

Handbook for ICOM Bodies



Award for Sustainable
Development Practice
in Museums



Document prepared by the ICOM Secretariat
Capacity Building and Museums and Society Department

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A. Application Reception

Period: 29 May – 1 September 2024

Step 1 – Acknowledge receipt of applications to confirm to applicants that their materials have been received, using this email template.

Dear applicant,

We thank you for your interest in applying for the ICOM award. Your Project description document and pre-filled Endorsement form have been well received. Our Representative at [ICOM Body's name], with the support of our board, shall examine the project for endorsement and we shall revert to you once we have completed the process.

Best regards,

[ICOM Body's name]

Notes:

B. Endorsement Process

You are required to respond to all applicants and if the project meets the requirements, send the Endorsement Forms by 15 September 2024, 23:59 CEST.

There are no restrictions to the number of endorsements that an ICOM Body can make.

Step 2 – We suggest you collect at least 5 applications before initiating the detailed evaluation process with your Representative. This ensures that an element of comparison is restored and enables dialogue in the process.

Step 3 – based on the endorsement criteria explained during capacity-building sessions reminder criteria you can decide if to endorse or not a project.

Scenario I: Successful endorsement

If you decide to endorse the project: sign the Endorsement Form and send it back to the project Applicant, copying ICOM Secretariat mas@icom.museum. Here a template that you can use in case of positive evaluation. Applicant is therefore admitted to the next step.

Dear applicant,

We thank you for your application for the ICOM Award for Sustainable Development Practice in Museums. After careful examination, we are pleased to inform you that your project fits the requirements for endorsement. You will hereby find the signed Endorsement Form by [Name of ICOM Body] attached. We wish you good luck in the next steps of your application for the ICOM Award.

Best,

[Name of ICOM Body]

Notes:

Scenario II: Project does not meet the criteria for endorsement

If you decide to NOT endorse the project: you can use template cover email to notify the applicant that the project is not admitted to the next application step.

Dear applicant,

We thank you for contacting [name of ICOM Body] for the endorsement of your project. After careful examination, we regret to inform you that the project does not meet the requirements for an endorsement. The reason is that:

Either

(i) The judging category “P” identified for the project does not match the description. In that case, we invite you to resubmit your endorsement request with the adequate judging category.

And/or

(ii) It was concluded that the description of your project does not match the SDG targets mentioned or that the description of your project’s contribution to the target (s) identified was not sufficient. Therefore, we invite you to explore other SDG targets that your project could be contributing to achieving. Following this, you can resubmit an application with the corresponding SDG Targets by the 1st of September 2024, giving more specific explanations.

And/or

(iii) Your Project Description Document was incomplete and our [ICOM Body] could not proceed with the endorsement. We invite you to submit a complete application and make a new endorsement request by the 1st of September 2024.

We thank you for your understanding and we look forward to hearing from you,

[Name of the ICOM Body]

Step 4 – Summary of projects endorsed - Following the endorsement process, you will be required to provide the ICOM Secretariat with the complete list of endorsed projects by the 22nd of September 2024 specifying the project title, name of the institution, and the date of the signed endorsement.

Notes:

C. Timeline

You will hereby find the timeline of the **ICOM award**.

May 2024 – November 2024:

ICOM Bodies send the list of endorsed projects to the ICOM Secretariat

1 October 2024:

Deadline for applicants to request for endorsement

15 October 2024:

Deadline for all applicants to receive their endorsement

22 October 2024:

Send the list of endorsed projects to the ICOM Secretariat

October - November 2024:

Eligibility check by the ICOM Secretariat

December 2024:

Long list of Projects is announced on the Website;

June 2025:

Short list of Projects is announced on the Website;

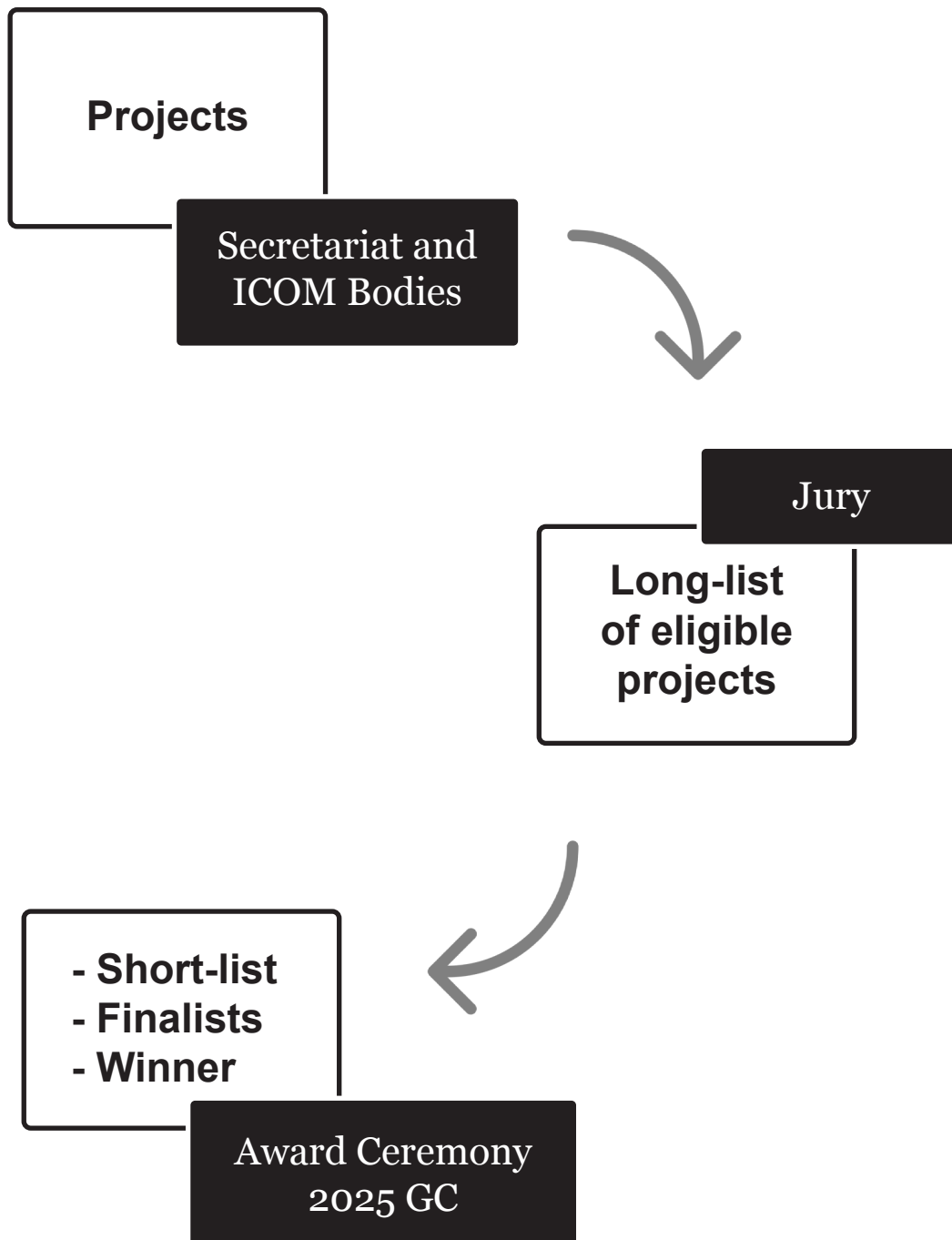
September 2025:

Announcement of the Finalists

**November 2025
(ICOM General Conference):**

Announcement of the Winner during the 27th ICOM General Conference.

D. Workflow of the ICOM Award



E. Additional Resources

- Museum International Volume 75, Museum Sustainabilities
- CIMAM's Environmental Sustainability Toolkit
- Localising the SDGs Through Museums and Libraries gives a breakdown of how museums can understand the challenges and set priorities, and communicate activity in terms of the SDGs and targets.
- Mainstreaming the SDGs aims to help organisations make plans and set targets using the SDG targets
- Museums and the Sustainable Development Goals
- Our Collections Matter Toolkit
- OCM Self-assessment Tool
- The 17 Goals UN Sustainable Development
- Understanding the SDGs



ICOM



AWARD

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Thank you for your collaboration