

Smithsonian Affiliations Application Form

Transcription of Smithsonian Affiliations Application Form

Before submitting an application for Smithsonian affiliation, please make sure you have gathered all of the following documentation. You cannot save and return once the application form is started.

Organization Information

1. Organization Name
2. Primary Street Address (street address, city, state, zip+four)
3. Mailing/Billing Address (if different from above)
4. Main phone number
5. Fax number
6. Email address of person submitting form
7. Organization website address
8. Where did you hear about Smithsonian Affiliations?
 - a. Colleague
 - b. Website
 - c. Museum Community
 - d. Consultant
 - e. Another Affiliate (If another Affiliate, which one)
 - f. Other (will be asked to provide additional information)

Application Materials

1. Cover letter signed by executive director (*The letter must indicate why your organization wishes to become a Smithsonian Affiliate and how your organization envisions working with the Smithsonian.*)
2. Ethics Certification (*The applicant must read, and agree to, the American Alliance of Museums Code of Ethics.* <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-museums/>)
3. Smithsonian Affiliations Policy (*The applicant organization must agree to adhere to the Smithsonian Affiliations Policy.* <https://affiliations.si.edu/how-to-apply/affiliations-policy/>)
4. Parent Organization (*Is the applicant organization a parent organization or a subsidiary of a parent organization? If your organization is a parent organization with multiple locations/institutions within it, or if you are a subsidiary of a parent organization, please indicate if you are applying for the Affiliate status for the parent organization and its subsidiaries, or just one or multiple subsidiaries. Your application should include documents for both the parent and the subsidiaries as appropriate.*)
5. Organizational Mission (*Provide a brief description of your organization's mission. If your organization is a parent institution or a subsidiary of a parent, please clearly state the parent organization's mission followed by the subsidiary's mission. Please clearly label each.*)

Organizational Structure

1. Main Contact (*This is the person who will be the primary contact for the affiliation. This may be the Executive Director or another staff person.*)
2. Main Contact Phone
3. Main Contact Email
4. Number of full-time staff (*If your organization is a parent or subsidiary, please only include staff for the part(s) of the organization that will be part of the affiliation.*)

Smithsonian Affiliations Application Form

5. Number of part-time staff
6. Number of interns
7. Number of volunteers

Accreditations and Awards

1. Is your organization AAM accredited?
2. Do you have any other accreditation? If yes, describe.

Audience and Reach

(For this section, please include the most current information for the previous full calendar or fiscal year. If there is more than one physical location that will be part of the affiliation, please attach a separate sheet with the same information for each location.)

1. What do you consider your primary market area?
2. How is the market area defined? *(For example: city/town limits, metro area)*
3. Total population in market area
4. Primary audience demographics *(Please describe the demographics of your primary audience)*
5. Secondary audience demographics *(Please describe the demographics of your secondary audience)*
6. Annual on-site visitation *(Please provide the number of on-site visitors to your organization.)*
7. Annual school group visitation *(Please provide the number of school group visits to your organization.)*
8. Annual in-person outreach totals *(Please provide the number of people impacted by off-site educational programs, teacher trainings, or distance learning programs.)*
9. Additional Audience and Reach Documents *(Please upload additional information here if you are applying as a parent organization with multiple locations/institutions included in the application. Audience information is required for each if including all subsidiaries in the application.)*
10. Annual website visitation
11. Twitter name
12. Number of Twitter followers
13. Facebook URL
14. Number of Facebook followers
15. Blog name and URL
16. Other social media accounts *(Please list the URLs for any additional social media platforms the organization uses. In addition, please include the reach of each additional account.)*

Facility/Exhibition Space

If there is more than one physical location that will be part of the affiliation, please attach a separate page with the following information for each additional facility. Please clearly label each location.

1. Date facility opened
2. Size *(acres, square feet, etc.)*
3. Exhibition space *(Please provide the square footage and/or linear footage of the organization's exhibition space(s))*
 - a. Permanent
 - b. Temporary
4. Do you have an auditorium? If yes, what is the seating capacity?
5. Do you have classroom or education space? If yes, what is the capacity or room size?

Smithsonian Affiliations Application Form

6. Do you have distance learning capabilities? If yes, please describe what types of distance learning you have participated in or led.
7. Do you have a theater? If yes, please describe the type of space and typical use.
8. Additional Facility/Exhibition space information (e.g. floor plans)
9. Do you have a retail store, online or physical?

Collections

If collections are held at multiple locations that will be part of the affiliation, please provide clear information about the numbers and types of collections at each location. If necessary, please attach a separate page with additional information, clarification or context.

1. Number of objects in the collection
2. Type of collection(s) (Upload additional collections info if necessary.)

Partnerships and Resources

1. Please describe any significant partnerships and resources that are unique to your organization. This may include an annual festival or symposium, in-house media production capabilities, community partnerships with schools or cultural peers, intern/volunteer program, etc. Please also describe any specific initiatives designed to broaden access to your organization's programs, exhibitions or collections.

Smithsonian Project History

Please also describe existing relationships with Smithsonian staff

1. Project history (*If applicable, please describe previous artifact loans, programs, research partnerships or collaborations with the Smithsonian. Please also describe any Smithsonian resources you have regularly used.*)

Financial Information

1. Annual Operating Budget
2. DUNS# (*A Data Universal Numbering System, or DUNS number, refers to the unique number a business is given to officially work with the Federal government. For certain grants and other programs in our office, Affiliates must have a DUNS number. You do not need a DUNS number for us to process an application.*)

Membership

1. Does your organization offer a membership program? If yes, what is the current number of members?

Additional Information and Supporting Documentation

1. Upload your organization's formal disaster preparedness and emergency plan. If you do not have a formal plan, please tell us if emergency preparedness is part of a parent or related organization's plan. (Upload plan)
2. Upload Institutional Code of Ethics
3. Upload Current Strategic Plan
4. Upload Collections Management Policy (for collecting institutions only)
5. Upload AAM's General Facilities Report
6. Upload Form 990 for two (2) years

Smithsonian Affiliations Application Form

7. Upload last available annual report
8. Upload organizational chart
9. Upload full staff list with contact organization (*Please note- if your organization is accepted as a Smithsonian Affiliate, staff members will be signed up to receive The Affiliate eNewsletter each month. Staff may choose to opt-out at any time.*)
10. Upload resumes of key staff (*Resumes of key staff, including the executive director, communications specialist, lead curator, lead educator, and registrar. Please limit to 2-pages each.*)
11. Upload additional files as needed (If you have additional information to provide, please upload it here. This may be documentation related to a parent/subsidiary organization, an event calendar or exhibition schedule, significant press releases or anything else you would like us to consider as part of your application).