



# **Oklahoma Museums Association**

## **2022 Awards Program**

Recognizing individuals and groups whose contributions have impacted Oklahoma museums and the museum profession.

Honoring the excellence and quality of projects accomplished by Oklahoma Museums Association members throughout the state.

## The Basics

- The deadline to submit an entry is midnight Friday, May 20, 2022.
- OMA Museum Members are encouraged to self-nominate for project category awards. Any OMA member may submit entries for the individual/group category awards.
- OMA Museum Members can submit only one entry per project category. Example: A museum may submit one entry for Outreach or Education Program and one entry for Publication. A museum may NOT submit two entries under Special Projects even if the projects are different and/or have different project expense levels.
- Submissions are accepted as entered; no changes or additions allowed.
- Submissions entered into the wrong category will not be considered. If you have questions, contact the OMA office at 405.424.7757 in advance of submitting an entry.
- OMA reserves the right to disqualify any entry that does not meet all submission rules.
- A \$25 fee is required for each entry submitted.
- Fee may be paid online with credit card at the time entry is submitted. Fee payments by mail must be postmarked the same day entry is submitted to be considered. Payment in person is not accepted.
- Submitted materials become the property of the Oklahoma Museums Association and may be used at OMA's discretion.
- Judges' decisions are final.

## Notification and Recognition

All award entrants will receive status of their entry by Friday, July 8, 2022. Awards will be presented at the Awards Celebration Dinner the evening of September 15 in Enid, Oklahoma, as part of the Oklahoma Museum Conference.

Nominators submitting Certificate of Recognition or Service to the Profession entries are asked to purchase Awards Celebration Dinner tickets for their nominee(s) should they be selected for the award. Tickets may be purchased from the Oklahoma Museums Association. A link to purchase tickets will be available on the OMA website. For information on the conference, visit [OKMuseums.org/Conference](http://OKMuseums.org/Conference).

## Awards

There are two categories of awards - Individual/Group Category and Project Category. Complete details for each award, appear on the following pages.

### **Individual/Group Category Awards**

- Service to the Profession
- Certificate of Recognition

### **Project Category Awards**

- Exhibit
- Outreach or Education Program
- Promotional Piece
- Publication
- Special Project

## Individual/Group Category Awards

### Service to the Profession

This award honors an OMA Individual member who has distinguished themselves in the field and has helped to significantly advance museum professionalism in the state through participation in professional organizations, especially OMA. Any OMA member may submit. **Only one submission per OMA member is allowed in this category.**

Past award winners include: Pendleton Woods, Peter Tirrell, Kathy Dickson, Sandra Stratton, Dr. Bob Blackburn, Mary Herron, Dr. Carolyn Garrett Pool, Robert Powers, Julie Droke, Cherie Cook, Michael Bruce, Doris McGranahan, Melissa Owens, Jim Goss, Sherri Vance, Dan Provo, Christine Knop Kallenberger, and Tahnee Growingthunder.

#### Nomination Materials for Service to the Profession Award

- Photo of nominee (jpg file)
- Short summary (75 word limit) about the nominee to be used for awards recognition if selected.
- C.V. or resume of nominee (pdf file)
- Two letters of recommendation that specify how the nominee has demonstrated exceptional professionalism (pdf file)
- Narrative addressing the following items (pdf file):
  - Describe the nominee's history of service and dedication to the museum field including contributions through innovative thought and approaches.
  - Describe the nominee's involvement in the local community.
  - Describe how the nominee has promoted professional growth among museum professionals through mentoring and/or organizational and financial support
  - Describe how the nominee has helped advance the museum's mission as it relates to the museum field or public outreach?
  - Describe how the nominee's contributions have helped to heighten awareness and interest in the culture of Oklahoma.

**[Enter Service to the Profession Award here.](#)**

### Certificate of Recognition

This award recognizes local historians, board members, volunteers, docent groups, funders and other possible nominees who enhance an Oklahoma museum with their time and/or financial support. The individual, corporation, foundation, or group nominated for a Certificate of Recognition is not required to be a member of OMA. Any OMA member may submit. **Multiple submissions per OMA member are allowed in this category.**

#### Nomination Materials for Certificate of Recognition Award

- Photo of nominee (jpg file)
- Short summary (75 word limit) about the nominee to be used for awards recognition if selected.
- C.V. or Resume of nominee (if applicable)
- Narrative addressing the following items (pdf file):
  - Describe the nominee's history of service and dedication to the museum.
  - Describe the nominee's involvement in the local community.
  - Describe how the nominee has helped advance the museum's mission as it relates to the museum field or public outreach.
  - Describe how the nominee's contributions have helped heighten awareness and interest in the culture of Oklahoma.
  - Describe how the nominee has supported the growth of the museum through their time, expertise, or financial contributions.

**[Enter Certificate of Recognition Award here.](#)**

## Project Category Awards

Nominated projects must have been completed or in use between January 1, 2021 and June 30, 2022.

**Project category awards must be submitted by a current OMA Museum member.**

OMA Museum members can submit **only one entry per project category**. Example: A museum may submit one entry for Outreach or Education Program and one entry for Publication. A museum may NOT submit two entries under Special Projects even if the projects are different and/or have different project expense levels.

### Project Awards

- Exhibit
- Outreach or Education Program
- Promotional Piece
- Publication
- Special Project

### Joint Projects

Joint projects are accepted. Award entry must be submitted by a current OMA Museum member. The joint partner must also be an OMA member at any level (Individual, Museum, or Museum Partner). For example, a consultant may be recognized for their work on an exhibit along with the museum. The museum must be an OMA Museum member and submit the award entry. The consultant must be either an OMA Individual member or an OMA Museum Partner member. Both the museum name and the consultant name will appear on any award made. Award winners receive one plaque; however, additional plaques may be purchased.

### Project Expense Level Options

For competitive comparison, project awards are judged by the size of the overall project expense, which does include staff salaries.

\$0 - \$5,000

\$5,001 - \$15,000

\$15,001 - \$50,000

\$50,001 and over

## Exhibits

Rented/borrowed exhibits are not eligible even if the museum incorporates their own materials. New exhibits or exhibits with a major expansion/addition will be considered (simply switching out objects and labels will not make an exhibit eligible). Gallery interactives and technology related to the exhibit are considered as part of the exhibit and included in this award. **Only one submission per OMA Museum member is allowed in this category.**

### Nomination Materials for Exhibit Award

- Photos to adequately demonstrate nature of project (max 12 photos in one pdf document).
- Short summary (75 word limit) about the exhibit to be used for awards recognition if selected.
- Sample of label copy (pdf file).
- Narrative addressing the following items. IF this is a joint project, be sure to indicate the contributions of each party in the narrative (pdf file).
  - Describe how the project benefits the public while meeting the museum's mission.
  - Describe any innovative design, content, or audience engagement.
  - Describe how the museum addressed best practices in access, inclusion, or multiple perspectives. How were the needs of existing and potential audiences considered?
  - Indicate if project content utilized primary research meeting scholarly standards.
  - In what ways did the project advance the museum's professionalism?
  - Did the museum assess the effectiveness of the project through evaluation? Were any modifications made as a result of the evaluation?
  - Did the museum use technology, interactives, or other methods of engagement to enhance the audience experience?
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**[Enter Exhibits Award here.](#)**

## **Outreach or Education Program**

Education programs, festivals, workshops, performances, printed or digital curriculum, etc. New outreach or education programs only, unless it is a major expansion/addition to an existing outreach or education program. **Only one submission per OMA Museum member is allowed in this category.**

### Nomination Materials for Outreach or Education Program Award

- Photos to adequately demonstrate nature of project (max 12 photos in one pdf document).
- Short summary (75 word limit) about the program to be used for awards recognition if selected.
- Narrative addressing the following items. IF this is a joint project, be sure to indicate the contributions of each party in the narrative (pdf file).
  - Describe how the project benefits the public while meeting the museum's mission.
  - Describe how the project meets the museum's overall education goals.
  - Describe how the project is innovative, original, or creative. Does it break new ground for Oklahoma museums?
  - Indicate if project content utilized primary research meeting scholarly standards.
  - In what ways did the project advance the museum's professionalism?
  - Describe the intended audience for the project.
  - Did the museum assess the effectiveness of the project through evaluation? Were any modifications made as a result of the evaluation?
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**[Enter Outreach or Education Program Award here.](#)**

## **Promotional Piece**

Brochure, invitation, press kit, poster, website, video, commercials, advertising, social media, newsletter (print or online), etc. **Only one submission per OMA Museum member is allowed in this category.**

### Nomination Materials for Promotional Piece Award

- Photos (max 12 photos in one pdf document), digital copy, or online access (provide url) to promotional/advertising piece, website, video or commercial to adequately demonstrate nature of project.
- Short summary (75 word limit) about the program to be used for awards recognition if selected.
- Narrative addressing the following items. IF this is a joint project, be sure to indicate the contributions of each party in the narrative (pdf file).
  - Describe how the project benefits the public while meeting the museum's mission.
  - Describe how the project is innovative, original, or creative.
  - Describe how the project follows best practices in design.
  - What effort was made to ensure the project was easy to use/access by multiple audience types?
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**[Enter Promotional Piece Award here.](#)**

## **Publication**

Magazine, exhibition catalogue, book, etc. **Only one submission per OMA Museum member is allowed in this category.**

### Nomination Materials for Publication Award

- Photos (max 12 photos in one pdf document), digital copy, or online access (provide url) to magazine, exhibition catalog, newsletter, etc. to adequately demonstrate nature of project.
- Short summary (75 word limit) about the program to be used for awards recognition if selected.
- Narrative addressing the following items. IF this is a joint project, be sure to indicate the contributions of each party in the narrative (pdf file).
  - Describe how the project benefits the public while meeting the museum's mission.
  - Describe how the project is innovative, original, or creative.
  - Describe how the project follows best practices in graphic design.
  - Indicate if project content utilized primary research meeting scholarly standards.
  - What effort was made to ensure the project was easy to use/access by multiple audience types?
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**[Enter Publication Award here.](#)**



## Special Project

This category is for projects that are stand-alone and do not meet the criteria of the other project categories. Projects in this category might be conservation, preservation, historic preservation, documentaries, blogs, interactive games, etc. **Only one submission per OMA Museum member is allowed in this category.**

### Nomination Materials for Special Projects Award

- Photos (max 12 photos in one pdf document), digital copy, or online access (provide url) to documentaries, blogs, social media, etc. to adequately demonstrate nature of project.
- Short summary (75 word limit) about the program to be used for awards recognition if selected.
- Narrative addressing the following items. IF this is a joint project, be sure to indicate the contributions of each party in the narrative (pdf file).
  - Describe how the project benefits the public while meeting the museum's mission.
  - Describe how the project is innovative, original, or creative.
  - Describe how the project follows best practices and/or utilizes primary research meeting scholarly standards.
  - Describe how the project advanced the professionalism of the museum.
  - Did the museum assess the effectiveness of the project through evaluation? Were any modifications made as a result of the evaluation?
  - What effort was made to ensure the project was easy to use/access by multiple audience types?
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**[Enter Special Project Award here.](#)**

## **Sample Project Expense List**

Total All Project Expenses: \$7,925

Construction/Building Materials: \$0

In-Kind Donations: \$3,500

Postage: \$100

Printing: \$800

Supplies: \$575

Other: Contract Design \$1,700

Other: Staff Travel to Present Programs \$350

Staff Salary: \$1,250

Total estimated number of staff hours used on the project: 125

### List of Project Staff/Volunteers

Mary Smith, Registrar - exhibit planning, installation

Joe Johnson, Curator - exhibit research, design, installation

Bill Jones, Communications - graphic design, member mailing

Elizabeth Adams, Volunteer - member mailing