

PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT IN MUSEOLOGY PROGRAM

1. General Conditions

Through this two-part program, the Department will fund selected projects in the areas of (1) professional development and (2) organizational development that will enable institutions to offer professional development training for their staff, board members and volunteers, in order to help them better carry out their heritage and museum activities.

Both parts of the program will be administered by the Archaeology and Heritage Branch.

The co-ordinating organizations, located in zones around the province, can also submit a proposal for the groups they represent.

2. Program Objectives

Part 1: Professional Development

Increase opportunities for museum¹ and heritage organizations to enhance the professional skills of their employees, board members and volunteers.

Part 2: Organizational Development

Enhance the efficiency of boards of organizations working in the heritage sector so that they can better fulfill their mandate.

- Encourage the development of organizations working in the heritage and museum sector;
- Assist with projects aimed at improving the financial stability of the organizations.

3. Applicant Eligibility

Applications under this program are limited to non-profit museum and heritage organizations based in New Brunswick and incorporated under the *Companies Act*.

4. Project Requirements

Part 1: Professional development

The organization must demonstrate that the workshop, seminar or conference requested will increase staff and volunteers' efficiency, enhance their professional skills and provide tools to better serve their communities.

Part 2: Organizational development

The organization must submit a proposal to the Archaeology and Heritage Branch showing its board members' training needs. The application for training will describe how the organization stands to benefit from a training session for the members of its board and staff. It must indicate why the session is needed at that time and how it would improve efficiency or change the course of the present management.

¹ For this program, "museum" means "a non-profit community institution which acts as a custodian to maintain, conserve, study, and interpret a permanent collection of heritage resources". These resources may be objects or historical data. Such an organization holds its collection in trust for the public.

Financial Contribution and Level of Funding

The financial contribution may attain 100% of eligible costs, to a maximum of \$1,000 per institutional application. **Please keep all receipts in case we ask to see them.**

Depending on the number of applications, more than one request per institution per year may be considered, but the total amount cannot exceed the maximum per fiscal year.

5. Evaluation Criteria

All applications submitted will be reviewed by the Branch based on set criteria for each of the two parts of the program. Not all applications will necessarily be accepted. This will depend in part on available funding.

CRITERIA	WEIGHT
Importance of the proposed workshop, seminar or conference to the applicant's professional development or to the organization's development as it relates to the organization's mission	6
Willingness of organization to improve their level and standard of operation	6
Evaluation process and knowledge transferral	6
Applicant's ability to raise complementary funds towards the project	3
Quality of the training or development program	6
Networking and pooling of resources between museum organizations in the zone	3
Application is well-presented and budget proposal is realistic	3
Total	33

Note: Projects scoring 50% and above will be considered for funding, until program budget is expended. Failure to approve an application does not necessarily constitute a negative judgment on its merits.

6. How to Apply

Complete the application form and include the following additional documentation:

- Description, dates and location of the event;
- Detailed information on the workshop, seminar or conference provided by the organizers, including the outcomes for the training (evaluation and/or products);
- Resume or qualifications (bio) of the trainer(s) attached;
- Board authorization (minutes, extract from meeting) specifying that the funds will be used as outlined in the application.

7. Deadline Date

Organizations wishing to apply under either part of the program may do so at any time throughout the year.

Applications and all required supporting material must be sent electronically to:

Archaeology-heritage@qnb.ca

<p>Archaeology and Heritage Branch Tourism, Heritage and Culture Marysville Place P.O. Box 6000 Fredericton, NB E3B 5H1</p>
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