

Annual Awards for Excellence 2019

Categories:

1. **Exhibition, display or interpretation project** (developed in house, i.e. not bought-in or touring).
2. **Collections Care/Collections development project** (e.g. rationalisation, storage, documentation, conservation programme).
3. **Engagement project or Event** (at a museum venue or led by a museum on behalf of a city/region or a community project).
4. **Collections Research** (undertaken by an organisation or individual relative to museum archaeological collections).
5. **Collaborative Partnership** (between a museum and other organisation(s) of benefit to the wider archaeological sector and /or museums and their audiences).
6. **Outstanding Contribution** (Celebrating an individual/organisational contribution to the practice, understanding or promotion of museum archaeology).

Entry Conditions:

- Entry is free of charge.
- CLOSING DATE for entry is SEPT 30th 2019
- **All nominated projects must have a clear museum archaeological collections focus.**
- Entries can only be nominated by individual or institutional members of the Society for Museum Archaeology.
- All projects which are the subject of an entry must have been completed between January 1st 2018 and July 31st 2019 within the UK.
- Information must be supplied in electronic format using the headings listed below.
- The written entry paper must consist of no more than two sides of A4 written at a minimum font size of 11 pt. plus one side of A4 with up to four images. NB Entries must respond to the criteria of the category for which the entry is made.
- Each entry may be accompanied by up to 3 supporting pdf documents (e.g.

brochures, posters or additional images) that illustrate the project and/or its outcomes that comprise in total of no more than 3 sides of A4.

- All entries will be assessed by an independent panel convened by the SMA Committee – no correspondence will be entered into with applicants and the panel's decisions will be final.
- A list of all nominees will be published on the SMA website
- Winners will be notified by 15th October 2019 but publicly announced at the SMA Annual Conference in Chester on the 8th November.
- A representative of each winning organisation will be eligible to attend the conference free of charge on the day of the presentation to receive the award and to receive a £50 travel bursary to enable attendance.

Application headings

1. Contact Details (Name, Job Title, Email Address, Contact Telephone Number)
2. Category Entered
3. Organisation(s)/ Museum(s)
4. Title of project/exhibition/event being entered
5. Brief summary of team involved
6. Description of the project/exhibition/event being entered
7. Overall objectives of the project
8. Implementation (including budget where applicable)
9. Impacts and outcomes – e.g. for the organisation, museum archaeology, collections, audiences, staff or volunteers.
10. Why this project should win.

Completed entries should be emailed to:

Katherine Baxter: SMA Hon. Secretary katherine.baxter@leeds.gov.uk