

AWARDS OF EXCELLENCE PRIX D'EXCELLENCE

Objectives

These awards are designed to:

- recognize outstanding contributions to the Ontario museum community, with emphasis on innovation;
- advance the museum profession in Ontario;
- encourage high standards of excellence in the museum field.

Criteria

These awards are given for achievements that:

- meet the objectives listed;
- are of community, provincial or national significance;
- impact the nominee's institution or community;
- exceed the current standard of museum practice;
- demonstrate innovation, creativity and leadership;
- represent the museum or institution's vision and mandate;
- make effective use of available resources;
- are accomplished in the museum field in Ontario.

Nominations

Each nomination is made up of three parts:

1. Nomination Form – nominee information and a description of the achievement
 - When making a nomination, please provide a detailed description of the nominee assuming that the Committee is not familiar with the project or the institution/individual. This description should be factual and concise.

2. Support material – audio-visual materials that illustrate the nominee's achievement
3. Letter of Critical Review – see below for further information

Incomplete nominations and nominations received after the deadline will not be accepted.

Adjudication

- A five-member committee of museum professionals from across the province will review and assess nominations and select award recipients.
- The Awards Committee recommends nominees for the Distinguished Career and Promising Leadership Awards of Excellence for ratification by OMA Council.
- At the discretion of the Awards Committee, exceptional initiatives may be granted a special WOW distinction.
- Committee members are required to sign a conflict of interest and confidentiality agreement.

Award Presentation

- Awards will be presented at the Awards Banquet at the OMA Annual Conference in Toronto, Ontario on October 25, 2018.
- Each award recipient will receive one complimentary ticket to the Awards Banquet for their party. Additional tickets will be available for purchase.

Find out about previous award recipients on the OMA website: <https://members.museumsontario.ca/programs-events/awards-of-excellence>

NOMINATORS & CRITICAL REVIEWERS

Nominator

- Nominees may nominate themselves or they may be nominated by another individual.
- Self-nominations are encouraged and expected for all Awards.
- The nominator does not need to be a member of the OMA.
- A seconder is not required.

Critical Reviewer

- May not be affiliated with the nominated project, institution or parent organization.
 - The Critical Reviewer must not benefit (materially or by reputation) from the nominee receiving the award.
- Does not need to be a member of the OMA.
- Must be an individual with professional knowledge and/or experience in the subject area of the nomination.

Letter of Critical Review

All nominations must include one Letter of Critical Review to be written by an individual with professional knowledge and/or experience in the subject area of the nomination and not affiliated with the nominated project, institution or parent organization. If you require assistance with identifying an appropriate person, please contact the OMA.

Please send the following link to the Critical Reviewer to submit their Letter:
<https://members.museumsonario.ca/programs-events/awards-of-excellence/letter-of-critical-review-2018>

Instructions to Critical Reviewers

A Letter of Critical Review is not simply a letter of support. It should focus on the quality of the nominated project and should clearly relate to the material submitted in the nomination (the nominator should supply a draft of the nomination to the Critical Reviewer). The letter is extremely important in the award adjudication process.

The Letter of Critical Review should not exceed 500 words. The Critical Reviewer should describe the process of how they carried out their assessment of the nominated project or individual, and provide a brief description of their qualifications outlining their professional knowledge and/or experience.

Areas to focus on in a Letter of Critical Review for a **project nomination**:

- Scholarship
- Innovation
- Quality of sources
- How the information was communicated to the public
- Contribution to a particular field of study, to museology, to the arts, etc.
- Outcomes of the project – please be specific
- How the project strengthened the organization
- Areas of improvement that could have strengthened the project

Areas to focus on in a Letter of Critical Review for a **Distinguished Career, Promising Leadership, or Volunteer Service nomination**:

- Scholarship
- Dedication
- Innovation
- Significant contribution to the Ontario museum community
- Leadership

Awards Recognizing Excellent Projects

Projects must have taken place within the 24 months prior to the nomination deadline.

Eligible Nominees:

Individuals:

- must be Individual members of the OMA or affiliated with an Institutional or Commercial member of the OMA;
- may not be members of the Awards of Excellence Committee or the OMA Council;
- may be posthumously nominated.

Institutions:

- must be Institutional or Commercial members of the OMA.

Corporations:

- must be Commercial members of the OMA or the project must be a partnership with an Institutional member of the OMA.

Agencies:

- must be Institutional or Commercial members of the OMA.

Categories

Excellence in Community Engagement

The OMA Award of Excellence in Community Engagement recognizes projects that have increased the community's engagement with the museum or institution. Examples may include the development of meaningful volunteer involvement, impactful marketing or social media campaign, or the creation of effective partnerships.

Excellence in Exhibitions

The OMA Award of Excellence in Exhibitions recognizes the creation of an exhibit. Examples may include permanent, temporary, traveling or virtual exhibitions.

Excellence in Programs

The OMA Award of Excellence in Programs recognizes programming that creatively engages new audiences, or provides exemplary service to existing ones.

Excellence in Publications

The OMA Award of Excellence in Publications recognizes the creation of materials that are distinguished by their design & content. Examples may include books, catalogues, blogs, brochures, posters and other printed or digital materials.

Excellence in Special Projects

The OMA Award of Excellence in Special Projects recognizes innovative initiatives, or new approaches or techniques that advance the museum profession.

The nomination form must be completed online:

<https://members.museumsonario.ca/programs-events/awards-of-excellence/nomination-projects-2018>

Please provide the following link to the Critical Reviewer:

<https://members.museumsonario.ca/programs-events/awards-of-excellence/letter-of-critical-review-2018>

Nomination Deadline:

Friday, May 18, 2018

NOMINATION QUESTIONS - PROJECTS

The nomination form must be completed online:

<https://members.museumsonario.ca/programs-events/awards-of-excellence/nomination-projects-2018>

Nominee Information

1. Name of nominee
2. Nominee's OMA membership number
3. Name of project
4. Institution
5. Daytime telephone
6. Email

Nominator Information

7. Name of nominator
8. Nominator's Institution (if applicable)
9. Daytime telephone
10. Email
11. Digital signature of Nominator
12. I, the Nominator understand and agree to allow the provided nomination information to be used and edited by the Ontario Museum Association for promotional purposes without further approval.

Letter of Critical Review

13. Name of Critical Reviewer
14. I have sent this link to the Critical Reviewer (checkbox)

Nomination Information

15. Award category
 - Community Engagement
 - Exhibitions
 - Programs
 - Publications
 - Special Projects

16. Provide a description of the project that answers the following questions:

- What did the nominee do?
- How was it accomplished?
- Who was involved? Describe the participation of any partners
- Who benefited?
- Why was the project undertaken?
- When did it take place?
- Where did it take place and/or where did it have an impact?

17. Describe how the project exceeded current standards of museum practice and demonstrated innovation, creativity and leadership.

18. Explain how you measured the success of the project, what made it exceptional?

19. Audio-Visual Support Materials: these will be used to evaluate your nomination and to create presentations for the awards reception. Please check all that apply:

- Print quality digital photographs *required
- Video *recommended
- Website
- Media coverage
- Publications
- Evaluations/reports

*Up to 5 file uploads

20. Submission of additional AV support materials

- By email
- Hard-copies by mail (6 copies, will not be returned)

Awards Recognizing Individual Achievement

Eligible Nominees:

- must be Individual members of the OMA or be affiliated with an Institutional or Commercial member of the OMA;
- may not be members of the Awards of Excellence Committee or the OMA Council;
- may be posthumously nominated.

Categories

Distinguished Career Award of Excellence

The OMA Distinguished Career Award of Excellence will be presented to individuals who, over an extended period of time, have created a lasting and meaningful legacy in the Ontario museum community. Note: nominees in this category do not need to be at the end of their career to receive this award.

Promising Leadership Award of Excellence

The OMA Promising Leadership Award of Excellence will be presented to emerging professionals, of any position or institution, who have shown promising leadership within the museum community. An emerging professional is an individual within the first ten years of their professional career.

Volunteer Service Award of Excellence

The OMA Volunteer Service Award of Excellence will be presented to individuals who have made a significant contribution to a museum or museums through volunteer work.

The nomination form must be completed online:

<https://members.museumsonario.ca/programs-events/awards-of-excellence/nomination-individuals-2018>

Please provide the following link to the Critical Reviewer:

<https://members.museumsonario.ca/programs-events/awards-of-excellence/letter-of-critical-review-2018>

Nomination Deadline: Friday,
May 18, 2018

NOMINATION QUESTIONS - INDIVIDUALS

The nomination form must be completed online:

<https://members.museumsonario.ca/programs-events/awards-of-excellence/nomination-individuals-2018>

Nominee Information

1. Name of nominee
2. Nominee's OMA membership number
3. Institution
4. Daytime telephone
5. Email

Nominator Information

6. Name of nominator
7. Nominator's Institution (if applicable)
8. Daytime telephone
9. Email
10. Digital signature of Nominator
11. I, the Nominator understand and agree to allow the provided nomination information to be used and edited by the Ontario Museum Association for promotional purposes without further approval.

Letter of Critical Review

12. Name of Critical Reviewer
13. I have sent this link to the Critical Reviewer (checkbox)

Nomination Information

14. Award category
 - Distinguished Career
 - Promising Leadership
 - Volunteer Service

Distinguished Career

15. In 1,000 words or less, provide a description of the nominee, including:
 - Career path
 - Major accomplishments
 - Examples of leadership and mentorship
 - Impact and legacy in the museum field

Promising Leadership

16. In 1,000 words or less, provide a description of the nominee, including:
 - Career path
 - Major accomplishments
 - Examples of leadership
 - Future aspirations

Volunteer Service

17. In 1,000 words or less, provide a description of the nominee, including:
 - Volunteer roles
 - Major accomplishments
 - Impact on the museum
18. Audio-Visual Support Materials: these will be used to evaluate your nomination and to create presentations for the awards reception. Please check all that apply:
 - Print quality digital photographs *required
 - Video *recommended
 - Website
 - Media coverage
 - Publications
 - Evaluations/reports

*Up to 5 file uploads

19. Submission of additional AV support materials
 - By email
 - Hard-copies by mail (6 copies, will not be returned)

HOW TO WRITE AN EXCELLENT AWARDS OF EXCELLENCE NOMINATION

DO!

- ✓ **Read through the requirements carefully** and approach the nomination like you would a grant application, i.e. give the Awards of Excellence Committee exactly what they are asking for in the way they are asking for it.
- ✓ **Make your nominee sound as exciting and inspirational as you know they are!** Use your audio-visual support materials! Photos and video of the project and the audience help the Committee feel like they were there.
- ✓ **Carefully read the instructions on how to write a Letter of Critical Review** and choose a Reviewer who can speak to the merits of your project. Contact the OMA if you need assistance.
- ✓ **Explain what makes your nominee excellent!** How has the person or project gone above and beyond what is expected in the day-to-day? For example:
 - **For a project:** How has the project made a positive difference in your community? What makes this project better than others you have done before and how do you know?
 - **For the Distinguished Career, Promising Leadership or Volunteer Service Awards of Excellence:** Describe how the nominee has gone above and beyond normal expectations for someone in their position or their job description.

DON'T!

- × **Provide marketing or other material that does not directly answer the following questions:** *How is this innovative?, How is this an effective use of available resources?, How does this exceed current standards of museum practice?, How is this a useful example for other museums?, How does this demonstrate creativity and leadership?*

... AND REMEMBER:

So many of our museum colleagues are quietly doing amazing things for their communities and in their museums, but because they are the only staff member or volunteer, no one else knows about it.

Nominate a colleague or nominate yourself!

Spread the word about the exciting work happening in Ontario's museum community; we all want to be inspired in the work we have chosen!