



# MUSEUM AFFIRMATION PROGRAM

## Application Form







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## Application Form

NAME OF MUSEUM: \_\_\_\_\_

ALBERTA MUSEUMS ASSOCIATION MEMBERSHIP NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

POSITION: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If a seasonal museum, please also provide a home contact number.

\_\_\_\_\_

**NOTE: For an application to be accepted all sections must be completed.**

### Alberta Museums Association

#### Definition of a Museum

*A museum is a **non-profit** making, **permanent** institution in the **service of society** and of its development, and **open to the public** which **acquires, conserves, researches, communicates and exhibits**, for purposes of study, education and enjoyment, material evidence of people and their environment (based on the International Council of Museums (ICOM) definition).<sup>1</sup>*

<sup>1</sup> See [www.museumsalberta.ab.ca](http://www.museumsalberta.ab.ca) for the full definition.

1. Is your governing authority officially registered with the province as a **not-for-profit society** (e.g., under the Societies Act)?

Yes

No

**Or**, would your institution be considered equivalent to a **not-for-profit institution** (i.e., owned and/or operated by a public and/or charitable institution such as a recognized educational facility, municipal government, provincial or federal government department or agency)? Please provide an attached explanation of your particular circumstances.

Yes

No

2. Please review your Bylaws/Constitution and/or the Objects from your Letters of Incorporation, and the Mission/Statement of Purpose/Mandate of your institution, if these documents are applicable to your institution.

Provide an attached paragraph (approximately 1/2 page) describing the purpose/mandate of your institution.

3. Your governing authority (e.g., board of directors, parent institution, municipal government) must:

**A.** Review the Objects, the Definition of a Museum, the Bylaws, Statement of Values, and the Principles and Guidelines for Alberta's Museum Community (see attached).

As the governing authority for your institution, please confirm the following:

**THE** \_\_\_\_\_  
**NAME OF INSTITUTION**

has reviewed the Objects, Definition of a Museum, Bylaws, Statement of Values, and Principles and Guidelines for Alberta's Museum Community and unconditionally supports these foundational documents.

\_\_\_\_\_  
**SIGNATURE (HEAD OF GOVERNING AUTHORITY)**

\_\_\_\_\_  
**SIGNATURE (ANOTHER SIGNING OFFICER)**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**PRINTED NAME**

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**B. Review the Government of Alberta's *Policy on the Disposition of Museum Collections and Objects* (see attached).**

As the governing authority for your institution, please confirm the following:

THE \_\_\_\_\_  
NAME OF INSTITUTION

has reviewed the Government of Alberta's *Policy on the Disposition of Museum Collections and Objects* and unconditionally supports these foundational documents.

\_\_\_\_\_  
SIGNATURE (HEAD OF GOVERNING AUTHORITY)      SIGNATURE (ANOTHER SIGNING OFFICER)

\_\_\_\_\_  
PRINTED NAME      PRINTED NAME

DATE: \_\_\_\_\_      DATE: \_\_\_\_\_

**C. State that you own a permanent collection and/or that you are the legal stewards for a collection owned by a non-profit or public entity, for example, an educational institution or government. (Please note that items on short or long-term loan are not considered to be owned by your institution.)**

THE \_\_\_\_\_  
NAME OF INSTITUTION

has legal title to a permanent collection (through signed certificate of gift agreements/forms) and/or is the legal steward of a collection owned by a non-profit or public entity (through a formal stewardship agreement or trust).

\_\_\_\_\_  
SIGNATURE (HEAD OF GOVERNING AUTHORITY)      SIGNATURE (ANOTHER SIGNING OFFICER)

\_\_\_\_\_  
PRINTED NAME      PRINTED NAME

DATE: \_\_\_\_\_      DATE: \_\_\_\_\_

**D. Please state the percentage of your institution's collection for which you have and can prove legal title (ownership through a signed certificate of gift forms/agreements) and/or for which you act a steward.**

THE \_\_\_\_\_  
NAME OF INSTITUTION

can prove legal title to (through signed certificate of gift agreements/forms), and/or acts as a steward for approximately \_\_\_\_\_% of its collections.

\_\_\_\_\_  
SIGNATURE (HEAD OF GOVERNING AUTHORITY)

\_\_\_\_\_  
SIGNATURE (ANOTHER SIGNING OFFICER)

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

- E. State that you own your own building(s) or outline (in an attached document) the long-term legal arrangements you have made to house your collection.

THE \_\_\_\_\_  
NAME OF INSTITUTION

has legal title to, or a long-term legal arrangement regarding, the buildings that constitute our institution.

\_\_\_\_\_  
SIGNATURE (HEAD OF GOVERNING AUTHORITY)

\_\_\_\_\_  
SIGNATURE (ANOTHER SIGNING OFFICER)

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

The following four questions require you to submit examples or evidence, **in the context of your institution**, to demonstrate that your institution is operating as **permanent**, that it provides **benefit** to your community, that it is **open to the public**, and that it is fulfilling the **five primary functions** of a museum as per the Alberta Museums Association definition.

Indicate in your responses if there are any exceptional circumstances (e.g., undertaking a major project such as a multi-building inventory) that are currently prohibiting your institution from fulfilling all five functions, and how you plan to address all five areas in the future. Also indicate if there are any functions that your institution is not currently performing.

- 4. In the context of your institution**, demonstrate how your institution operates as **permanent** both financially and through your governance (i.e., that you intend it to operate indefinitely):

#### **REQUIRED EVIDENCE**

1. Your most recent examples of each of the following:
  - Financial Documentation (financial statement and/or budget)
  - Long-term planning (formal strategic plan, or a brief written narrative outlining your institution's future plans)
  - Governance Activity (schedule of board meetings for current year, a copy of minutes from a board meeting and/or a copy of minutes from a recent Annual General Meeting)

#### **OPTIONAL EVIDENCE**

Consider providing samples of no more than three of the following, as appropriate:

##### **FINANCE**

- Fundraising activities

##### **GOVERNANCE**

- Position or job descriptions
- Annual Report
- Volunteer commitment
- Training provided for board, staff, volunteers, etc.
- Board succession activities and number of years each current board member has been serving

**5. In the context of your institution, demonstrate how your institution **benefits society**.**

**REQUIRED EVIDENCE**

1. A brief written response that demonstrates how your institution benefits the communities it serves: how is your institution engaged in your community and how is your community engaged in your institution? (approximately 1/2 page)
2. Your most recent examples of each of the following:
  - Visitor Comments (one page maximum)
  - Programming/Events (public programs, special events and/or school programs)
  - Partnerships/collaborations with other community groups and/or individuals

**OPTIONAL EVIDENCE**

Consider including recent samples of no more than three of the following, as appropriate:

- |   |   |
|---|---|
| <input type="checkbox"/> Grant letters of support   | <input type="checkbox"/> Outreach activities                  |
| <input type="checkbox"/> Letters from school visits | <input type="checkbox"/> Public consultations                 |
| <input type="checkbox"/> Media coverage             | <input type="checkbox"/> Public inquiries to your institution |

**6. In the context of your institution, demonstrate how your institution is **open to the public**.**

**REQUIRED EVIDENCE**

1. A brief written response that demonstrates how often your museum is open to the public. Please include an estimation of the total number of hours your institution is open per year. Also describe the formal opening hours for your museum, including any period(s) of extended closures (i.e., seasonal museums). If your museum does not have formal opening hours (i.e., is only open by appointment), please include this information (approximately 1/2 page).
7. **In the context of your institution, demonstrate how your institution engages in the five primary museum functions: to **acquire, conserve, research, communicate,** and **exhibit** material evidence of people and their environment. In addition to brief written responses, please provide recent evidence that demonstrates your commitment.**





controls, and/or use of conservation measures for exhibits and storage (e.g., mounts, duplicate photographs and documents on display, padded hangers, acid free materials, and/or rolled/flat storage)

### OPTIONAL EVIDENCE

Consider including recent samples of no more than three of the following as appropriate:

- |   |   |
|---|---|
| <input type="checkbox"/> Photos of storage areas and/or galleries       | <input type="checkbox"/> Emergency preparedness policy and procedures |
| <input type="checkbox"/> Conservation policy                            | <input type="checkbox"/> Environmental monitoring readings            |
| <input type="checkbox"/> Procedures for the general cleaning of objects | <input type="checkbox"/> Conservation treatment records               |
| <input type="checkbox"/> Pest management initiatives/procedures         | <input type="checkbox"/> Before and after artifact treatment photos   |

### CONTINUUM

In terms of conserving objects, please indicate where your institution feels it falls on the following continuum (No activity in this area, Standard = meeting the standards for conserving objects outlined in the *Standard Practices Handbook for Museums, 2<sup>nd</sup> Edition* or Excellence = exceeding the standards outlined in the *Handbook*):



### C) Research

Research is a structured investigation that results in the discovery and collation of facts relating to a particular subject. Research activities are essential to the museum's public role of acquiring, sharing and disseminating knowledge. See *Standard Practices Handbook for Museums, 2<sup>nd</sup> Edition*, section 3.3 Research.

### REQUIRED EVIDENCE

1. A brief written narrative (approximately 1/2 page) outlining your institution's research activities
2. Your most recent examples of the following:
  - Object cataloguing sheets (submit 3 examples)

### OPTIONAL EVIDENCE

Consider including your most recent samples of no more than three of the following, as appropriate:

- Example of exhibit labels and/or interpretation
- Exhibit catalogues
- Oral history projects

- Audience research (e.g., surveys, questionnaires or exhibit feedback)
- Publications
- Studies

### CONTINUUM

In terms of conserving objects, please indicate where your institution feels it falls on the following continuum (No activity in this area, Standard = meeting the standards for research outlined in the *Standard Practices Handbook for Museums, 2<sup>nd</sup> Edition* or Excellence = exceeding the standards outlined in the *Handbook*):



### D) Communicate

A museum works with its public to exchange and share information. Effective communication helps a museum cultivate its audiences and to implement its mission and public trust responsibilities. See *Standard Practices Handbook for Museums, 2<sup>nd</sup> Edition*, section 1.6 Museums and Communication.

#### REQUIRED EVIDENCE

1. Your most recent examples of three of the following:
  - Brochures
  - Exhibit labels/interpretation
  - Media coverage
  - Invitations/announcements
  - Newsletters

#### OPTIONAL EVIDENCE

Consider including your most recent samples of no more than three of the following, as appropriate:

- Posters
- Comment/visitor book sample pages
- Visitor/community survey sample
- Visitor evaluation sample
- Focus group findings



## Commitment to Learning

Underpinning the Association's new strategic direction is the collective pursuit of excellence within our Membership, Board and Secretariat.

The on-going acquisition of knowledge and skills, and the cultivation of creative ideas are fundamental to the pursuit of excellence. The Association's Statement of Values declares that as an Association we value, and are committed to, life-long learning, recognizing that learning, both formal and informal, is key to improvement and ultimately, to excellence.

### *Learning in the future*

To enable the Association to meet its long-term outcomes, we will be repositioning learning as the Association's central service. In addition to our Certificate in Museum Studies Program, the Association will be investigating other means in the upcoming years to provide the membership with the most effective strategic learning opportunities.

### *Your institution's commitment to learning*

Your institution is **required** to submit brief written responses to the following questions. However, at this time your responses will only be used as an information gathering tool to assist with the development of future Association learning initiatives. The information **will not be used** in the Museum Affirmation Program Review Panel's decision.

1. Provide examples of learning activities that members of your institution have undertaken in the past two years (e.g., courses, workshops, seminars, or on-line roundtables).
2. What are your plans for future learning activity in the next two years?

## Exceptional Institutions

If you believe that your institution meets the approved definition of a "cultural centre that facilitates the preservation, continuation and management of tangible or intangible (living heritage) resources"<sup>2</sup> or in some other way meets the Association's approved definition, you may need to consider providing different evidence for the review panel. We encourage you to speak with one of the Museums Advisors at the Alberta Museums Association.

If you plan to apply to the Alberta Museums Association Grants Program, you will still need to meet the requirements of **Questions 1- 6** above as well as the *intent* imbedded in the five major museum functions. Your specific evidence, demonstrating how your institution approaches these functions, will need to reflect your particular circumstances.

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<sup>2</sup> See full definition of a museum at [www.museumsalberta.ab.ca](http://www.museumsalberta.ab.ca)