



ASSOCIATION OF  
**MANITOBA  
MUSEUMS**

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## AMM Awards Program Policy

The Association of Manitoba Museums' Awards Program, established in 2012 in celebration of its 40<sup>th</sup> Anniversary, promotes and celebrates excellence in preserving and presenting Manitoba's heritage.

There are two Awards available.

### Award of Excellence

The *Award of Excellence* recognizes outstanding projects and achievements, from its institutional members, that demonstrate and maintain high standards in the following areas of museum practise. Up to three awards may be issued annually. Projects completed within two years of the nomination deadline are eligible.

***Museum Management and Leadership:*** For achieving outstanding leadership that led to improvement and excellence institutionally and/or within the Manitoba museum community.

***Public Service:*** For achieving outstanding public service or partnership within a community, local or provincial, that led to improved understanding and raised profile of the institution and/or the museum community as a whole within the public sector.

***Programming:*** For innovative development and presentation of high quality programming that reaches and enhances the museum experience of new and existing audiences.

***Exhibits:*** For innovative development and construction of high quality temporary, permanent, traveling, or on-line exhibitions that achieve effective and outstanding museum visitor experience.

***Collections Care:*** For achieving outstanding trusteeship of collections care through management, preventative care and conservation, and innovation within the museum's collections that illustrates leadership in this fundamental museum practise.

***Research and Publication:*** For exceptional research activities and/or outcomes that enhance the experience and knowledge of the museum visitor, museum professional and/or subject experts.

## Award of Merit

The *Award of Merit* recognizes lasting and significant contributions, by an individual or group of individuals, to the Manitoba museum community that provided leadership, innovation and inspiration in the preservation and presentation of Manitoba's heritage. Up to three awards may be issued annually.

## Nomination Process

Eligibility, nomination forms and processes are different for each Award. Please consult the Nomination forms for more detailed information.

***Nomination Forms:*** Nomination forms and Processes are to be made available to nominators through an on-line printable or electronic form provided on the AMM's website. A printed version will be available to those without internet or email.

Forms will include:

- contact information of Nominator and Nominee,
- required information for evaluation of the nomination and
- acknowledgement by nominees and nominators of the policy, eligibility, process and outcomes of the AMM Awards program.

***Acknowledgements:*** All nominees must agree to their nomination to this program by the nominator prior to submission. This will be acknowledged by the nominator on the nomination form.

***Submission:*** Can be made at any time, however, submissions made after the due date may be considered for the next year's conference.

## Review Process

***No conflict of interest must be seen, understood or implied throughout the application and review process.***

1. ***Initial Review:*** The AMM Executive Director will review and process all nominations to ensure mandatory documents, information and signatures are included.
2. ***Awards Committee:*** Shall be chaired by the Vice-President of the AMM Council and comprised of annually selected members of museum and related communities for the purpose of nomination review and selection.
3. ***Peers and Subject Experts:*** The Committee may from time-to-time, and based upon the subject and museum area of activity, call upon subject experts to review nomination and/or projects as applicable.

4. **Conflict of Interest:** Awards Committee members and peer/subject experts cannot be currently involved in a relationship with the person or institution that has been nominated, nor can they be directly involved with a project being nominated. They will declare a conflict of interest and withdraw from the review process.
5. **Review of Nomination:** Review will be done based solely upon the documents and material provided by the nominator. It is important that all nominators review the Awards Policy, mandatory and optional requirements and make reference to the AMM's mandate, mission and [Museum Standards](#).
6. **Selection:** Will be done by the Nomination Committee according to the established criteria. Decisions are final. There shall be no more than five recipients of the Award of Excellence and no more than three recipients of the Award of Merit.  
***The number of recipients for each award can be less than the maximum allowed if the Awards Committee maintains, or agrees by consensus, that the nominations do not meet the criteria and spirit of the Awards Program.***
7. **Notification of Award:** The Chair of the Awards Committee will notify the recipient of the Award, in writing, in advance of the AMM Annual Conference so that arrangements for attendance at the Conference banquet can be made. Other nominees will be notified at the same time in writing. All notified nominees are to keep such notification confidential until publically announced by the AMM.
8. **Privacy Statement:** The AMM may retain the information provided in the nomination process in case of future requests or other AMM administrative requirements. It will not be made public unless or until the Award is bestowed.

## Awards Presentation

Awards will be presented at the Association of Manitoba Museum's Annual Conference during the Awards Banquet.

Awards will be acknowledged in the form of a framed Certificate or any other presentation designed or developed by the Association Council.

Nominees and nominators will be encouraged to attend the banquet in person or send a representative to accept the award on their behalf.