

Museum Information

Museum Name		Year of Assessment
Mailing Address		
Telephone No. (April–November)	Telephone No. (December–March)	Fax No.
Website (URL)		Museum Curator

Contact Information

Contact Name	Contact Title	Email
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Important Information

There is considerable overlap between the intent and direction of the Governance Standard and the Finance Standard, such that good governance will lead to sound financial management. The one key element that is required under the Finance Standard is the museum's use of a system of budgeting to plan and manage its finances.

When referring to a specific section of a policy document for the questions below, please provide a copy of the document, and identify the page number and paragraph number of the requested statement. Please provide the most up-to-date version of the document (signed and dated by the governing body of the museum e.g. Board of Directors) and please indicate when it was last updated.

Contact your Heritage and Museum Advisor if you require clarification.

Typed submissions are preferred.

Materials to Attach

1. Copy provided of the policy statement (or museum by-law) which indicates that the museum's governing body (or board) will seek diverse sources of funding.
2. Copy provided of the most recent annual operating budget. If a new budget is under preparation, please provide the museum's policy statement indicating the museum is using an annual budgeting process to direct, manage and monitor its financial actions. *This is not the same as the board-approved financial statement, review engagement or audit which is supplied to the Ministry by CMOG applicants for review purposes.*

Note: The ministry will provide partial scoring on most questions, so applicants are encouraged to submit any material they have, even if it is not exactly what is requested. Policy statements should be the final approved versions (e.g., governing body approved).

Statement by Applicant

On behalf of and with the authority of the Applicant, I certify that:

- A) The information given in support of this questionnaire is true, correct and complete in every respect;
- B) The Applicant understands that the information contained this application or submitted to the Ministry in connection with the questionnaire is subject to disclosure under the provincial *Freedom of Information and Protection of Privacy Act*.
- C) The Applicant has read and understands the information contained in the questionnaire form.

 Name of Authorized Signing Officer (*Please Print*)

 Title

 Signature

 Date (*mm/dd/yyyy*)

Please send completed form to: Culture Programs Unit
 Programs and Services Branch
 Ministry of Tourism and Culture
 401 Bay Street, 17th Floor
 Toronto ON M7A 0A7