

# 2018 GALLERY AND MUSEUM ACHIEVEMENT AWARDS



## NOMINATION FORM: ORGANISATIONS

**CLOSING DATE: 30 JULY 2018**

### USE THIS FORM TO NOMINATE FOR ORGANISATION AWARDS

**The Gallery and Museum Achievement Awards (GAMAA) are presented by Museums & Galleries Queensland to honour the achievements of individuals and organisations in striving towards excellence.**

The Awards aim to:

- encourage continuous improvement and development of galleries, museums and related cultural organisations;
- enhance the profile of galleries, museums and related cultural organisations in local and wider communities;
- inspire and recognise best practice;
- recognise and encourage the contribution made by individuals to their organisations and to the gallery and museum sector.

Please discuss your nominations with M&G QLD prior to completing the nomination form. Contact Debra Beattie on 07 3059 9741 or freecall within Queensland 1800 866 101. We can also assist if you need help in filling out this form. The nomination form is available in Word and PDF for you to download and complete. Go to [www.magsq.com.au](http://www.magsq.com.au)

Museums & Galleries Queensland 122 Gerler Road Hendra Qld 4011  
Phone 07 3059 9740 Freecall 1800 866 101 Email [information@magsq.com.au](mailto:information@magsq.com.au)

## Awards: Organisations

There are six categories for Organisation Awards:

- #1: **Projects:** Organisations with Paid Staff
- #2: **Projects:** Organisations Volunteer Run (or Paid Staff of up to 1 FTE)
- #3: **Engagement:** Organisations with Paid Staff
- #4: **Engagement:** Organisations Volunteer Run (or Paid Staff of up to 1 FTE)
- #5: **Sustainability:** Organisations with Paid Staff
- #6: **Sustainability:** Organisations Volunteer Run (or Paid Staff of up to 1 FTE)

***Use a separate form for each nomination.***

Organisations can self-nominate.

Or they can be nominated by another organisation, including local councils.

Or they can be nominated by another person, including members of the general public.

Organisations with Paid Staff of up to 1 FTE (full-time equivalent) are eligible to nominate in the Volunteer Run categories. If in doubt, phone M&G QLD to discuss.

Collaborative entries are permitted. Where two or more organisations are submitting a joint nomination, one organisation should elect to be the contact on the nomination form.

Nominations must address the selection criteria. If they do not, they will be deemed ineligible for judging.

The GAMAA will be judged by a panel of industry peers. A shortlist of Finalists in each category will be announced in September/October 2018.

**There is a separate nomination form for GAMAA Individual Awards.**

Refer to the Museums & Galleries Queensland website, [www.magsq.com.au](http://www.magsq.com.au)

or contact M&G QLD on P: 07 3059 9740 or freecall within Queensland 1800 866 101,

E: [information@magsq.com.au](mailto:information@magsq.com.au)

# Categories and Criteria

**Choose ONE of the following three categories that best fits your activity.**

**YOU SHOULD DISCUSS YOUR NOMINATION WITH M&G QLD PRIOR TO COMMENCING WORK ON IT, TO ENSURE THAT YOU ARE NOMINATING IN THE CORRECT CATEGORY.**

## PROJECTS

**#1 PROJECTS:** ORGANISATIONS WITH PAID STAFF

**#2 PROJECTS:** ORGANISATIONS VOLUNTEER RUN (OR PAID STAFF OF UP TO 1 FTE)

Could include one-off initiatives such as exhibitions; public programs; educational programs; publications; events; research; sponsorship; community building. Activities might also include initiatives in administration or management; marketing; collection management or development.

**You must address the following selection criteria for this category:**

- Provide evidence of a high standard of artistic and/or cultural outcomes for your organisation, sector, and/or community;
- Provide evidence of how your planning and processes for the project delivered successful outcomes;
- Discuss how the outcomes of the activity were evaluated;
- Demonstrate how the project has built the capacity of the organisation's staff/volunteers and/or community.

## ENGAGEMENT

**#3 ENGAGEMENT:** ORGANISATIONS WITH PAID STAFF

**#4 ENGAGEMENT:** ORGANISATIONS VOLUNTEER RUN (OR PAID STAFF OF UP TO 1 FTE)

Could include initiatives in public programs; educational initiatives; collection management; volunteer programs; publications; websites; social media; community participation.

**You must address the following selection criteria for this category:**

Evidence of engagement with the organisation's audience/community in one or more of the following ways:

- How it reached new audiences;
- How it deepened engagement with existing audiences;

## ENGAGEMENT ... continued

- How it developed a market in new communities;
- How it engaged with a specific sector of the community (e.g. children, families, women, men, older people, Indigenous people, people with disability, people who are isolated or disadvantaged);
- How it engaged more meaningfully with its audience/community through value-added benefits;
- How it delivered legacy outcomes from the activity.

## SUSTAINABILITY

**#5 SUSTAINABILITY: ORGANISATIONS WITH PAID STAFF**

**#6 SUSTAINABILITY: ORGANISATIONS VOLUNTEER RUN (OR PAID STAFF OF UP TO 1 FTE)**

Could include initiatives such as development of effective partnerships; fundraising; environmental initiatives; improvements to infrastructure; effective forward planning; improved governance; effective use of resources; adoption of new resources or new technologies.

### **You must address the following selection criteria:**

There should be evidence of one or more of the following:

- How the activity demonstrated leadership and/or initiative in sustainable practice;
- Demand for the activity, or of the organisation's success in generating participation or audience numbers;
- Good planning and effective use of resources;
- How the outcomes of the activity were evaluated;
- How these outcomes have contributed to the organisation's future strategic planning and sustainability;
- How the activity built the capacity of the organisation, its staff/volunteers, and/or its community.

# Guidelines

## ELIGIBILITY

The nominated organisation must be located within Queensland.

The nomination must be received on this form. (Forms are also available to download as a PDF or as a Word document for word processing.)

**Nominations must be received by 5:00 pm on Monday 30 July 2018.**

Nominations will be accepted for the following:

- Public/non-commercial museums and galleries.  
*(Privately-owned museums and galleries that are not-for-profit are eligible to nominate. Other privately-owned museums and galleries may be eligible to nominate if they can demonstrate that they operate in a public, non-commercial manner. If in doubt, phone M&G QLD to confirm eligibility before you begin the nomination form.)*
- Indigenous Keeping Places or Cultural Centres.
- Libraries where the nominated activity has an outcome related to exhibitions or museum practice.
- Arts councils where the nominated activity has an outcome related to exhibitions or museum practice.
- Artist-run spaces where the nominated activity has an outcome related to exhibitions or museum practice.
- Cultural networks where the nominated activity has an outcome related to exhibitions or museum practice.
- Nominations can include online activities related to exhibitions or museum practice.

If in doubt, please confirm your eligibility by phoning Debra Beattie at M&G QLD on 07 3059 9741 or freecall within Queensland 1800 866 101.

**There is a separate nomination form for GAMAA Individual Awards.**

Refer to the Museums & Galleries Queensland website, [www.magsq.com.au](http://www.magsq.com.au) or contact M&G QLD on P: 07 3059 9740 or freecall within Queensland 1800 866 101, E: [information@magsq.com.au](mailto:information@magsq.com.au)

## TIME FRAMES

Nominated activities must have been completed, or have reached an identifiable or significant milestone, **within one year** prior to the nomination closing date. If the activity has been completed only recently, you might consider whether there is enough evidence of its outcomes or successes – it is suggested that you phone M&G QLD to discuss.

## Guidelines ... continued

### NOMINATION FEES

\*Museums Galleries Australia (MGA) members — Free

\*Public Galleries Queensland (PGQ) members — Free

A non-refundable fee of \$30 per nomination applies to all other nominations.

\*For free entry, either the person submitting the nomination or the nominated organisation must be an MGA or PGQ member. If you need to check your membership status, email [membership@magsq.com.au](mailto:membership@magsq.com.au) or phone the freecall number 1800 866 101.

### SUPPORT MATERIAL

Nominations should be accompanied by up to six items of support material. Material should be succinct and clearly related to the nominated activity. It should enhance your written nomination by giving additional information or backing up the claims you have made. You are encouraged to submit up to the maximum number of items – providing good-quality support material will help to strengthen your nomination.

Here are some examples to get the best out of your support material:

- Each media clipping counts as 1 piece of support material, so don't send two or three that say the same thing. Choose the best.
- A maximum of 10 photos counts as 1 piece of support material.
- Judges will not have time to read every word of large publications (including education kits etc), so mark particular sections you want them to see.
- Don't supply a 3-hour film – choose one or two excerpts of no more than 5–10 minutes' duration.
- You can choose to send a written referee's report as one of the items. Make sure it adds to what your nomination says, not simply repeats the same information.

Where possible, support material should be provided electronically (e.g. scans of media clippings, jpg files of photographs) emailed or posted on a USB drive with the nomination.

*Nominations will not be disadvantaged where this is not possible.*

Catalogues, publications etc. can be posted in hard copy.

## Guidelines ... continued

### REFEREES

Contact details of two referees must be included on this nomination form. Where possible, you should try to use referees who can speak with knowledge but also be objective about the nominated activity. Ensure that your referees know you have supplied their details.

Generally the judges will only use referees where they need to verify the accuracy of information on the nomination form, or where the judging scores are close and additional information would assist with the decision-making.

### SUBMISSION OF NOMINATIONS

#### **Use a separate form for each nomination.**

You can either email or post your nomination and support material.

**EMAIL:** Send the nomination form and support material to: **information@magsq.com.au**

Try to keep the files at a reasonable size (no larger than 10MB per email).

You can also choose to email the nomination form and support material and then send any material that can't be emailed (eg large publications) by post. If you choose this option, make a note on the nomination form which material is following by post.

**POST:** You can either send a hard copy of the completed nomination form and support material or save it all to a USB drive and post to:

**MUSEUMS & GALLERIES QUEENSLAND  
122 GERLER ROAD  
HENDRA QLD 4011**

Hard copy nomination forms should be simply presented and clipped together. Please do not bind or use special graphics, folders etc.

**NOMINATIONS MUST BE RECEIVED BY 5:00 PM ON MONDAY 30 JULY 2018.**

# Organisation Details

**Organisations can self-nominate or be nominated by another organisation or person.**

I nominate the organisation listed below for the 2018 Gallery and Museum Achievement Awards, in the following category:

*(If you are completing this form in Word, you can double-click on the appropriate box and when the menu comes up, in the right-hand corner, select "Checked".)*

- Category #1: PROJECTS – ORGANISATIONS WITH PAID STAFF**
- Category #2: PROJECTS – ORGANISATIONS VOLUNTEER RUN (OR PAID STAFF OF UP TO 1 FTE)**
- Category #3: ENGAGEMENT – ORGANISATIONS WITH PAID STAFF**
- Category #4: ENGAGEMENT – ORGANISATIONS VOLUNTEER RUN (OR PAID STAFF OF UP TO 1 FTE)**
- Category #5: SUSTAINABILITY – ORGANISATIONS WITH PAID STAFF**
- Category #6: SUSTAINABILITY – ORGANISATIONS VOLUNTEER RUN (OR PAID STAFF OF UP TO 1 FTE)**

**Name of nominated organisation** .....

**Title of nominated activity** .....

*(This title will be used for all promotional material relating to the Awards).*

**Name and contact details of the person submitting this nomination**

Your name .....

Name of your organisation (if different from above) .....

Your position in organisation (if applicable) .....

Contact phone ..... Email .....

Address .....

Signature ..... Date .....



# Organisation Details ... continued

***The following information assists the judging panel in measuring the achievements of the nominated activity against available resources when comparing nominations.***

**Contact details for the ORGANISATION being nominated**

Name of organisation .....

Contact name .....

Position in organisation .....

Telephone ..... Email .....

Organisation's address .....

Opening hours .....

Number of visitors annually .....

Type of organisation (please tick):

- Run by State Government
- Run by Local Government
- Incorporated Association / Not For Profit
- Privately Owned. Is the organisation Not for Profit?  Yes  No
- Other (please specify): .....

How many paid and/or volunteer staff does the organisation have throughout the year:

- Paid staff: Number ..... Full-time equivalent .....
- Volunteer staff: Number .....
- Number of paid education/public program staff (if applicable): .....

## Organisation Details ... continued

Annual budget for whole organisation's activities:

- \$0 - \$5,000
- \$5,000 - \$20,000
- \$20,000 - \$50,000
- \$50,000 - \$100,000
- \$100,000 - \$300,000
- \$300,000 - \$500,000
- Over \$500,000

What was the budget for the nominated activity:

- \$0 - \$500
- \$500 - \$2,000
- \$2,000 - \$5,000
- \$5,000 - \$10,000
- \$10,000 - \$30,000
- \$30,000 - \$50,000
- Over \$50,000

**How many paid and/or volunteer staff worked on the nominated activity:**

- Number of paid staff .....  
 Were any of these education or public program staff? Number: .....
- Number of volunteer staff .....

Are you, your Organisation or the nominated Organisation a member of MGA or PGQ?

- No       Yes: Membership Number: .....

## Organisation Details ... continued

**PLEASE PROVIDE A BRIEF OVERVIEW OF THE ORGANISATION**

Maximum one A4 page.

# Nomination

*If using word processing, the font size must be no smaller than 11 point.*

## **DESCRIPTION OF THE ACTIVITY BEING NOMINATED**

Maximum one A4 page.

## Nomination ... continued

### HOW DO THE OUTCOMES OF THIS ACTIVITY MEET THE SELECTION CRITERIA FOR YOUR CHOSEN CATEGORY?

Maximum two A4 pages.

**Go to pages 3–4** for the selection criteria for your chosen category.

Give clear examples to describe the organisation's outstanding achievement.

Nominations will be deemed ineligible for judging if they do not address the criteria.

# Referees

***Nominations must include the details of two referees who can be contacted to comment on the nomination if required. A written referee report can be included as part of the six items of support material if desired.***

**Name of Referee 1:** .....

Title / Position / Relationship to Nominee: .....

.....

Contact phone ..... Email .....

Address .....

**Name of Referee 2:** .....

Title / Position / Relationship to Nominee: .....

.....

Contact phone ..... Email .....

Address .....

# Support Materials

**SUPPORT MATERIAL IS LIMITED TO UP TO SIX ITEMS.**

See page 6 for notes on support material.

Where possible, support material should be provided electronically (e.g. scans of media clippings, jpg files of photographs) on a USB drive included with this nomination form. *Nominations will not be disadvantaged where this is not possible.*

If your nomination is a Finalist, we may use the support material that you provide at the Awards evening. Please provide captions for images and acknowledgements (photographer credits, etc.) where relevant.

**Please complete below a description of the support material submitted with this nomination.**

Name of Organisation: .....

SUPPORT MATERIAL ATTACHED:

*Please tick*

- 1. .... Hard Copy  USB
- 2. .... Hard Copy  USB
- 3. .... Hard Copy  USB
- 4. .... Hard Copy  USB
- 5. .... Hard Copy  USB
- 6. .... Hard Copy  USB

## Check List

**Before sending in your nomination form, please ensure that you have all the correct information. Use this check list as a guide.**

- Have you discussed your nomination with staff from M&G QLD?
- Have you included only one nomination on this form?
- Does your nominated activity fall within the time frame?
- Have you addressed the criteria for your chosen category? Nominations will be deemed ineligible for judging if you have not done so.
- Have you included the names of two referees?
- Have you listed your support material?
- Have you limited your support material to six items?
- Are you, your Organisation or the nominated Organisation a member of MGA/PGQ?
- If you, your Organisation or the nominated Organisation are not a member of MGA or PGQ, have you included the nomination fee?

**If you have any questions about the guidelines or nomination form, please contact Debra Beattie on 07 3059 9741 or freecall 1800 866 101 for assistance.**

THANK YOU FOR TAKING THE TIME TO SUBMIT A NOMINATION FOR THE 2018 GALLERY AND MUSEUM ACHIEVEMENT AWARDS.

We appreciate your effort and wish you well in the judging.

**NOMINATIONS MUST BE RECEIVED BY 5:00 PM ON MONDAY 30 JULY 2018.**

**SEE PAGE 7 FOR INSTRUCTIONS ON EMAILING OR POSTING YOUR NOMINATION FORM AND SUPPORT MATERIAL.**



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