

Application Requirements

Applications require the following documents. If you feel that any of these documents does not pertain to your organization and, thus, are not included in your application, please provide a brief statement indicating which documents are not included and why.

- Statement of purpose signed by the organization's Executive Director indicating specific reason(s) why your organization wishes to become a Smithsonian Affiliate **at this time** and example(s) of how your organization envisions collaborating with the Smithsonian and/or building on its existing relationship with the Institution. To our reviewers, the statement of purpose is often the most important part of the application as it helps us understand your institutional priorities and how those intersect with the Smithsonian's.
 - We encourage specificity in your letter. Our [Learning Excursions pages](#) showcase a range of examples of recent Affiliate collaborations that can serve as inspiration for your own collaboration ideas.
 - The Learning Excursions pages also highlight Affiliations' values and showcase examples of the kind of work we expect to engage in with Affiliates. We particularly welcome collaborations that center [diversity, equity, accessibility, and inclusion](#); [local and/or global issues](#); [innovation and resilience](#); [community engagement](#); and [educational programming](#).
- Mission statement
- Annual reports from the last 2 years
- Organizational chart
- Full staff list with contact information
 - Please note that if your organization is accepted as a Smithsonian Affiliate, staff members will be signed up to receive The Affiliate Collaborator newsletter each month, highlighting Smithsonian opportunities and news for Affiliates. Staff may choose to opt-out at any time.
- 2-page resumes of up to 5 key staff, including the executive director, as well as lead staff in areas such as education, communications, curatorial, community engagement, etc.
- Parent and/or subsidiary organization certification (check box on form)
- Form 990 for 2 Years
 - If your organization does not file a 990, please include a current and previous year's institutional budget. For applicants that are subsidiaries of a parent organization and do not file 990s, please provide two years of budgets for the subsidiary organization and include an explanation of what costs or activities are covered by the parent.
- Institutional Code of Ethics
- 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. If there is no plan, please let us know.
- Collections Management Policy (for collecting institutions only)

- American Alliance of Museums' most current General Facilities Report (GFR) (Long form)
- Description of applicant's audience and reach
 - Primary market area, annual on-site visitation, website visitation, membership count
- List of any current affiliations or memberships
- Type of facility/exhibition spaces
- Current Marketing Communications Plan and amount budgeted for these activities
- Current Education Programming Plan and amount budgeted for these activities
- Optional but encouraged: Reference letter(s) from Smithsonian or current Affiliate colleague(s) with whom your institution has worked in the last three years