pre-Exhibit Form, at least 8 weeks before the Traveling Exhibition opens at the site.
- Host agrees that all programming will be respectful to Holocaust survivors and honor the victims of the Holocaust. USHMM staff is available to advise on possible programming and reserves the right to request changes to planned programs.

Local project administration

- Host agrees to appoint one staff member as the Project Director (local coordinator) of the Traveling Exhibition. The Project Director is responsible for: attending the two-day orientation workshop on May 15 and 16, 2024; overseeing programming and marketing of the exhibition; and ensuring that the exhibition is set up, displayed, and taken down according to the provided instructions (as described at <https://www.ala.org/tools/programming/USHolocaustMuseum/sitesupportnotebook/Logistics>).
- Host agrees to charge no fees for viewing the exhibition or attending related programs.

- Fundraising programs to benefit the library are allowed, as long as the four required programs are free and open to the public, subject to provisions herein regarding approvals and use of USHMM's name and subject to ALA and USHMM approval. No other outside organizations or institutions may use the Traveling Exhibition for fundraising purposes at the exhibition host venue. There may be an opportunity for USHMM to partner with host libraries on fundraising events on a case-by-case basis.
- Public access may not be denied to anyone on the basis of race, color, creed, national origin, disability, sex, gender, age, sexual identity, or any other basis prohibited by federal law.
- The Traveling Exhibition shall be used for educational purposes only and shall not be used to endorse or promote, or to imply endorsement or promotion of, a particular organization, religion, or cause. No commercial or political use may be made of the Traveling Exhibition or any ALA or USHMM content or materials. The ALA, USHMM and "Americans and the Holocaust" logos and names shall not be used in conjunction or connection with any political event or for any other purpose not specified in this contract without prior written approval from ALA and USHMM.

Security and handling

- Host will display the exhibition according to the instructions provided by ALA (as described at <https://www.ala.org/tools/programming/USHolocaustMuseum/sitesupportnotebook/Logistics>).
- Host agrees that the Project Director will supervise the unpacking and setting up, and the taking down and repacking of the exhibition, following the instructions given to the Host by ALA.
- Host agrees to display the exhibition in an appropriate and safe environment. An appropriate environment means that the exhibition is not displayed outdoors, in a tent area, or in a temporary building, but in an open area or gallery inside a permanent building. The exhibition should be monitored by staff every 30 minutes during peak periods of use, and every 60 minutes during off-peak times. Host should examine the exhibition at the end of each day to determine that all components are in working order and undamaged. Host will report any damage or other important information about the exhibition to ALA as soon as possible after it is observed.

Intellectual property rights

- Host recognizes that portions of the exhibition and accompanying marketing materials and publicity images may use trademarks, logos, artwork, photographs, rendering, props, and other property (together, the "Intellectual Property") belonging to or licensed to ALA and USHMM and other institutions or individuals who contributed to the exhibition. All rights in and to the Intellectual Property are hereby expressly reserved to

the ALA and USHMM. Host site shall not modify, delete, obliterate, or otherwise alter the use or appearance of any such item or of the exhibition narrative or design. In the event of the violation of Intellectual Property Rights, ALA reserves the right to terminate Host's use of the exhibition.

Publicity and sponsorship

- Host agrees to promote the traveling exhibition and exhibition-related programs to the widest possible public audience.
- To maintain brand standards across the Traveling Exhibition, Host agrees to utilize only the Americans and the Holocaust graphic materials provided to Host (available online: <https://www.ala.org/tools/programming/USHolocaustMuseum/sitesupportnotebook/Publicity>). These provided materials were designed by USHMM and ALA and may be customized with Host's logo and additional information as the design templates allow. Any additional graphic needs must be submitted to ALA and USHMM for review through the established Publicity Request Form at least six weeks before Host's host period begins. If approved, additional graphics must be designed by an ALA- and USHMM-approved graphic designer and are subject to ALA and USHMM review and revision.
- Host agrees to follow the guidelines provided in the exhibition press kit for use of the ALA and USHMM names, and to use the official exhibition credit language in press releases and other printed publicity to ensure that all parties are properly credited in all publicity and communications relating to the exhibition.
- Host agrees to the following provisions regarding photography or filming of the exhibition: 1) Photography of the exhibition by Host, ALA, media, and the public is permitted for personal use and publicity but not for commercial purposes; 2) Filming of the exhibition may be done by the media and Host for publicity purposes, but any other filming must be approved in advance in writing by USHMM; 3) Filming of the exhibition by the public for personal use is permitted.
- Local sponsorship (i.e., financial or in-kind support from local funders in support of the exhibition or related programming) may be permitted on a limited basis. Generally, local support may be used to fund specific programs/events, but additional exhibition sponsors are not permitted to ensure the proper crediting of the ALA and USHMM. Local sponsorship plans and related publicity materials must be approved in advance by ALA and USHMM. NOTE: Please contact ALA and USHMM to discuss potential local sponsorship before approaching local funders.

Damages and insurance

- Host agrees to indemnify and to hold harmless ALA and USHMM against all damages, claims, suits, or other legal proceedings arising from or attributed to negligent or improper operation or display of the exhibition by Host, or violation of third party rights

resulting from any unauthorized creation, use, display, or modification of the exhibition or advertising or publicity materials relating to the exhibition.

- Host agrees to maintain responsibility for the condition of the exhibition. Host may be held responsible for damage to or loss of the exhibition when it is under their control. Neither ALA nor USHMM is responsible for personal injury or property damage arising from the installation, use, or defective nature of the traveling display.
- Host agrees to add an insurance rider in the value of \$75,000 on their insurance policy for the time the exhibition is at Host site or arrange to have the exhibition insured under Host site's comprehensive insurance for \$75,000, and to provide a certificate of insurance or letter from an authorized insurance agent to the ALA Public Programs Office at least 8 weeks prior to the exhibition opening. Host should insure the exhibition for 10 days prior to and 10 days following the exhibition display dates.

Reporting

- Host agrees to complete the following online reports throughout the project period:
 - Pre-Exhibit Form, where programming details and insurance certificate are provided by Host (due at least 8 weeks prior to the exhibition opening at Host site)
 - Condition Report Form, where Host reports on condition of exhibition copy when it is received (due within 48 hours of unpacking the exhibition); and
 - Final Report, where Host provides information on program and exhibition attendance as well as outcomes, marketing efforts, and other details on the exhibition hosting experience (due within 3 weeks of the exhibition closing date).
- ALA agrees to provide access to the necessary online forms and to send periodic reporting deadline reminders.

Shipping

- ALA will make reasonable efforts to assure prompt delivery of the exhibition. However, ALA cannot be responsible for damages, financial or otherwise, incurred by Host as a result of delay in delivery or failure to deliver the exhibition due to circumstances beyond its control.
- ALA reserves the right to cancel the exhibition tour at any time.

Project and Institution Information

Project Name*

In the text box below, enter the project name: AATH2

Character Limit: 10

Institution Name*

Character Limit: 250

Institution City*

Character Limit: 250

Institution State*

Choices

- AK
- AL
- AR
- AS
- AZ
- CA
- CO
- CT
- DC
- DE
- FL
- GA
- GU
- HI
- IA
- ID
- IL
- IN
- KS
- KY
- LA
- MA
- MD
- ME
- MI
- MN
- MO
- MP
- MS
- MT
- NC
- ND
- NE
- NH
- NJ
- NM
- NV
- NY
- OH
- OK

OR
PA
PR
RI
SC
SD
TN
TX
UT
VA
VI
VT
WA
WI
WV
WY

Institution Website*

Character Limit: 250

Project Director

Project Director Contact Information

Project Director Name*

Character Limit: 250

Project Director Pronouns

Character Limit: 250

Project Director Title*

Character Limit: 250

Project Director Email Address*

Character Limit: 250

Project Director Phone Number*

Character Limit: 15

Project Director Confirmation*

By checking this box, I confirm that the above-named project director will be responsible for all required reporting, fulfillment of programmatic terms, required professional development, and coordination of all elements of the project.

Choices

Yes

Exhibit Shipping Information

Display Institution Name*

Character Limit: 250

Local Delivery Address Line 1*

Note that the exhibit cannot be delivered to a PO box.

Character Limit: 250

Local Delivery Address Line 2

Character Limit: 250

Local Delivery City*

Character Limit: 250

Local Delivery State*

Choices

AK
AL
AR
AS
AZ
CA
CO
CT
DC
DE
FL
GA
GU
HI
IA
ID
IL
IN
KS
KY
LA
MA
MD
ME
MI
MN
MO
MP

MS
MT
NC
ND
NE
NH
NJ
NM
NV
NY
OH
OK
OR
PA
PR
RI
SC
SD
TN
TX
UT
VA
VI
VT
WA
WI
WV
WY

Local Delivery Zip Code*

(xxxxx-xxxx)

Character Limit: 10

Local Delivery Contact First Name*

Character Limit: 250

Local Delivery Contact Last Name*

Character Limit: 250

Local Delivery Contact Phone Number*

(xxx-xxx-xxxx)

Character Limit: 250

Local Delivery Contact Phone Email Address*

Character Limit: 250

Local Delivery Hours*

Please include closings for holidays.

Character Limit: 250

Access*

Is there semi-truck/trailer access to the building in which the exhibition will be displayed (including parking on a street near the building)?

Choices

Yes

No

Loading Dock*

Does the library have a loading dock with semi-truck/trailer access?

Choices

Yes

No

Delivery Notes

Please include any other important information we should know about shipping to your library.

Character Limit: 500

Exhibit Shipping Confirmation*

By checking this box, I acknowledge that delivery of the exhibit may occur during a 10-day period leading up to the start of Host's exhibition host period. ALA and the shipping company will make reasonable efforts to communicate a precise delivery time to Host.

Choices

Yes

Payment of Grant Funds

Payee Information

Please confirm the payee information for your library's \$3,000 programming allowance. The allowance will be made payable to the Payee Name and mailed to the Address as listed below. Payment may be made to the Host, or to the Host library's Friends' group or Foundation, if you prefer.

Allowance will be issued in January of the year you will begin hosting (e.g. for a host period that starts in October 2025, payment will be issued in January 2025), except for two instances:

- Cohorts 1 and 2 start hosting in 2024. Payments will be issued in March 2024.
- Cohorts that begin in January/February of each year can select to be issued payment in the year prior (e.g. for a host period that starts January 2026, you may request payment in January 2025 instead of January 2026).

Payment Type*

The programming allowance can be issued as either an ACH payment or paper check. Please select your preferred payment method.

If you select ACH, please be sure the information on the ACH authorization form match EXACTLY with the payee information.

Please select preferred payment method:

Choices

ACH/Direct Deposit (Preferred)

Check (Note that selecting payment by check may result in slower payment of funds)

Payee Name/Make payable to*

Character Limit: 250

Care of/Attention to*

Character Limit: 250

Mailing Address Line 1 (I)*

Character Limit: 250

Mailing Address Line 2 (I)

Character Limit: 250

City (I)*

Character Limit: 250

State (I)*

Choices

AK
AL
AR
AS
AZ
CA
CO
CT
DC
DE
FL
GA
GU
HI
IA

ID
IL
IN
KS
KY
LA
MA
MD
ME
MI
MN
MO
MP
MS
MT
NC
ND
NE
NH
NJ
NM
NV
NY
OH
OK
OR
PA
PR
RI
SC
SD
TN
TX
UT
VA
VI
VT
WA
WI
WV
WY

Zip Code (I)*

(xxxxx-xxxx)

Character Limit: 10

Confirmation of Good Standing*

I attest that the library is neither presently debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this transaction by any federal department or agency.

NOTE: You can check the payee's status with regard to debarment at the website of the System for Award Management ([SAM.gov](https://sam.gov)).

Choices

Yes.

Upload ACH Direct Deposit Payment Documents to ShareFile (Tiger Tools)

Please download, complete, and sign the following documents for the grant funds payee:

- [ACH Direct Deposit Authorization Form](#)
 - YOU MUST ALSO INCLUDE a voided check, deposit slip, or signed bank letter with this ACH Direct Deposit Authorization Form. This can either be included in the same PDF as the ACH Direct Deposit Authorization Form or uploaded as a separate document.

We ask that you transmit your payment files through a secure medium by using this link: <https://bit.ly/ala-PPO>

1. You will be prompted for your email, name, and company. This information is exclusively used to track who has sent files.
2. Select your files by either dragging and dropping or by browsing your computer files and selecting the files for upload. Naming your files as directed below is essential to receiving programming funds in a timely manner.

If your institution name and payee name are THE SAME, use the below templates to name your files:

- AATH2_PAYEE NAME_ACH

If you upload a voided check, deposit slip, or signed bank letter separately from the ACH Authorization Form, use this template:

- AATH2_PAYEE NAME_ACCOUNT CONFIRMATION

If your institution name and payee name are DIFFERENT, use the below templates to name your files:

- AATH2_YOUR INSTITUTION NAME_PAYEE NAME_ACH

If you upload a voided check, deposit slip, or signed bank letter separately from the ACH Authorization Form, use this template:

- AATH2_YOUR INSTITUTION NAME_PAYEE NAME_ACCOUNT CONFIRMATION

3. Click on the "Upload" button in the lower left-hand corner of your screen.

4. Wait until the file has finished uploading before closing the browser. You can close the browser when the files have the 'Uploaded' status next to their names.

If you have any questions, please contact us at publicprograms@ala.org.

Please confirm the name of the files you uploaded to ShareFile (Tiger Tools) below.

ACH Authorization Form Upload Name*

Example 1: AATH2_MARSHA P. JOHNSON PUBLIC LIBRARY_ACH

Example 2: AATH2_MARSHA P. JOHNSON PUBLIC LIBRARY_FRIENDS OF MARSHA P. JOHNSON PUBLIC LIBRARY_ACH

Please copy/paste the name of your uploaded document below:

Character Limit: 250

ACH Authorization Form Upload to ShareFile (Tiger Tools) Confirmation*

Choices

I confirm that I have uploaded the payee ACH Direct Deposit Authorization Form.

Bank Account Documentation Upload Name

(If uploaded separately from ACH Authorization Form)

Example 1: AATH2_MARSHA P. JOHNSON PUBLIC LIBRARY_ACCOUNT CONFIRMATION

Example 2: AATH2_MARSHA P. JOHNSON PUBLIC LIBRARY_FRIENDS OF MARSHA P. JOHNSON PUBLIC LIBRARY_ACCOUNT CONFIRMATION

Please copy/paste the name of your uploaded document below:

Character Limit: 250

Bank Documentation Upload to ShareFile (Tiger Tools) Confirmation*

You must include a voided check, deposit slip, or signed bank letter with this ACH Direct Deposit Authorization Form.

This can either be included in the same PDF as the ACH Direct Deposit Authorization Form or uploaded as a separate document.

Choices

I confirm that I have included a voided check, deposit slip, or signed bank letter.

Payee Information Confirmation*

By checking this box, I confirm that all payee information provided (in the Grant Acceptance Form and associated payment documents) is accurate and matches across all uploaded payment forms.

Choices

Yes

Confirmation of Acceptance

Confirmation of Acceptance*

Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

By completing and submitting the information below, I agree to the terms stated above and accept the Americans and the Holocaust traveling exhibition guidelines and requirements on behalf of the library.

Choices

Yes.

Certifying Official First Name*

Character Limit: 250

Certifying Official Last Name*

Character Limit: 250

Certifying Official Title*

Character Limit: 250

Certifying Official Institution*

Character Limit: 250

Certifying Official Email Address*

Character Limit: 254

Certifying Official Phone Number*

Character Limit: 250

Certification Date (today's date)*

Character Limit: 10

Review and Submit

Please review your Grant Acceptance Form and payee information to ensure a complete and accurate submission. Once you have completed your review, click "Submit" in the bottom right corner of your screen.

Questions? Contact us at publicprograms@ala.org.