

# CALL FOR CECA BEST PRACTICE AWARD GRANTS 2022

## Guidelines

### Part one - Introduction

#### 1.1 General information

This call for proposals is managed by ICOM CECA and aims to spread the use of the Best Practice document, and to encourage members' participation in the CECA Annual Conference 2022 that will take place in Prague, Czech Republic (August 20-28, 2022). This being done in order to promote sharing and 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 Margarita Laraignée, Responsible of the CECA Best Practice award: [margaritalaraignee@gmail.com](mailto:margaritalaraignee@gmail.com)

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

Proposals must:

- (a) Refer to programs based on the Best Practice document.
- (b) Electronically submitted to CECA Responsible Margarita Laraignée: **[margaritalaraignee@gmail.com](mailto:margaritalaraignee@gmail.com)**;
- (c) Submitted no later than **May 2, 2022**. Any expenses incurred during the preparation and submission of 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 **the week of May 28-31, 2022**. The financial grant will be attributed to the five best programs. The person who submitted the program will be granted funds and **personally receive the award certificate**. Changes can occur only for exceptional and justified reasons and must be authorized by the jury. Selected members will ship items on **June 30, 2022**.

### 1.3 Award

For five winners, the CECA Board will cover registration fees for the annual conference as well as a maximum of 400.00 euros toward accommodation expenses, upon presentation of an invoice and within the limit of the amount set. **Transportation costs will not be covered.**

#### **VERY IMPORTANT**

If the next 2022 Annual Conference can be held in person, the presentation of the projects of the winning projects and the award ceremony will take place during said event. If the Conference cannot be held in person or if it is cancelled, as CECA financial assistance can only be granted to support the winners during their in person stay at the Conference.

### 1.4 Evaluation

The jury will be chaired by Marie-Clarté O'Neill, President of the CECA and will be composed of a member of the Bureau and previous winners of the Best Practice Award.

The evaluation will be based on the following criteria (100 points):

*Response to the Best Practice document (100 points).*

These criteria will be assessed based on the 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 Margarita Laraignée.

### 1.5 Queries

Queries can only be addressed by e-mail to Margarita Laraignée: [margaritalaraignee@gmail.com](mailto:margaritalaraignee@gmail.com)

## **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	
City	
Country	
<b>Programme presenter</b>	
First Name	
Family Name	
Contacts	e-mail address:
	phone number:
<input type="checkbox"/> CECA individual member      / <input type="checkbox"/> CECA institutional member <i>Tick where appropriate</i>	
ICOM Card Number	

## Section 2 - Information about the programme

Title of the programme	
Abstract of the programme (max 400 words)	
Description of the programme according to the <b>Best Practice</b> document	1. <i>Conceiving and planning of the programme, in particular the following points: objectives, pertinence and justification, collaborations, contents and content structure (max 750 words)</i>

	<p>2. <i>Carrying out the programme, in particular the following points: , progress, adaptation (max 250 words)</i></p>
	<p>3. <i>Evaluation and remedial process, in particular the following points: accompanying studies, studies for the evaluation of the results, remediation (max 250 words)</i></p>