

## Application for Accreditation

### I. Applicant Contact Information

Name of Museum: \_\_\_\_\_

Governing Authority: \_\_\_\_\_

Operating Structure:

Indigenous

Government

Municipal

Provincial

Federal

Non-profit

Provincially incorporated

Federally incorporated

Other: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Phone Number (if different from museum phone number): \_\_\_\_\_

Email (if different from museum email): \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## II. Organizational Information

1. Registry of Joint Stocks Number: \_\_\_\_\_
2. Charitable Registration Number: \_\_\_\_\_
3. Outline the organization's board and/or governing body structure. Include information on board recruitment and nomination processes, as well as terms of service.
4. Have there been any major organizational changes within the past year, such as unplanned staff and/or board member turnover? If so, explain why and outline how the situation is being handled.
5. Attach a letter of support from a community partner, noting the relationship between the partner who contributed the letter and the museum.

Tell us more about your museum. For the following questions, responses should be between 150-500 words.

6. Give an example that demonstrates the museum's community values it and sees it as a trusted resource and community partner.
7. What is the museum most proud of? Explain why.
8. Why is Accreditation important to the museum?
9. How do you envision the museum in four years?

## III. Eligibility

Accreditation is awarded to museum sites, rather than to services, collections, individuals, or umbrella groups. To be eligible to apply, museums must:

1. Meet the ICOM definition of a museum and adhere to all relevant legal and ethical standards of operation, as adopted by ANSM.
2. Be a museum member of ANSM.

3. Be registered in good standing with the Registry of Joint Stock under the Societies Act of Nova Scotia, OR be a crown corporation OR First Nations governing body OR be part of a government entity.
4. Be registered as a non-profit OR charitable organization under the Income Tax Act of Canada, OR be a crown corporation OR be part of a First Nations governing body OR government entity.
5. Have a written mission or statement of purpose that has been approved by the museum's governing authority.
6. Have been in operation and open to the public for the past five calendar years.
7. Be open a minimum of 350 hours per year, and be open by appointment in the off-season AND/OR have a demonstrated process for responding to off-season enquiries in a timely manner.
8. Operate in a physical facility/site that is owned by the museum OR governing authority, OR have a lease OR formal agreement with the owner that clearly outlines terms and responsibilities.
9. Own OR have a formal agreement with the owner of a collection that reflects the museum's mission or statement of purpose.
10. Participate in the TRACK Program every four years and be able to respond to 90% of questions, and receive a minimum overall score of 80% with no individual section scores below 70%. Museums within 5% of these scores will be considered for Conditional Accreditation, and will be given two months to address identified issues.

**Eligibility Confirmation:**

I hereby certify that the information contained in this Application for Accreditation, submitted to the Association of Nova Scotia Museums, is complete and accurate, and a true representation of current practices at \_\_\_\_\_ (Museum Name)

In submitting this application, the museum and its governing authority:

- Have approved the content and submission of the museum's application for Accreditation to the ANSM
- Understand the basic nature of the TRACK Program and what the process involves
- Understand Accreditation will assess whether professional standards are being met



I understand that Accreditation is an ongoing process, and the \_\_\_\_\_  
(Museum Name) will strive to uphold high standards of operation and work towards continuous improvements. As such, the Association of Nova Scotia Museums has the right to revoke the Accredited Museum designation in the event the organization breaches the eligibility criteria.

We the undersigned, have the authority to sign on behalf of this organization. At least one signee is a member of the board or directors (or their designate).

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Signature	Position Title	Date
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Signature	Position Title	Date
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