

IMAGinE

awards 2019

inspiring museums and galleries in excellence

2019 IMAGinE Awards Guidelines

Nominations close: 5pm, Thursday 15 August 2019

Awards night: Powerhouse Museum, 6-9pm, Friday 29 November 2019

Purpose

Established in 2008, the IMAGinE awards celebrate and recognise the projects and programs created and presented by NSW museums and galleries and the people that make it happen and bring it all to life. Across all categories we are on the lookout for leadership, innovation, diversity and creativity.

Categories

The 2019 IMAGinE award categories are Exhibition Projects, Capacity Building, Capital & Sustainability Programs, Engagement Programs and Individual Achievement.

Exhibition Projects and Engagement Programs awards are divided into the following groupings:

- (A) Volunteer organisations with 2 or less paid staff*
- (B) Small / Medium organisations with 3 – 10 paid staff*
- (C) Large organisations with 11 or more staff*

* Full time paid professional staff or equivalent in the entire organisation.

Capacity Building, Capital & Sustainability Programs are divided into the following groups:

- (A) Projects with a budget of \$10,000 or less
- (B) Projects with a budget of between \$10,001 and \$100,000
- (C) Projects with a budget of \$100,001 or greater

The IMAGinE awards are an initiative of Museums & Galleries of NSW, developed with support from Australian Museums and Galleries Association NSW and Regional and Public Galleries of NSW. Museums & Galleries of NSW is supported by the NSW Government through Create NSW.

Exhibition Projects

This category makes a distinction between museum and gallery practice by granting awards separately to Museums/Heritage and Galleries/Visual Arts. It recognises excellence and innovation in exhibition practice, such as permanent or temporary exhibitions, exhibition design, exhibition publications and resources, and exhibition partnerships.

Nominations can be made to:

Exhibition Projects – Museums / Heritage (A, B, C)

or

Exhibition Projects – Galleries/ Visual Arts (A, B, C)

Capacity Building, Capital & Sustainability Programs

Previously known as *Sustainability Programs*, this award is assessed across the museum and gallery sector. Recognising sustainable practice in museums and galleries for ongoing programs including partnerships, fundraising, environmental controls (e.g. use of recyclable products in design, energy consumption etc.) collection management programs, organisational capacity building and capital improvements/redevelopments.

Nominations can be made to:

Capacity Building, Capital & Sustainability Programs - Museums/Heritage and Galleries/Visual Arts (A, B, C)

Engagement Programs

The Engagement Programs award is assessed across the museum and gallery sector. It celebrates best practice in ongoing programs such as public programs, education resources, websites and social media, community engagement and participation.

Nominations can be made to:

Engagement Programs - Museums/Heritage and Galleries/Visual Arts (A, B, C)

Individual Achievement

Acknowledges achievements made by volunteer and paid staff working in NSW museums and galleries. There are no nomination fees for this category.

Nominations can be made to:

Individual Achievement - Paid staff

or

Individual Achievement - Volunteer staff

ACHAA Award for Excellence

This year the Aboriginal Culture, Heritage & Arts Association (ACHAA) will present a special award to an individual for outstanding contribution to Aboriginal arts, culture and/or heritage in NSW.

Please visit the [M&G NSW website](#) to read descriptions of past IMAGinE award winners.

Who can enter?

You can enter the IMAGinE awards if you are a NSW public museum or gallery, Aboriginal keeping place or cultural centre, not-for-profit organisation such as an artist-run gallery or a volunteer run museum or gallery.

Organisations that present exhibitions or have collections that are additional to their primary function are not eligible to enter the awards, such as tourist centres. Commercial organisations are also ineligible (such as consultancy or design groups).

Who can nominate?

If you are an organisation, an association, a not-for-profit or an individual you can nominate. You can self-nominate to the Exhibition Projects, Capacity Building, Capital & Sustainability Programs and Engagement Programs categories.

Under the Individual Achievement and ACHAA Award categories, individuals cannot self-nominate. Museums & Galleries of NSW (M&G NSW) may choose to nominate individuals under these categories.

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 save your files for submission:

- Save the file with your organisation's name and category you are entering.
Please use an underscore (_) to separate words e.g. OurMuseumGallery_Exhibition.doc
- If you are nominating an individual, save the file with the nominee's name and category.
Please use an underscore (_) to separate words. e.g. Jane_Smith_Individual.doc

If you have any questions about eligibility, categories or nomination requirements, or if you experience difficulties uploading your nomination or do not have reliable access to the internet, please contact 02 9339 9914 or imagine@mgnsw.org.au

Nominee benefits

All nominated organisations or individuals will receive the following benefits:

- Inclusion in the 2019 IMAGinE awards printed booklet
- Nomination listed on the M&G NSW website
- Promotional image of the project/program or individual displayed during the IMAGinE awards presentation
- Verbal acknowledgment of all nominees during the IMAGinE awards presentation
- Opportunity to purchase discount early bird tickets to award presentation night at the time of nomination.

Nomination fees

Fees are on a sliding scale according to the size of the nominating organisation. For example, where a volunteer run organisation (A) nominates a large organisation (C), they will pay the Level A rate. Please note that nomination fees do not apply when nominating under the ACHAA Award or Individual Achievement categories.

- A fee is payable for each nomination (excluding the Individual Achievement category)
- All fees are GST inclusive
- Payment can be made by MasterCard, Visa or cheque payable to Museums & Galleries of NSW
- If paying by cheque, the cheque must indicate the nomination that it is associated with
- Nomination fees are non-refundable unless indicated otherwise

\$30	(A) Volunteer organisations with 2 or less paid staff in the entire organisation
\$45	(B) Small / Medium organisations with 3 – 10 paid staff in the entire organisation
\$55	(C) Large organisations with 11 or more paid staff in the entire organisation

IMAGinE awards night early bird ticket offer

Please join us for an evening of celebration, recognition, and networking and enjoy a drink and canapes as we reveal the winners of the 2019 awards 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. Prices are GST inclusive.

10%	off full price of \$70	\$63.00*
10%	off concession price of \$50 (volunteers, students and seniors)	\$45.00*

* Plus Humanitix booking fee

To take up this offer please visit the Humanitix booking page (<https://events.humanitix.net/imagine-awards19>) and enter the discount code **EARLYBIRD19**. If you experience difficulties please call 02 9339 9914.

Please note: early bird tickets will only be available until nominations close 5pm, Thursday 15 August 2019.

Support material

1. For the Exhibition Projects, Capacity Building, Capital & Sustainability Programs and Engagement Programs categories please submit the following support material with your nomination:

THREE pages (maximum) of supporting documentation (e.g. web page, image, promotional material), where each image (or PowerPoint page) constitutes one page.

- The preferred formats for images are PowerPoint or jpeg
- If more than three pages/images of support material is submitted, only the first three pages/images will be forwarded to the assessors

PLUS

TWO high resolution promotional images representative of the nominated project/program. Images will be used in online and printed promotional material and at the awards presentation (300 dpi jpg max 2MB)

- Images should be high quality and capture your project/program.

NB: When submitting visual support material, please make sure you include an image list with photo credits etc. Please refer to the relevant nomination form.

2. For the Individual Achievement category please submit the following support material with your nomination:

ONE high quality image of the nominated individual. This image will be used in online and printed promotional material and at the awards presentation (300 dpi jpeg max 2MB).

NB: When submitting visual support material, please make sure you include an image list with photo credits etc. Please refer to the relevant nomination form.

3. For the ACHAA Award for Excellence please submit the following support material with your nomination:

FIVE pages (maximum) of supporting documentation (e.g. web page, image, promotional material), where each image (or PowerPoint page) constitutes one page.

- The preferred formats for images are PowerPoint or jpeg
- If more than five pages/images of support material is submitted, only the first five pages/images will be forwarded to the assessors

PLUS

ONE high quality image of the nominated individual. This image will be used in online and printed promotional material and at the awards presentation (300 dpi jpeg max 2MB).

NB: When submitting visual support material, please make sure you include an image list with photo credits etc. Please refer to the relevant nomination form.

Terms and conditions of entry

- The project/program you are nominating must have occurred within the award period [1 July 2018 – 30 June 2019]
- Permanent and semi-permanent projects can be nominated, but cannot be awarded an IMAGInE award more than once
- Nomination forms must include the non-refundable fee (see schedule above) unless nominating under the Individual Achievement or ACHAA Award for Excellence category.
- A separate nomination form and fee is required for each nomination.
- All nomination and support material must be submitted electronically unless you have approval from M&G NSW to do otherwise
- An organisation can only submit one nomination in any category
- M&G NSW staff and the judging panel may move a nomination from one category to another in consultation with the nominee
- It is within the judges' discretion to determine not to give an award in any given category
- The decisions of the judging panel are final and no correspondence will be entered into
- All material submitted becomes the property of Museums & Galleries of NSW. M&G NSW reserves the right to use all entries for publicity, educational purposes and reporting
- Please keep a copy of your nomination and support material for your own files as your submission will not be returned

Judging of nominations

Winners in each category will be chosen by the judging panel, which will consist of peers from the NSW museum and gallery sector, including a representative from M&G NSW and award sponsors Museums Australia NSW and Regional and Public Galleries of NSW. Once the judging panel is confirmed, the names of individual judges will be published on the M&G NSW website.

Each judge will assess and score all eligible nominations individually. The panel then meets to compare scores and make final decisions about award winners and if applicable, highly commended nominations. There is no shortlisting process. It is within the judges' discretion to determine not to give an award in any given category.

The ACHAA Award will be decided by a panel made up of core Aboriginal Culture, Heritage & Arts Association members. There is no shortlisting process. It is within the panel's discretion to determine not to give an award in any given category.

IMAGInE awards enquiries

Regional NSW freecall: 1800 114 311

Phone: 02 9252 8300

Email: imagine@mgnsw.org.au

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& Galleries
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