

# Award Guidelines

## Projects of the Year

The Victorian Museums and Galleries Awards recognise and celebrate excellence across the sector. They seek to reward presenting and collecting organisations and the individuals who support and strengthen Victoria's creative and cultural industries through outstanding work and a commitment to best practice.

### INTRODUCTION

The Project of the Year Awards recognise outstanding achievements in the museum and gallery sector. These awards celebrate innovative projects that have made a significant impact on the sector, such as the development of new exhibitions, the introduction of innovative technologies, or the creation of new museum or gallery spaces. They also acknowledge the hard work and dedication of museum and gallery professionals, as well as their commitment to creating engaging, innovative and informative experiences for members of their communities and the sector more broadly.

### ELIGIBILITY

All presenting and collecting institutions located within Victoria are eligible to be nominated in the 2024 Project of the Year Awards. This includes all public museums and galleries, archives, zoos, botanical gardens, historical societies, libraries, Keeping Places, science centres, and any other organisations that acquire, conserve and exhibit arts and cultural material. Nominated projects must address all assessment criteria and have commenced or completed within the past 12 months.

### AREAS OF OPERATION

- Engagement (e.g., exhibitions, education, public programs)
- Collection management (e.g., research, conservation, policy)
- Organisational management (e.g., innovative policies relating to staff, governance, sustainability)

### CATEGORIES

- Volunteer-run project (museums and galleries): Any budget
- Small project (museums): up to \$150,000
- Small project (galleries): up to \$150,000
- Medium project (museums): \$150,000 - \$500,000
- Medium project (galleries): \$150,000 - \$500,000
- Large project (museums and galleries): \$500,000+

NB: Nominators must provide a financial breakdown of production vs staffing allocations.

### ASSESSMENT CRITERIA

The following are the criteria against which a nominated project will be assessed and scored:

- 1. INNOVATION:** The project demonstrates innovation in its approach to museum or gallery practice. This could include exhibitions, collections, audience engagement, or policy development.
- 2. RELEVANCE:** The project is relevant to the needs and interests of the audience or community it serves. This could include exploring current issues or presenting diverse perspectives, engaging new audiences, or increasing access to collections.
- 3. IMPACT:** The project has made a significant impact on audiences, the community, or museum or gallery practice. This could include social, cultural, environmental, or economic factors.

Be advised that nominations will also be assessed on **application quality**. Judges will consider accuracy and clarity of writing, relevance of support materials, as well as effectively demonstrated outcomes.

## SUBMISSION CRITERIA

Submissions must include:

- Nominee details:**  
Including name, position, and associated organisation
- Nominator details:**  
Including name, position and contact details
- Assessment criteria:**  
Outline individual achievements, addressing each assessment criteria (max 200 words each)
- Supporting documentation:**  
Three (3) high-resolution images (minimum)

## SUPPORT MATERIAL

The following is a list of both required and optional supporting material:

### Images (required):

Attach three (3) high-resolution (300dpi) digital images as separate files, which may be used for promotional use. Please ensure that permissions have been sought prior to uploading images, and be sure to provide:

- Credit details (photographer and, where relevant, artist details)
- Brief caption
- Requirements for cultural sensitivity warning, if applicable

### Other (optional):

Provide up to three (3) pages of material that supports the nomination. This can include press clippings, publications, letters of support, other industry awards, etc.

## ADDITIONAL INFORMATION

- Individuals must currently be a paid staff member of a presenting or collecting organisation, or have ended their employment within 12 months prior to the closing date (19 July 2024).
- Individuals are permitted to self-nominate.
- In all matters relating to eligibility, the decision of the organisers is final.
- In all matters relating to assessment, the decision of the judges is final.

## HOW TO SUBMIT

All nomination forms and support material must be submitted via the online form by 5:00 PM on 19 July 2024. You will receive an email confirming that your nomination and support material have been received. If you DO NOT receive this after you have submitted your application, please contact either AMaGA Victoria or PGAV via the details provided below.

## QUESTIONS

We are here to help! For any general nomination or submission advice please contact:

### AMaGA Victoria:

Michelle Fracaro, mfracaro@amagavic.org.au

### PGAV:

Anne Robertson, anne.robertson@pgav.ngv.vic.gov.au