

Museum Information

Museum Name	Year of Assessment
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Mailing Address

Telephone No. (April–November)	Telephone No. (December–March)	Fax No.
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Website (URL)	Museum Curator
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Contact Information

Contact Name	Contact Title	Email
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Important Information

The museum will be providing a number of policy statements to address the questions below. These statements may be present in an overall governance policy document, but may also be present in a number of other documents.

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.

Please take care in completing the assessment. Read the questions carefully and contact your Ministry Museum Advisor if you require clarification.

Typed (rather than hand-written) submissions are preferred.

Materials to Attach

1. Name of the publicly accountable “governing body” (often called the Board), which has the fiduciary responsible for the museum.

<input type="checkbox"/> Council of a Municipality	<input type="checkbox"/> Conservation Authority
<input type="checkbox"/> First Nations Council	<input type="checkbox"/> Not-for-Profit Corporation
2. Copies of the Municipal by-law, Letters Patent/Statement of Incorporation or other documents which establish the museum. *If your museum is presently developing new documentation for this, please indicate this.*
3. Copies provided of the museum’s statement of purpose (may also be called mission statement or mandate) and objectives (may also be called goals) of the museum.
4. Copies provided of the provisions of the Board to dispose of the assets and the collection and address any liabilities in the event the Board disbands the museum.
5. Copies provided of the current organizational chart (or listing) of the Board’s positions.
6. Information provided (or Board by-law) explaining how Board members are appointed. *The ministry is looking for the basic selection process, not detailed information.*
7. Copies provided of a policy statement(s) or museum by-law(s) committing the Board, museum staff and volunteers to ethical behaviour (including for fundraising).
8. Copy provided of Board’s policy statement (or by-law) committing the board, museum and staff (including volunteers) to meet federal, provincial and municipal legal requirements.
9. Copy provided of the Board’s procedure for recruiting, supervising and evaluating the museum’s curator (i.e., director, person in charge of the museum when it is open to the public).
10. Copy provided of set of procedures (or museum by-law) which indicates how the Board establishes the operating policies and procedures for the museum.

11. Copy provided of the policy statement (or museum by-law) which recognizes the Board's responsibility to ensure the museum has the necessary funds to operate and meet its capital needs.
12. Copy provided of the most recent annual operating budget used to direct the activities of the museum, or, if one is under reparation, a policy statement indicating the museum is using an annual budgeting process to direct, manage and monitor the financial actions of the museum. *Please note this is not the same as the financial statement which is supplied to the ministry for CMOG audit purposes.*
13. Copy provided of the Board's meeting schedule, or information on how frequently the Board normally meets.
14. Copy provided of the most recent short or long-term plan which will direct the museum's operations. If the plan is currently under development, please provide a copy of the policy statement or museum by-law committing the Board to direct the museum through the use of short and long-term written plans.

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