



NAVAL HISTORY AND HERITAGE COMMAND
CURATOR BRANCH
805 KIDDER BREESE STREET SE
WASHINGTON NAVY YARD, DC 20374-5060
(202) 433-7886 | (202) 433-2220 | curegistrar@navy.mil

**NAVAL HISTORY AND HERITAGE COMMAND (NHHC)
HISTORIC ARTIFACT LOAN PROGRAM
BORROWING INSTITUTION QUALIFICATION APPLICATION**

MUSEUM NAME: _____

ADDRESS: _____

TELEPHONE: _____

WEB SITE ADDRESS: _____

APPLICANT POINT OF CONTACT INFORMATION

PRIMARY CONTACT FOR APPLICANT INSTITUTION

NAME: _____

TITLE: _____

TELEPHONE: _____

E-MAIL: _____

REGISTRAR OR LOAN MANAGER (IF DIFFERENT THAN ABOVE)

NAME: _____

TITLE: _____

TELEPHONE: _____

E-MAIL: _____



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REQUIRED DOCUMENTATION AND INFORMATION

The following list of documentation and information is required for all organizations applying to receive a loan from Curator Branch, Naval History and Heritage Command (NHHC).

Application packages which do not contain the following documents will not be considered:

1. For Civilian non-government borrowers a copy of Articles of Incorporation and/or copy of state charter or certification. Government and military organizations must have an endorsement of the immediate superior in command.
2. Copy of IRS Certificate of Exemption (501(c)3 Form).
3. Copy of proof of insurance for Civilian non-government borrowers.
4. Copy of previous fiscal year IRS Form 990 and five-year projected budget.
5. Completed copy of NHHC Facility Report. A recent copy of an American Association of Museums (AAM) General Facility Report will also be accepted.
6. Description of the museum/organization and mission statement.
7. Information on the proposed display or exhibition to include: name and executive summary of the display or exhibition, beginning and end dates, list of proposed artifacts to borrow, and interpretive plan for these artifacts.
8. Collections custody and care plan (collection management plan).

ADDITIONAL DOCUMENTATION

Beyond the above list of required documentation, the NHHC strongly recommends that museums submit the following documents, if they are available and applicable, as part of their application package:

1. Copies of certification from professional museum organizations (i.e. AAM certification or Smithsonian Affiliations)
2. Copy of the master site development plan
3. Copies of annual reports for the previous five years

The NHHC may request additional information on case-by-case basis.

Submit the completed Borrowing Institution Qualification Application, with all supporting documentation to:

curegistrar@navy.mil

or

Naval History and Heritage Command
ATTN: Associate Registrar for Loans
805 Kidder Breese Street, SE
Washington Navy Yard, DC 20374