Capacity Building, Capital &

Sustainability Programs

**2019 Nomination form**

Nominations close: 5pm, Thursday 15 August 2019

Nominations can be for ongoing projects where the majority of the activity occurred between 1 July 2018– 30 June 2019.

### The Capacity Building, Capital & Sustainability Programs award recognises sustainable practices in museums and galleries. Nominations can include (but are not limited to) the following:

* Programs involving innovative partnerships
* Successful fundraising programs
* Programs demonstrating sustainable environmental practices
* Significant collection management programs
* Organisational capacity building activities
* Captial improvements and redevelopments

Please refer to the [M&G NSW website](https://mgnsw.org.au/sector/support/imagine/winners/winners-2016/) for examples of past programs which have been successful in this category.

Please tick the box for the award to which you are applying

A) Capacity Building, Capital Sustainability Programs award for projects with a budget of $10,000 or less

(B) Capacity Building, Capital Sustainability Programs award for projects with a budget of between $10,001 and $100,000

(C) Capacity Building, Capital Sustainability Programs award for projects with a budget of $100,001 or greater

Selection criteria

1. Quality of the program’s aims and achievements
2. The extent of the program’s impact on the sustainability of the organisation
3. A well planned program that is clearly articulated

Nomination details

Name of museum, gallery or Aboriginal cultural centre being nominated for the award:

Title of project:

Dates of project:

Nominator details (Person completing this form)

Nominating Organisation (if different from above)

Contact person:       Position:

Phone:       Email:

Street address:       Suburb:

State:       Postcode:

Postal address:       Suburb:

State:       Postcode:

Number of full time paid staff equivalent that worked on this project:

Number of volunteers that worked on this project:

Project budget:

Project details

Provide a short description of the organisation (max. 100 words)

You may wish to include the organisation’s mission statement/vision

Provide an outline of the project (max. 50 words)

This summary should give a clear, concise overview of the project.

Describe the project, including why it should win an award (max. 250 words)

This description may be edited and used in promotional material and awards booklet. Please refer to the [M&G NSW website](https://mgnsw.org.au/sector/support/imagine/winners/winners-2017/) to read the program descriptions of previous award winners.

Describe the impact the program has on the sustainability of the organisation   
(max 250 words)

Support material

The following support material must be submitted with your nomination:

* Up to THREE pages (maximum) of documentation which supports the nomination

(this can include images, suggested file formats are word doc, pdf or powerpoint)

|  |  |
| --- | --- |
| File No. | Support Material details (i.e. image details, name of document) |
| **1** |  |
| **2** |  |
| **3** |  |

**AND**

* TWO high quality images of the nominated program (300 dpi jpegs max. 2MB each). These images will be used in online and printed promotional material and at the awards presentation.

|  |  |  |
| --- | --- | --- |
| Image No. | Image file name | Image credit for promotional use |
| **1** |  |  |
| **2** |  |  |

These image credits will be used in promotional material and awards booklet.

Please refer to the [2019 Guidelines](https://mgnsw.org.au/wp-content/uploads/2019/07/2019-IMAGinE-Award-Guidelines.pdf) for details on how to prepare and submit your support material.

Nomination checklist

Completed nomination form

Completed payment details page

Required support material

Declaration by nominator

I give my assurance that, to the best of our knowledge, the information supplied in this nomination is true and correct at this date. I agree to abide by the *IMAGinE awards’ Terms and Conditions of Entry*.

I accept.

Date:

How to submit your nomination

All nomination forms and support material must be submitted online by the closing date via the M&G NSW IMAGinE awards webpage: <https://mgnsw.org.au/sector/support/imagine/>

To prepare your entry for submission save this document with your organisations name and category you are entering. Please use an underscore ( \_ ) to separate words. For example: OurMuseumGallery\_CBCP.doc

IMAGinE awards night early bird ticket offer

The awards will be presented at the Powerhouse Museum, Ultimo on Friday 29 November, 6-9pm. Save 10% when you purchase your ticket to the awards night at the time of your nomination. **Please note that early bird tickets will only be available until nominations close 5pm, Thursday 15 August 2019.**

To take up this offer please visit the [Humanitix booking site](https://events.humanitix.com.au/imagine-awards-2019) and enter the discount code **EARLYBIRD19***.* If you experience difficulties please call 02 9339 9914.

Nominating organisation payment details

Organisation:

Contact person:       Position:

Postal address:

Suburb:       State:

Postcode:       Phone:

Email:

\* Invoice/receipt will be sent to this email address

Entry fee levels

$30 – (A) Volunteer organisation with 2 or less paid staff

$45 – (B) Employing 3 – 10 paid staff

$55 – (C) Employing 11+ paid staff

Total entry fee: $       (Including GST)

Payment details

Payment method:  Cheque  Invoice  Visa  Mastercard

Credit card no:       CVC:

Card holder:       Expiry date:

Terms and conditions

Tax invoices will be issued for all nominations. Nominations are not accepted without payment. Nomination fees are non-refundable. Your personal information will be stored in accordance with M&G NSW’s privacy policy. If you have any concerns please contact M&G NSW on 02 9252 8300 or [info@mgnsw.org.au](mailto:info@mgnsw.org.au)