

RECOGNIZED MUSEUM PROGRAM

# INSTITUTIONAL PROFILE



Thank you for your interest in the Alberta Museums Association's (AMA) Recognized Museum Program (RMP). The first step in the application process is to complete an Institutional Profile.

The Institutional Profile provides the AMA with an overview of your institution and helps to ensure that your institution is eligible to participate in RMP. It also assesses your institution's preparedness to submit the Application or Reapplication and helps the AMA provide directed Advisory Services to your institution. Finally, this profile will help the Review Panel better understand the evidence in your application or reapplication.

Please note that in order to be eligible to participate in the RMP, your institution must:

- Have an Institutional Membership with the Alberta Museums Association
- Be open a minimum of 200 hours a year
- Be a non-profit institution
- Have or use a tangible collection

These questions are all in the first section (Eligibility Screening) of the Institutional Profile.

*Please use this PDF to prepare your Institutional Profile. When you are ready, you can access [the online Institutional Profile](#) on Formstack to submit your application.*

For more information about the Institutional Profile, please visit the [FAQ page](#).

If you have any questions, please contact the Recognized Museum Program Lead at [recognized@museums.ab.ca](mailto:recognized@museums.ab.ca), or 780.424.2626 x. 222.

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## Applicant Information

### **Institution Information**

Institution Name:

Mailing Address:

Email:

Phone:

Website (if applicable):

### **Contact Person**

Name:

Job Title:

Mailing Address (if different from above):

Email (if different from above):

Phone (if different from above):

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## Eligibility Screening

**This section of the Institutional Profile helps the AMA to determine if your institution is eligible to participate in the Recognized Museum Program.**

1. Is your institution currently a Recognized Museum?

- Yes
- No

1a. (If Yes) Which option do you intend on submitting?

- Reapplication for Recognized Museum
- Application for Recognized Museum Leader

1b. (If No) Is this the first time your institution has submitted an application to the Recognized Museum Program?

- Yes
- No, my institution participated in the Recognized Museum Program in the past but is not currently a Recognized Museum.

2. In the last five years, has your institution experienced a significant change in operation or governance?

For example, do you have a new governance structure? Have you had major changes to staffing or funding? Have you undergone restructuring or expansion?

- Yes
- No

Please explain (Optional):

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3. Which of the following best describes your institution? Please check one.

- A provincially incorporated non-profit society (e.g. Societies Act, Companies Act Section 9)  
Incorporation Number (please note that this number is not the same as your charities number and does not contain any letters):
- A federally incorporated non-profit society (e.g. Canadian Not-for-Profit Corporation Act)  
Incorporation Number (please note that this number is not the same as your charities number and does not contain any letters):
- Operated by a recognized education facility (e.g., university, college)  
Name of education facility:
- Operated by a municipal government  
Name of municipality:
- Operated by a provincial or federal government department or agency  
Name of department or agency:
- Other (Please describe)

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4. What kind of institution are you? Please check all that apply.

- Art Museum or Gallery
- Botanical Garden or Zoo
- Children's Museum
- Cultural Centre
- History Museum
- Historical Site
- Indigenous Heritage / Cultural Centre
- Natural History / Palaeontology Museum
- Science Centre or Planetarium
- Other (Please describe:)

5. Every institution must have or use a tangible collection in order to participate in the RMP. Tangible collections are objects, specimens, artifacts, or animals held by your institution. Your institution might own these outright, or may hold them in trust for another non-profit / public organization through a stewardship agreement. Which of the following describes your institution's collection? Please check one.

- We own a tangible collection.
- We have a stewardship agreement for a tangible collection (i.e. the legal owners of the collection has given us responsibility for its physical and intellectual care, which may include the right to accession and deaccession). (Please tell us more about this arrangement with the legal owners of the collection.)
- We own a tangible collection, and we have a stewardship agreement for a tangible collection. (Please tell us more about this arrangement with the legal owners of the collection.)
- None of the above. (Please tell us more about your institution's collection.)

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6. When is your institution usually open to the public?
  - We are open seasonally in the summer (May to September) and closed for the rest of the year (October to April).
  - We are open seasonally in the summer (May to September) and on a limited basis for the rest of the year (October to April).
  - We are open regularly year round.
  - Other (Please explain :)
  
7. Please indicate your institution's regular hours for the current year, excluding private bookings and tours. Be as specific as possible.  
  
7a. If these hours are different from the previous year, please explain why.
  
8. What is the total number of hours that your institution is open each year?
  
9. Where are your institution's hours of operation posted? Please check all that apply.
  - In or on your building
  - Pre-recorded phone message and / or answering machine message
  - Your institution's website
  - Community newspaper or other publication
  - Brochures, posters, and / or flyers
  - Road signs
  - Other (Please specify)
  
10. During the most recently completed fiscal year, how many people visited your institution?

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## Institution Overview

**Please tell us a bit more about your institution. The responses to this section of the Institutional Profile are used by the RMP Lead to create a profile of your institution. This profile will help the Review Panel better understand the unique nature of your institution when they assess your Application or Reapplication.**

11. What is your institution's Mission Statement?

11a. When was your Mission Statement most recently approved or reaffirmed by your governing authority (e.g., board of directors)?

12. How many distinct sites does your institution manage? For example, if your institution runs both a museum and a historic site, you would say "two."

12a. If the answer is more than one, please list the name of each site that your institution operates:

13. Please select the option that best describes your institution's facilities:

- Stand-alone building(s) that house your institution's operations, exhibits, collections, etc.
- Room(s) in a larger building that house your institution's operations, exhibits, collections, etc.
- A heritage / historical village
- A stand-alone building plus a heritage / historical village.
- None of the above (please describe)

Additional Information (optional):

14. Are any of the buildings operated by your institution designated as municipal, provincial, or national heritage resources?

- Yes
- No

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14a. (If Yes) Please describe:

15. Does your institution participate in any of the following heritage certification programs? Please check all that apply.

- [Moveable Cultural Property designation](#) (Government of Canada)
- [Certification of Cultural Property \(Government of Canada\)](#)
- [LEED \(Leadership in Energy and Environmental Design\)](#)
- [Alberta Historic Resource designation](#)
- [The Canadian Register of Historic Places](#)
- [SMART Accreditation Program](#)
- Other (please describe):



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## Preparedness for Submission

**This section of the Institutional Profile corresponds to different parts of the Recognized Museum Program Application or Reapplication Form. Your responses to these questions will help us provide you with the support that you might need to prepare for the application or reapplication process. If your institution is reapplying, these responses will also help us determine if you are ready to participate in the Recognized Museum Leader stream.**

## Permanence

*Is your institution on firm footing? This section of the Institutional Profile gives us an idea of your institution's organizational and financial situation.*

1. Does your institution have a current strategic plan, operational / institutional plan, or business plan approved by your governing authority (e.g., board of directors)?
  - Yes
  - No
- 1a. (If Yes) What type of plan is it?
  - Strategic
  - Operational / Institutional Plan
  - Business Plan
  - Other (please specify):
- 1b. (If Yes) What years does the plan cover?
2. What is your institution's fiscal year?
  - April 1 to March 31
  - January 1 to December 31
  - Other (Please explain):

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3. What was your institution's total operating budget for the most recently completed fiscal year?

- \$0 to \$100,000
- \$100,001 to \$250,000
- \$250,000 to \$500,000
- \$500,001 and above

4. Does your institution have a board of directors?

- Yes
- No

4a. (If Yes) Please provide the dates of your board meetings from the previous fiscal year.

4b. (If Yes) Please provide the dates of your board meetings for the current fiscal year.

**The following questions ask about your paid staff and volunteers. Please use the most recently completed fiscal year when providing this information.**

5. How many full-time year-round staff does your institution employ?

6. How many part-time year-round staff does your institution employ?

7. How many full-time seasonal staff does your institution employ?

8. How many part-time seasonal staff does your institution employ?

9. How many full-time year-round volunteers does your institution have?

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10. How many part-time year-round volunteers does your institution have (including board members and special event volunteers)?
11. How many full-time seasonal volunteers does your institution have?
12. How many part-time seasonal volunteers does your institution have?
13. How has the number of volunteers at your institution changed in recent years?
  - Increased
  - Decreased
  - No major change

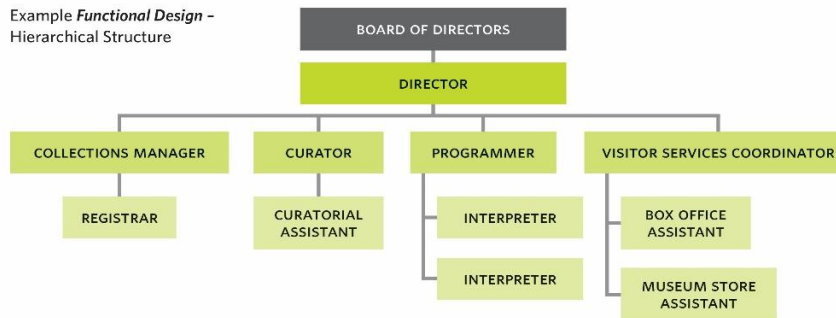
Please explain (optional):

14. Name three roles filled by paid staff or volunteers (e.g., interpretation, cataloguing, exhibit design, research, museum store operations).



15. Which of the following organizational structures best describes your institution?

Example *Functional Design* - Hierarchical Structure



Functional Design / Hierarchical Structure

Example *Divisional Design* - Flat Structure



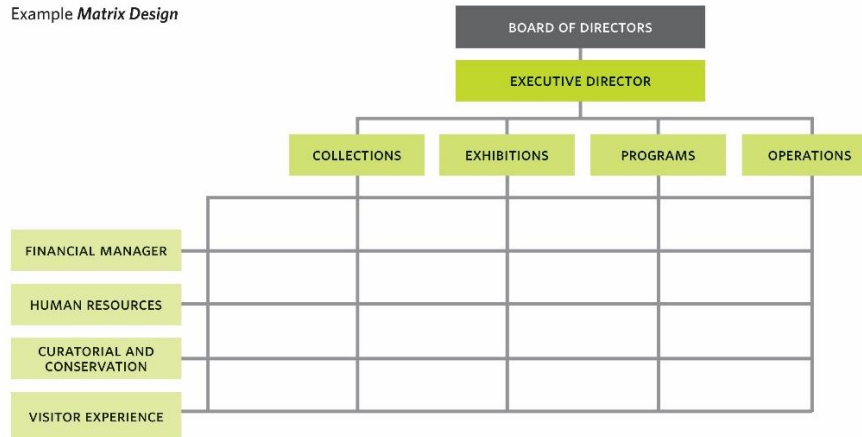
Divisional Design / Flat Structure

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Example *Matrix Design*



Matrix Design

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## Service to Society

*How does your institution serve society? This question gives us an idea of whether your institution is in touch with its community.*

1. Has your institution participated in community engagement initiatives or activities during the past two years?
  - Yes
  - No

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## Collections Management

*How do you keep your collections organized? This section of the Institutional Profile gives us an idea of whether your institution has a coherent collections management policy, including proper documentation of objects.*

1. Does your museum have a current and up-to-date collections management policy?

- Yes
- No

1a. When was your collections management policy most recently approved by your institution's governing authority (e.g., board of directors)?

**The next questions ask about the accession numbering system that your institution uses. The RMP Application Review Panel will want to see that you assign accession numbers in a consistent way and that each object has a unique number.**

2. Please provide an example of an accession number used by your institution.
3. Briefly explain how your institution assigns accession numbers.
4. Is your institution's accession register handwritten, electronic, or a combination of both? Please explain:
5. How often is your accession register copied or backed up?
6. Where is your original accession register stored?
7. Where is the back-up or copy of your accession register stored?

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## Conservation

*How do you take care of your collections? This section of the Institutional Profile gives us an idea of whether your institution reduces potential damage to its collections and prepares for the worst*

1. Does your institution have an emergency plan?
  - Yes
  - No
  
2. Has this plan been reviewed and approved in the past two years by your institution's governing authority (e.g., board of directors)?
  - Yes
  - No
  
3. Does your institution have a written conservation policy?
  - Yes
  - No
  
4. Does your institution have a written procedural manual for object care and handling?
  - Yes
  - No
  
5. Does your institution have a trained conservator on staff?
  - Yes
  - No



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## Research

*How does your institution continue to learn? This section of the Institutional Profile gives us an idea of how your institution acquires, shares, and disseminates knowledge.*

1. Has your institution conducted original research in the past three years?  
 Yes  
 No
  
2. Does your institution use research plans or have a research policy?  
 Yes  
 No
  
- 2a. (If Yes): Please select which document your institution has (check all that apply):  
 Research Plan  
 Research Policy

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## Interpretation

*How does your institution share information with visitors? This section of the Institutional Profile gives us an idea of how your institution presents its collections to the public.*

1. How many public programs does your institution currently offer? For example, if your institution offers an elementary school program and a public program for Canada Day, the answer would be "two."

Optional: Please briefly list / describe some of these programs.

2. Does your institution use programming plans or have a programming policy?

- Yes
- No

2a. (If Yes): Please select which document your institution has (check all that apply):

- Programming Plan
- Programming Policy

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## Exhibits

*How does your institution choose to display collections and information? This section of the Institutional Profile gives us an idea of how your institution helps visitors experience and learn about your collections.*

1. How many new exhibits has your institution installed during the past three years? Please include both permanent and temporary exhibits.
  2. How many of your permanent exhibits have been updated in the past three years?
  3. Does your institution have an exhibit plan or exhibit policy?
    - Yes
    - No
- 3a. (If Yes): Please select which document your institution has (check all that apply):
- Exhibit Plan
  - Exhibit Policy

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