



## Arts Access Aotearoa Museum Award 2020

### Entrant's information:

Name: .....

Institution: .....

Position: .....

Address: .....

Phone: .....

Email: .....

### Project information:

Project title: .....

Project team: .....

Project location: .....

Museums Aotearoa membership is held by:.....  
*(individual or museum member)*

\*Previous recipients of the Arts Access Aotearoa Museum Award are eligible to apply after three years have lapsed: e.g. the 2017 recipient is eligible to apply in 2020 if they have introduced a series of new initiatives not recognised in their previous award.

### Authorisation:

Signature: .....

Name *(please print)*: .....

Position: .....

*(Director / General Manager or equivalent)*

**Entry Fee:** Purchase Order number required:  NO  YES: \_\_\_\_\_

- \$50 (incl GST) per entry for institutions employing fewer than 5 full-time staff
- \$100 (incl GST) per entry for institutions employing 6-20 full-time staff
- \$200 (incl GST) per entry for institutions employing more than 20 full-time staff



## Arts Access Aotearoa Museum Award 2020

In partnership with Arts Access Aotearoa, this award recognises galleries, libraries, archives and museums that have made a particular commitment to building their audiences by becoming more accessible and inclusive to diverse communities.

**To enter: prepare your entry as a single pdf file, and include the cover sheet from this document. Then email your entry to [mail@museumsaotearoa.org.nz](mailto:mail@museumsaotearoa.org.nz)**

**Please provide a single PDF file (max 10 pages), include in your entry:**

**Note:** \* means an answer is required

1. \* Describe your activities and achievements that illustrate commitment to accessibility. Discuss each of the following in up to 300 words:
  - Initiatives
  - Consultation and engagement with disabled community innovations
  - Increased audiences
  - Partnerships
2. Create a one-page summary outlining how the disabled community benefitted e.g. audience statistics and examples, feedback from disabled and Deaf people.
3. If you have an accessibility policy, please include this in your entry document
4. \* Please provide details of the team who worked on the entry including external contractors including name, position / responsibilities).
5. \* A simple budget for your entry showing expenditure and income (including sponsorship, external contractors and internal staff time).
6. \* Photographs, plans, media coverage and other supporting graphics to a maximum of five pages. Please clearly label images with captions.
7. Supporting web / video material. Videos should under 3 minutes and must be uploaded to YouTube or Vimeo with a link embedded in your report. Maximum of 4 links.

**\* Ensure our entry cover sheet (page one of this document) is included at start.**

**Please also email one high resolution image to represent your entry in publicity to [mail@museumsaotearoa.org.nz](mailto:mail@museumsaotearoa.org.nz) or share on Dropbox.**

See our webpage for more information on the [ServiceIQ Museums Awards 2020](#).

If you have any questions or need more information, contact:

Awards Convener: Linda Lee

Email: [Awards@MuseumsAotearoa.org.nz](mailto:Awards@MuseumsAotearoa.org.nz)

Museums Aotearoa

Email: [mail@museumsaotearoa.org.nz](mailto:mail@museumsaotearoa.org.nz)

Tel: 04 499 1313

**Entries open 12 February and close on Thursday 19 March at 5pm. Finalists will be announced by early May. The awards ceremony will be held at Waitangi on 13 May 6-8pm in conjunction with the MA20 Conference.**