

**Please use this form to submit your GAMAA nomination
for the 'Volunteer Museum/Gallery of the Year'
Award Category**

Nominations close: 12pm, Wednesday 11 June 2025

Important Information:

The 'Volunteer Museum/Gallery of the Year' category is open to museums, galleries and First Nations cultural spaces (keeping places, arts centres, cultural centres) that are wholly volunteer-run or operate with less than 1 FTE paid staff member.

If the nominee's initiative has previously been nominated for a GAMAA, this entry must clearly explain the changes to the initiative since it was last nominated.

If you have questions or need assistance, please contact Museums & Galleries Queensland. Please also refer to the [Frequently Asked Questions](#).

Nominations for this category will be assessed against the following criteria:

1. Leadership and Initiative

Demonstrates leadership qualities, excellence and initiative in implementing innovative programs or sustainable practices that benefit the museum, gallery or First Nations cultural space, communities, and/or the sector.

2. Planning and Resource Management

Demonstrates the ability to effectively plan, secure and manage resources, and successfully deliver programs and/or activities that align with the organisation's strategic priorities and goals.

3. Artistic, Cultural or Organisational Outcomes

Evidence of high-quality artistic or cultural outcomes that demonstrate excellence and capacity-building benefits for the organisation, its workers and the community.

4. Impact and Evaluation

Assesses the positive impact achieved through the nominated activity/ies, including how these outcomes were evaluated to inform future practices; improve the organisation's strategic planning; build capacity and/or engage audiences and the community.

Name and contact details of the person submitting this nomination

Name

Organisation

Your position in organisation (if applicable)

Contact phone Email

Contact details for the ORGANISATION being nominated

Name of organisation

Contact name

Position in organisation

Telephone Email

Organisation's street address

.....
.....

Organisation's postal address (if different to above)

.....
.....

Opening hours

Number of visitors annually

Type of organisation (check box 'X'):

Incorporated Association / Not-For-Profit

Other (please specify):

How many volunteer staff does the organisation have throughout the year:

- Volunteer staff: Number

Are you, your organisation, or the nominated organisation a member of the Australian Museum and Gallery Association (AMaGA) or Public Galleries Queensland (PGQ)?

No Yes: Membership Number:

Which of the following does the museum/gallery have?

[tick boxes for each that apply]

Mission statement/statement of purpose [please detail]

.....

.....

.....

Vision statement [please detail]

.....

.....

.....

Business/Strategic Plan

Risk Management Plan

Collection Policy

Deaccession Policy

Disaster Management/Preparedness Plan

Volunteer Policy

Interpretation/Exhibition Policy

Workplace Health and Safety Policy

Other (please list)

.....

.....

Please tell us about a recent project or

achievement. Project Name:

What type of project is it? (tick box)

- Exhibition/display
- Collection management (cataloguing, deaccessioning, redevelopment, conservation, digitisation)
- Planning (strategic/business/governance/risk management)
- Disaster recovery response
- Multimedia
- Facility development/upgrade
- Other (please list)

.....
.....

Budget for the nominated project:

- \$0 – \$1,000
- \$1,000 – \$5,000
- \$5,000 – \$10,000
- \$10,000 – \$30,000
- \$30,000 – \$50,000
- \$50,000– \$100,000
- Over \$100,000

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

- Number of volunteer staff
- Number of paid staff / consultants

Outline of the project or initiative:

(Maximum 300 words or 2-minute video response. Attached additional pages if necessary.)

Include in your response the key outcomes and benefits your organisation has gained from undertaking this initiative.

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 support material if desired.

Name of Referee 1:

Title / Position / Relationship to Nominee:

.....

Contact phone Email

Name of Referee 2:

Title / Position / Relationship to Nominee:

.....

Contact phone Email

Support Material

SUPPORT MATERIAL.

See page 12 of the 2025 [Nomination Guidelines](#) document for details.

- The organisation's most recent annual report.
- Up to 6 items of support materials are permitted. Support material should be uploaded with your nomination via the online application form.
- Up to 4 high-resolution promotional images that are representative of the nominated individual. These will be used at the Awards presentation and in printed and online promotional materials (300 dpi JPG files, maximum of 2MB)

Material may be supplied as follows:

1. Supporting documentation may include photographs, graphs, electronic media, articles, newsletters, brochures, testimonials and anecdotes.
2. Upload doc, docx, pdf, JPG, png, mp3 or mp4 files.
3. Video attachments may be hosted on a video site such as YouTube or Vimeo.
4. Website URL must be publicly accessible. Please ensure any applicable usernames and passwords are provided.
5. Hard copy support materials can be mailed to:
Museums & Galleries Queensland, 122 Gerler Road, Hendra, Queensland 4011.

If you are unable to use the online application form to upload support materials, please contact M&G QLD. Hard copies of catalogues and publications can be mailed, or support materials can be sent via Dropbox (or a similar service). M&G QLD is unable to return supplied support materials.

Complete a description of the support material submitted with this nomination below:

DESCRIPTION OF SUPPORT MATERIAL AND/OR URL LINK:

Indicate how you are providing this material:

	Uploaded	Hard copy mailed	Dropbox or similar
1. Annual Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Support Material ... continued

Image captions and credits for images submitted with this nomination.

1.

2.

3.

4.

Check List

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

- Have you reviewed the [Nomination Guidelines](#)?
- Have you answered all questions related to the nomination?
- Does your nominated activity fall within the time frame (i.e. between 1 January 2024 and 31 March 2025)?
- Have you included the names of two referees?
- Have you provided the organisation's most recent Annual Report?
- Have you listed your support material?
- Are you, your Organisation or the nominated Organisation a member of AMaGA/PGQ?
- If you, your Organisation or the nominated Organisation are not a member of AMaGA or PGQ, have you arranged to pay the nomination fee?

If you have any questions about the GAMAA guidelines or the nomination process, please contact M&G QLD on P: 07 3059 9740, freecall: 1800 866 101 or E: information@magsq.com.au for assistance.

Declaration by nominator

- I give my assurance that, to the best of my knowledge, the information supplied in this nomination is true and correct, and I agree to abide by the GAMAA [Terms and Conditions of Entry](#).

Signed

Name

Date

THANK YOU FOR TAKING THE TIME TO SUBMIT A NOMINATION FOR THE 2025 GALLERY AND MUSEUM ACHIEVEMENT AWARDS.

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

NOMINATIONS MUST BE RECEIVED BY 12PM ON WEDNESDAY 11 JUNE 2025.