

# Illinois Association of Museums Best Practices Award 2021

## MUSEUM INFORMATION

### **Museum Name**

Address  
Street Address  
City  
State  
Zip Code  
Website  
Phone Number

### **Museum Contact Name (Person applying for award)**

Email  
Phone Number

### **Museum Operating Information**

#### **Annual Operating Budget**

- Under 10,000 Specify \_\_\_\_\_
- 10,000-25,000
- 25,000-50,000
- \$50,000 - \$100,000
- \$100,001- \$250,000
- Over 250,000 Specify \_\_\_\_\_

Year founded:

Number of paid staff (Count full time and part time):

Are you volunteer-run? Yes/no

Annual visitor count:

How many hours per year are you open to the public (in a non-Covid year)?

- By appointment only
- Less than 100 hours
- 100-500
- 501-1000
- Over 1000

**Museum Mission Statement:**

**PROJECT INFORMATION**

**Awards Category –Check one**

- 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–Tell us about the planning process.** Who was involved? (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 was this project chosen? (250 word limit)

**Project Budget**- Include all funding sources, and income generated, if applicable

**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. If you are not sure, look at the sample completed award application to see the kinds of information the awards committee would like to have included.

**Note on Format of Attachments:**

Attachments should be in the following formats:

**Documents:** May be attached as a pdf, doc, or jpeg of scanned document.

**Images:** Please use jpeg format. Individual image file sizes should be 3 MB or smaller

**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.
  - o Video clip of exhibit, limit one minute

**BUILDING AND/OR SITE PRESERVATION –**

- Information about phases of the project
- Before and after images, limit 10
- Evidence to justify the restoration decisions made (photographs, old documents, etc.) Limit 5
- Summary of Structural Report (if one was prepared).

**EDUCATIONAL PROGRAMS-**

- 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
  - o Video, limit one minute

**GREEN INITIATIVES-**

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

**COMMUNITY PARTNERSHIPS-**

- Images, limit 10
- Letter of support from Community Partner

**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!

***Thank you for taking the time to apply for an award!***