

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
--------------	---------------	-------

Important Information

The following questionnaire requires you to provide written answers, examples and policies or policy statements. Record your answers and examples on a separate sheet, referencing the question number below for each answer or example.

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 or assistance.

Materials to Attach

1. Copy of the museum's current Community Standards policy.
2. Identify the location in your policy that describes how the museum will:
 - A) Ensure that it performs its role as a steward of the collection.
 - B) Provides services and programs consistent with its statement of purpose that meet the needs and interest of the community.
 - C) Allow all sectors of the community to participate in the museum's decisions, goals and directions that may affect them or reflect on them.
 - D) Include members of the community in the museum's activities.
 - E) Identify and pursue appropriate community partnerships.
 - F) Provide equality of access to information about the museum's collections, services and program through adequate promotion.
 - G) Provide equal access to all members of the community, both physically and intellectually, to the museum's collections, information, services and programs.
 - H) Provide information showing that the museum has regular, posted and advertised hours, during which it is open to the public. This can be provided by samples of brochures etc.
 - I) Describe how the museum has determined the needs of its community. List alternative ways the museum makes its services available outside of the normal posted hours.
3. Describe how the museum's volunteer program encourages community participation in its activities. Provide written examples of how:
 - A) The museum develops and identifies volunteer opportunities.
 - B) The museum recruits volunteers.
 - C) The museum provided appropriate training and supervision for the volunteers.
 - D) The museum acknowledged the volunteers' contributions.
 - E) A copy of volunteer evaluation provided.
 - F) The museum recognizes the volunteers' contributions, both publicly and privately.

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