Smithsonian Affiliations Application Form

Please use Dropbox or a similar cloud storage system to upload all documents and provide the URL in the field indicated at the end of the form. Please make sure you have included all of the required documents per the [Application Requirements pdf](). **The deadline to submit an application is September 30, 2023.**

Fields marked with an asterisk* are required.

Page 1: Organization Information

Organization Name*
Primary Street Address
Mailing/Billing Address (if different from above)
Main Phone
Fax
Email
Website

Where did you hear about Smithsonian Affiliations?
- Colleague
- Website
- Museum Community
- Consultant
- Another Affiliate (if selected, which Affiliate?)
- Other

Page 2: Statement of Purpose

Statement of Purpose signed by the Executive Director*
Please indicate that a statement of purpose signed by the organization's Executive Director explaining 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 is included in the Dropbox folder you will provide at the end of the form.
- I have included the statement of purpose

Page 3: Ethics and Policy Agreement

Ethics Certification*
The applicant organization has read and agrees to adhere to the [American Alliance of Museums Code of Ethics]()
- Yes
- No

Smithsonian Affiliations Policy*
The applicant organization agrees to adhere to the [Smithsonian Affiliations Policy]().
- Yes
- No

Institutional Code of Ethics*
Please indicate that your organization's institutional code of ethics is included in the Dropbox folder you will provide at the end of the form.
- I have included the Institutional Code of Ethics
- Not Applicable

Page 4: Parent Organization Information

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 in the space provided in the next section 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. Please clearly label all documents.

- Yes, Parent Organization
- Subsidiary of Parent Organization
- No

[If Yes or Subsidiary are selected, this field appears] **Additional information for parent organizations**

The applicant intends for the following entity(ies) of the organization to be part of the affiliation:

Page 5: Mission Statement

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.

Page 6: Organizational Structure

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.

Prefix
First
Last
Title
Main Contact Phone*
Main Contact Email*
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.)
Number of part-time staff
Number of interns
Number of volunteers

Organizational Chart*

Please indicate that you have included your Organizational Chart in the Dropbox folder you will provide at the end of the form.

- I have included our Organizational Chart

Key Resumes*

Please indicate that you have included resumes of up to 5 Key Staff in the Dropbox folder you will provide at the end of the form. Resumes should include the executive director, as well as lead staff in areas that are critical to your operations, such as education, curatorial, communications community engagement, etc. Please limit resumes to 2 pages each.

- I have included Key Resumes

Page 7: Accreditations and Awards

Is your organization AAM accredited?
- Yes
- No
- In Progress

Do you have any other accreditation?
- Yes
- No

Additional accreditation *[If Yes selected, text box appears]*

Current memberships

Is your organization currently a member of any professional associations (e.g. American Alliance of Museums, state museum association)?
- Yes
- No

If yes, please list where your organization is currently a member *[If yes selected, text box appears]*

Page 8: Audience and Reach

For the below fields, 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.

What do you consider your primary market area?

Total population in market area

Primary audience demographics
- Please describe the demographics of your primary audience.

Secondary audience demographics
- Please describe the demographics of your secondary audience.

Annual on-site visitation
- Please provide the number of on-site visitors to your organization

Annual school group visitation
- Please provide the number of school group visits to your organization

Annual in-person outreach totals
- Please provide the number of people impacted by off-site educational programs, teacher trainings, or distance learning programs

Additional Audience and Reach Documents*

Please upload additional information 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. Please indicate that you have included this information in the Dropbox folder you will provide at the end of the form.
- I have included Additional Audience and Reach Documents
- Not Applicable

Page 9: Online Presence

Annual virtual program attendance (if applicable)

Twitter URL

Facebook URL

Instagram URL

Blog URL
Other social media accounts
Please list the URLs for any additional social media platforms the organization uses.

Page 10: Facility / Exhibition Space

If there is more than one physical location that will be part of the affiliation, please upload this information in the Dropbox folder you will provide with the following information for each additional facility. Please clearly label each location.

Date organization founded
Date current facility opened
Size (acres, square feet, etc.)
Exhibition spaces (please provide the square footage and/or linear footage of the organization's exhibition space(s))

- Permanent
- Temporary

Do you have an auditorium?

- Yes
- No

If yes, what is the seating capacity?

Do you have classroom or education space?

- Yes
- No

If yes, what is the capacity or room size?

Do you provide virtual programming?

- Yes
- No

Please describe what types of virtual programming you have led and which audience(s) you have served. *(A separate text box will appear if Yes is selected)*

Do you have a theater?
(IMAX, planetarium, performance or film screening space)

- Yes
- No

Please describe the type of space and typical use. *(A separate text box will appear if Yes is selected)*

Do you have a retail store? Please choose all that apply.

- Yes, there is a physical retail store.
- No, there is no retail space within or online.
- We have an online storefront.

AAM General Facility Report*
Please indicate that you have included AAM's general facilities report in the Dropbox folder you will provide at the end of the form. The report can be found here.

- I have included the AAM General Facility Report
- Not Applicable

Additional Facility Information*
Please indicate if you will be providing additional facility information in the Dropbox folder you will provide at the end of the form. Please include additional information if there is more than one physical

location that will be part of the affiliation with the above information for each additional facility. Please clearly label each location. If only one location, please upload any floor plans or additional information about your facility.

- I have included Additional Facility Information
- Not Applicable

Page 11: 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.

Number of Objects in Collection
Type of Collection(s)
Collections Management Policy (for collecting institutions only)*
Please indicate you will be providing collections information in the Dropbox folder you will provide at the end of the form. 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.

- I have included our Collections Management Policy
- Not Applicable

Page 12: Membership, Communications, and Education

Does your organization offer a membership program?

- Yes
- No

What is the current number of members? (New field will appear if Yes is selected)

Current Marketing and Communications Plan and amount budgeted for these activities
Please indicate that you will be providing a Marketing Communications Plan and the amount budgeted for these activities in the Dropbox folder you will provide at the end of the form.

- I have included our Marketing Communications Plan and budget
- Not Applicable

Current Education Programming Plan and amount budgeted for these activities
Please indicate that you will be providing an Education Programming Plan and the amount budgeted for these activities in the Dropbox folder you will provide at the end of the form.

- I have included our Education Programming Plan and budget
- Not Applicable

Page 13: Financial Information

Annual Operating Budget

UEI #

A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. UEI numbers are obtained from www.sam.gov. (You do not need a UEI number for us to process your application.)

Link to Last Available Annual Report
Please paste the URL for your most recent annual report. If not available online, indicate it will be included in the Dropbox folder below.

Check here if last Available Annual Report will be included in the Dropbox folder.
If not available online, please indicate that it will be included in the Dropbox folder.
- Annual Report will be included in Dropbox folder

Tax Forms or Institutional Budget*
Please indicate you will be providing Form 990 for two years or current and previous year's institutional budget in the Dropbox folder you will provide at the end of the form. 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.
- I have included Tax Forms or Institutional Budgets
- Not Applicable

Page 14: Emergency Plan
Does your organization have a 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
- Yes
- No
- Yes, part of parent or related organization's plan

Emergency Plan*
Please indicate you will be providing a disaster preparedness and/or emergency plan in the Dropbox folder you will provide at the end of the form.
- I have included an Emergency Plan
- Not Applicable

Page 15: Final Application Checklist
Please make sure the following are included in your application package.

Please indicate which materials you have uploaded. Select all that apply. Please provide the Dropbox URL in the following field.
If you have additional information to provide, please upload it too. 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.
- Statement of Purpose
- Institutional Code of Ethics
- Organizational Chart
- Key Staff Resumes
- Additional Audience and Reach Documents
- AAM General Facilities Report
- Additional Facility Information
- Collections Management Policy
- Tax Forms or Institutional Budget
- Emergency Plan
- Annual Report
- Marketing Communications Plan

- Education Programming Plan
- Any Additional Files

Dropbox URL*
Please paste the URL where we can download your application package.

Documents not included
If you feel that any of the requested documents do not pertain to your organization and, thus, are not included, please provide a brief statement indicating which documents are not included and why.

[Submit]