

## Awards Application Questions:

### **Best Practices**

#### **Category:**

Conservation/Collections  
Exhibits  
Building/Site Preservation

Educational programming  
Special Projects  
Printed materials

Virtual materials  
Green Initiatives  
Community Partnerships

#### **Project Name**

**Describe your project** (500 word limit)

**Planning process** - How did you get from idea to reality? Who was involved in planning? (Staff, experts, community partners, educators?) What kind of timeline were you working with? (250 word limit)

**Goals** - What were the goals of the project? Why did your museum choose to do this? (250 word limit)

**Project Budget** - How much did the project cost? Where did you get the money?

**Implementation** - Who produced the project? Was it all volunteer? Museum staff only? Community partners? Did you learn new skills? Did it include any outside contractors? Consultants? (250 word limit)

**Evaluation** - Did you evaluate your project's success? Were the goals achieved? How do you know? (250 word limit)

#### **Support Item(s) for Each Award Category**

Important Note: The following attachments are suggested, **not required** for each application. If you have some of the material, but not all of it, that is fine. Do not create attachments just for the sake of this award application.

#### **Collection Conservation**

- Institution's general conservation plan
- Conservator's report, if available.
- Before and after images, limit 6

#### **Exhibits**

- Sample label copy, limit 4 signs
- Images of exhibit, limit 10
- Scale drawing showing exhibit layout
- List of artifacts exhibited.
- Video clip of exhibit, limit one minute

#### **Building/Site Preservation**

- Architect's report/Building Plans
- Before and after photos, limit 10

- Documents supporting restoration choices, limit 4
- Documents supporting site significance, limit 4

#### **Educational Programming**

- Educational objectives of program
- Teacher's guide, if produced
- Lesson plan
- Sample educational materials
- Sample of media produced
- Images of program, limit 4
- Teacher Evaluations of program
- Video clip of program, limit one minute

#### **Printed Materials**

- Sample material from the publication

#### **Virtual Materials**

- Web address
- Link to virtual project

#### **Special Projects**

- Images, limit 10
- Video, limit 1 minute

#### **Green Initiatives**

- Images, limit 10
- List green practices implemented and why
- Energy savings achieved, if applicable

#### **Bonus Item (not required)**

Every application may include one bonus item, not required in the application. This may be an example of local press coverage, letter of community support, student thank you letter, patron social media post, etc. Choose something that shows why this project is special!

**Awards Application Questions:**

## **Innovation Award**

**Name of Project/Innovation**

**Describe your innovation.**

**How was this project (or practice) new/different/experimental for your museum?**

**What did your museum staff learn from this project?**

**How will you apply this knowledge in the future?**

**Support item(s).**

Please include: Pictures or documents: Up to 4 supporting items, jpeg or document format, limit 3 MB per item.