

In preparation for your 2018-19 application to Community Museums Operation Grant (CMOG) program, we are giving you advance notice that the following items will be included in the grant program guidelines and will be requested at the time of application.

## **STANDARDS REQUIREMENTS**

The ministry will focus on two Standards: **Governance** and **Collections**.

Below you will find listed:

- Relevant sections of each Standard
- Specific documents you are required to attach to your 2018-19 CMOG application to demonstrate compliance with each Standard
- Related questions and answers

**If you are unable to provide the documents listed** or require any additional assistance, please contact the Ministry's Museums and Heritage Programs Advisor, **Shannon Todd at 416-212-8050 or [Shannon.Todd@ontario.ca](mailto:Shannon.Todd@ontario.ca)**.

### 1. GOVERNANCE STANDARD:

#### **Governance Standard, section 5:**

The museum's operations and activities must:

- *Be directed by short and long-term written plans (e.g. business plan, strategic plan, visioning plan or master plan) that are:*
  - a. *approved by the governing body*
  - b. *contain goals and objectives relevant to the museum's statement of purpose*

### **Instructions for your 2018 Grant Application:**

- Submit a copy of the museum's current board-approved Strategic Plan, Business Plan, or Master Plan. This should be document that provides the long-term goals and objectives for the organization.

### **Questions and Answers:**

**Q: What if my organization has more than one planning document?**

**A:** Please provide the document that establishes the specific long-term goals and objectives for the organization. The plan should cover a 3-5 year period.

**Q: What if my organization does not have a current Strategic Plan/Business Plan/Master Plan?**

**A:** Please contact the Museum Advisor.

**Collections Standard, sections 4 & 6:**

A community museum must:

- *Use an effective collection documentation system, which may be paper-based, electronic, or a combination and includes:*
  - a) *a standardized numbering system*
  - b) *an accession register*
  - c) *a master catalogue file*
  - d) *signed donor and loan forms*
- *Keep its collection records current.*

**Instructions for your 2018 Grant Application:**

**Please attach *legible* copies of the following three documents to your application:**

1. A copy of the most recent page of your **accession register**. This should be no more than one page. This may be from an electronic or paper-based document.
2. A copy of the most recently completed **object catalogue record**.
3. A copy of the **signed donor form** for the most recently donated object.

Please note: Any private details about the donor, such as address or contact information, may be redacted as necessary on the copies provided to the Ministry – do not remove information from the originals.

**Questions and Answers:**

**Q: What is an “Accession Register”?**

**A:** The Accession Register is the master list of all objects that have been accessioned into the museum’s collections. This may also be called a catalogue register or collections database. The Accession Register may be hardcopy or digital in nature, and should be organized in chronological order of accession.

**Q: What is an “Object Catalogue Record”?**

**A:** This is the form which is created for every accessioned object that documents all information known about the object. This record should be more extensive than the entry on the accession register.

**Further inquiries regarding these Standards should be directed to:**

Shannon Todd, Museum and Heritage Programs Advisor, [Shannon.Todd@ontario.ca](mailto:Shannon.Todd@ontario.ca), 416-212-8050

**General inquiries about the CMOG program may be directed to:**

Shannon Khan, Culture Programs Advisor, [Shannon.Khan@ontario.ca](mailto:Shannon.Khan@ontario.ca), (416) 314-5186