

# CALL FOR CECA BEST PRACTICE AWARD GRANTS 2020

## Guidelines

### Part One - Introduction

#### 1.1 General information

This call for proposals is managed by ICOM CECA and aims at spreading the use of the *Best Practice* document, encouraging members' participation in the CECA Annual Conference 2020 that will take place during the next annual CECA conference due in **Leuven, Belgium, october 12-18 2020**. This being done in order to promote mobility and the exchange of museum experiences at international and intercontinental levels.

To submit a proposal, it is necessary to download the online **application**, fill it in electronically and send it by e-mail to Cinzia Angelini, secretary of the CECA Best Practice award: [cinzia.angelini@uniroma3.it](mailto:cinzia.angelini@uniroma3.it)

Proposals can be written in English, French or Spanish and must include all information required to enable the international jury to appraise proposals in accordance with the criteria set out in 1.4.

Proposals must be:

- (a) Referred to programs based on the Best Practice document;
- (b) Electronically submitted to CECA Secretary Cinzia Angelini: [cinzia.angelini@uniroma3.it](mailto:cinzia.angelini@uniroma3.it) ;
- (c) Submitted **no later than 15th May, 2020**.

Expenses incurred in preparing and submitting the proposals shall not be reimbursed by ICOM CECA.

#### 1.2 Duration and terms of the grant

A list of eligible proposals will be made public on **June 8th, 2020**. The financial grant will be attributed to the five best programs. It is the person who has submitted the program that will be granted the funds and receive personally the award certificate. Changes can occur only for exceptional and justified reasons and must be authorized by CECA BP commission.

#### 1.3 Award

For each of the 5 winners CECA will pay the conference fee and 400,00 Euros as a contribution to the accommodation costs for participating in CECA Annual Conference. **By July 8th, 2020**, the selected members send the articles. Winners' airline tickets will be refunded on site.

## 1.4 Evaluation

The jury will be made up of Marie-Clarté O'Neill, president of CECA, of one of the winners of last year's award, and of one ex or present member of the CECA board.

The evaluation shall be based on the following criteria (100 points): *Response to the Best Practice document (100 points)*. This criterion will be assessed on the basis of a methodology provided by the applicant, which will set out how the applicant intends to develop the program according to the three points detailed in the Best Practice document:

1. Conceiving and planning of the program (*max 60 points*);
2. Carrying out the program (*max 20 points*);
3. Evaluation and remedial process (*max 20 points*).

All the proposals scoring at least 70 out of 100 points will be classified as technically acceptable and proposed for the yearly Best Practice book publication, edited by Cinzia Angelini.

## 1.5 Queries

Queries can only be addressed by e-mail to Cinzia Angelini: [cinzia.angelini@uniroma3.it](mailto:cinzia.angelini@uniroma3.it) .

## Part Two - How to fill in the online application

The online application is divided into two sections. In the first section, applicants are required to insert personal information; in the second section, the program must be described. Instructions on how to fill in individual boxes in each section are given below.

### Section 1 - Information about the applicant

Museum/Institution <i>Please write the name of the museum where the program was implemented.</i>	<i>Ex. Musée du Louvre Université Paris Ouest</i>
City <i>Please write the name of the city where the museum is based.</i>	<i>Ex. Paris</i>
Country <i>Please write the name of the country where the museum is based.</i>	<i>Ex. France</i>
<b>Program presenter</b> <b><i>Please insert the name of the person responsible for the programme development. He/she will get the grant should the program be awarded.</i></b>	
First Name	<i>Ex. Paul</i>
Family Name	<i>Ex. Dupont</i>
Contacts	<a href="mailto:dupont@yahoo.fr">dupont@yahoo.fr</a> <i>+33 (0)1 333444555</i>
CECA individual member <input type="checkbox"/>	CECA institutional member <input type="checkbox"/>
<i>Tick where appropriate</i>	
ICOM Card Number	<i>Ex. 12345</i>

## Section 2 - Information about the program

<p>Title of the program Please write the name of the program.</p>	<p>Ex. <i>The words of the museum</i></p>
<p>Abstract of the program (max 200 words)</p>	<p><i>The abstract must give a general idea of the program and its main aspects.</i></p>
<p>Description of the program according to the <b><u>Best Practice</u></b> document Please break down your description of the program following the phases outlined in the Best Practice document that can be downloaded from CECA website.</p>	<p>1. <i>Conceiving and planning of the program (max 850 words). Please keep in mind the steps given in the Best Practice document concerning objectives, pertinence, resources, collaborations, contents and mediation tools.</i></p>
	<p>2. <i>Carrying out the program (max 350 words). Please keep in mind the steps given in the Best Practice document concerning planning and implementation.</i></p>
	<p>3. <i>Evaluation and remedial process (max 250 words). Please keep in mind the steps given in the Best Practice document concerning accompanying studies, studies for the evaluation of the results, remediation.</i></p>