

# Annual Navy History and Heritage Awards Program Application Form Curatorial Excellence Pennant (Curatorial “C”)

**Criteria.** Curatorial excellence is key to accurately telling the United States (U.S.) Navy’s story through excellent interpretation, curation of well-maintained and restored macro-artifact or ship, facilities, exhibits, and managing risks to U.S. Navy-relevant collections. Awards packages should reflect efforts expended over the course of the year. Each criteria will be ranked based on value (that is, least vs. most, 1-10, or an assigned value based on yes or no factors). Strength of narrative descriptions shall be used as tie breakers by the Awards for Excellence Board. The criteria being considered for this award are: (1) Collection Management, (2) Facilities, (3) Exhibit Curation, and (4) Risk Management.

*Prepare and submit your package, to include the following items:*

- Cover letter with nominee name, address, contact information, and statement on why the institution is being nominated.
- Mission and vision statements of the institution. Ensure you include how the institution’s mission and vision works to tell the Navy’s story through an excellent historical interpretation; well-maintained and restored macro-artifact, ship, facilities, or exhibits; and managing risks to Navy-relevant collections.
- Brief institutional profile.
- Biographies of curator and collection staff.
- Copy of the organization’s collection management plan.
- Copies of relevant collection policies.
- Description, design details, layout, photographs of collection management spaces.
- Description, design details, layout, photographs of exhibit spaces.
- Photographs (with appropriate captions).
- For applicable nominees, copies of 501(c)(3) paperwork, Tax ID Number.
- For applicable nominees, proof that artifacts on loan from NHHHC are up to date.
- Closing statement.

Certification statement on package cover letter:

- I certify the materials and information included in this application are true and correct to the best of my knowledge. I understand that falsifying statements and information are grounds for disqualification of this application.
- Signed application/cover letter

Submit application, supporting documents, and media to: Deputy Director, Navy Museums Division, Naval History and Heritage Command, 805 Kidder Breese St. SE, Washington Navy Yard, D.C. 20374-5060

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**Date Received**