

## Award of Excellence

### Nomination Process

#### Eligibility

**Eligible Nominees:** Any Institutional member in good standing of the Association of Manitoba Museums.

**Eligible Nominators:** Any member of the public or the AMM can nominate an institutional member of the Association for an Award of Excellence. An Institutional member in good standing can nominate themselves.

**Eligible projects:** Projects completed within two years of the nomination deadline, and that fit within any number of the six areas of museum practice, are eligible. These include Museum Management and Leadership, Public Service, Programming, Exhibits, Collections Care, and Research and Publication.

#### Nomination Submission *(See form available through AMM [website](#) or office)*

- 1. Nominator Contact Information:** Name and contact information of the person acting as primary nominator in case further information is required (mandatory).
- 2. Nominee Contact Information:** Name and address of Institution that is being nominated and has agreed to the nomination (mandatory). The year since the Institutional Member has been a member of the AMM in good standing (mandatory).

#### Mandatory Information:

- 3. Institutional History:** History of the institutional member including previous or similar awards, 250 word maximum (mandatory).
- 4. Executive Summary:** Include an executive summary, 500 word maximum, of the project emphasizing how it meets the criteria of the [Award of Excellence](#). This includes relevance to the AMM's [Museum Standards](#).
- 5. Staff/Volunteer involvement:** Identify any staff or volunteer involvement in the project (mandatory). Identify any relevant attendance at related courses by the AMM, Canadian Museums Association, Canadian Conservation Institute, or other professional organization/institution (optional).

6. **Supplementary Material:** Photographs are mandatory for projects that are exhibit focused, optional for any other area of museum practice. Relevant hard copies, e-copies and/or website links are mandatory for on-line based Exhibits, Programming, and Research and Publications projects. They are optional for any other area of museum practice.
7. **Acknowledgements:** Nominator and Nominee
8. **Dates:** Dates of signatures, date submitted, date received.

#### Optional Information:

9. **Relevance to AMM'S Mission:** Identify how the nominated project is in keeping with the AMM's mission statement: *"The Association of Manitoba Museums, as the voice of our museum community, is dedicated to promoting excellence in preserving and presenting Manitoba's heritage."*
10. **Materials:** Other photographic and published material relevant to the project and institutional nominee that might assist the Selection committee in the review process as outlined in the [Awards Policy](#).
11. **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.

#### Review Process

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

1. **Submission:** Can be made at any time, however, submissions made after the due date may be considered for the next year's conference.
2. **Review Process:** The AMM Executive Director will review and process all nominations to ensure mandatory documents, information and signatures are included.
3. **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.
4. **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.
5. **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.

## 6. Review of Nomination:

- a. Mandatory and optional elements of the nomination reviewed by committee members.
- b. Requirement, selection and contact of subject expertise decided and made.
- c. Subject expert will review as requested and respond in writing or recorded interview in front of all committee members.
- d. 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](#).

## 7. Selection:

Will be done by the Nomination Committee according to the established criteria. Decisions are final. There shall be no more than three 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.***

## 8. 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.

## 9. 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.

## Restrictions

1. **No conflict of interest must be seen, understood or implied throughout the nominations and review process.**
2. **Nominations cannot be considered if:**
  - Nomination is not submitted by that year's deadline
  - Is incomplete
  - The museum nominee is not a member in good standing
3. **The following conditions must be met:**
  - Nomination forms must be submitted by Nominator agreeing to all terms and conditions
  - Nominee has been notified and agrees to the nomination
  - All mandatory documentation accompanies the nomination form