



2008-09



Local Authority Museum Application Form

For fuller responses to any question please add additional pages (A4) and number clearly

1. Background

Name of Organisation:

Contact Name:

Position in Organisation:

Contact Address:

Postcode

Telephone

e-mail:

2. What is the objective or 'mission' of your Local Authority Museum?

3. Please give a short description of your Local Authority Museum and its collections policy:

4. Number of people involved in your organisation: (please specify)

Full-time:

Part-time:

Volunteers:

5. Total annual budget of the organisation:

€/£

6. Bearing in mind the judging criteria, please provide a full description of the museum's objectives and how these complement Local Authority strategies. Please provide evidence of strategic planning and evidence of the museum's integration within Local Authority Strategic Plans.

7. In order, for the judges to assess this category, please answer the following questions:

a) Please provide an indication of the architectural quality of the main museum building (if there is one). Applicants may include photographs, design drawings, plans. Attention may be placed on the appropriateness of the building to the needs of a museum and its collection.

b) What evidence can be provided to illustrate the commitment to collections care - through the housing of the collection and the support given to preventive conservation?

c) Applicants should provide evidence of strategic planning for the development of the museum's services and the integration of the service within the Local Authority's overall strategy.

d) What evidence can be provided to indicate the originality and quality of the Museum Programme?

e) What evidence can be provided of partnerships with the Local Authority and other agencies in the Local Authority area, both those bodies within the LA (such as Libraries, Archives, Heritage Officers) and outside groups such as the voluntary sector, community groups etc.?

f) Please provide evidence of the Local Authority commitments to the professional development of the museum staff.

g) Please provide evidence of the Local Authority commitment to the sustainability of the museum.

Declaration

I have received and read the Guidelines relating to the Museum Awards, and confirm that the information given above is correct.

Authorised must be by either Head of Department:/Head Curator/Director:

Name: (Please print):

Signed:

Position:

Date:

Checklist

- Have you read the Guidelines?
- Have you completed the application form in full?
- Is the form signed by the appropriate senior staff member?
- Have you included any additional material in support of your application?

Please return the completed application form,
together with any supporting documentation to

Museum Awards
The Heritage Council
Áras na hOidhreachta
Church Lane
Kilkenny
Ireland