**Sustainability Excellence Awards 2019**

Application Form

Thank you for your interest in the AAM Environment and Climate Sustainability Excellence Awards. These awards were created to recognize innovative efforts towards improving environmental sustainability in museums and their communities. Please contact environmentandclimate@aam-us.org with any questions.

**Museum Information**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Museum Name |  | Museum Phone |
|  |  |  |
| Address 1 |  | Museum Website |
|  |  |  |
| Address 2 |  | Museum AAM Membership Type |
|  |  |  |
| City, State Zip |  | Museum AAM Membership # |

**Application Submitter Contact Information**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Submitter Name |  | Title |
|  |  |  |
| Organization (if different than Museum) |  | Submitter Phone |
|  |  |  |
| Address 1 (if different than Museum) |  | Submitter Website (if different than Museum) |
|  |  |  |
| Address 2 (if different than Museum) |  |  Submitter AAM Membership Type |
|  |  |  |
| City + State + Zip (if different than Museum) |  |  Submitter AAM Membership # |
| Date Application Fee Mailed to AAM P.O. Box |  |  Payer’s Name on Application Fee Check (if different than Submitter) |
|  |  |  |

**Museum Size**

**☐ Small Museum**

Less than $1 million annual operating budget OR less than 10,000 square feet in facilities.

**☐ Large Museum**

Greater than $1 million annual operating budget OR greater than 10,000 square feet in facilities.

**Museum Type** (type an “x” next to all that apply)

\_\_ Aquarium

\_\_ Anthropology

\_\_ Arboretum/Botanic Garden

\_\_ Art

\_\_ Children’s

\_\_ Culturally Specific

\_\_ Hall of Fame

\_\_ Historic House

\_\_ Historic Site

\_\_ History

\_\_ Historical Society

\_\_ Military/Battlefield

\_\_ Nature Center

\_\_ Natural History

\_\_ Planetarium

\_\_ Presidential Library

\_\_ Science/Technology

\_\_ Sculpture Garden

\_\_ Transportation

\_\_ Visitor Center

\_\_ Zoo

\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission Category**

**\_\_ Facilities**

A change to the facility through construction/renovation demonstrating an innovative approach to achieving significant sustainability goals. It may include facility, site, or operations leading to enhancement in one or more below areas: Indoor air, Waste, Materials, Transportation, Health, and Energy.

**Recommended (Optional) for Facilities category**

Energy Star Portfolio Manager (ESPM) Property ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**\_\_ Exhibitions**

An exhibition design demonstrating an innovative approach to achieving significant sustainability goals. It may include materials selection, significant recycling, significant energy reduction, etc.

**\_\_ Programming**

A standalone program, or a program supporting a new facility project or exhibition, which presents an innovative approach to engaging the public on topics of sustainability. These may include community-based initiatives to improve sustainability or specific programs directed within the museum for the larger public.

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Application Instructions

**Submission Requirements**

Applications should include a narrative and any applicable photos, charts, graphs, and references. The narrative and all applicable images and supporting materials should be saved as a PDF document with a **total no more than 10 pages**.

The narrative should address the following topics:

**1. Description**

Describe in detail the project/program you are submitting for this award. Include pictures, designs, or examples of program materials if you wish. In your narrative, be sure to address the following questions:

* How and why did the project/program come about?
* What obstacles were overcome in implementing the project/program?
* How did environmental sustainability figure into project/program planning?
* If your project pursued a sustainability rating system (LEED, Living Building, Well, SEED, etc), what level did it achieve and what strategies were implemented?

**2. Objectives**

List the project/program's environmental sustainability objectives. Describe how they were established, if they changed during project/program development, and if they were achieved.

**3. Outcomes**

Describe the outcomes of the project/program. Describe how the project could serve as a good model for other projects/programs. Evaluate the significance of the project/program's impact on environmental sustainability. Include relevant metrics such as energy/water performance, materials use, and other data if relevant.

**4. Team**

 List the people and firms involved in the project, and their roles.

**Deadline & Fee**

Submit your PDF and a completed 2-page application form (the first two pages of this document) by email to environmentandclimate@aam-us.org. Submissions must be received by **March 8, 2019 at midnight Eastern Time**.

The application fee is $50 for non-members and $35 for AAM members. To pay, mail a check payable to “American Alliance of Museums” to:

**American Alliance of Museums**

**P.O. Box 741970**

**Atlanta, GA 30374-1970**

Be sure to write “2019 Sustainability Excellence Award” in the memo line of your check.

Late submissions will not be considered.

**Selection Criteria**

Winners will be selected by a panel of experts, according to the following criteria:

|  |  |
| --- | --- |
| 1. Has the project/program set ambitious but realistic goals in relation to available resources? | 20% |
| 2. Have the project/program's goals and outcomes been clearly documented? | 20% |
| 3. Will the project/program serve as a good example for other institutions? | 20% |
| 4. Has the project/program had a significant impact on environmental sustainability? | 40% |
| *e.g. Were the savings in energy, materials, water, etc. worthy of the efforts (and cost) expended?* |  |
| *Has the project improved the natural environment and taken action to lessen the impacts of climate change?* |  |
| *Has the project changed visitor or staff behavior for the better?* |  |

Winners will be notified the first week of March. Winning teams will be asked to prepare and present images and slides of their submission at the Environment and Climate Network’s Sustainability Excellence Awards luncheon during the 2019 **Annual Meeting** in New Orleans.

AAM supports the use of Energy Star Portfolio Manager (ESPM). Nearly 30 municipalities around the country [have a mandate](https://www.imt.org/wp-content/uploads/2017/09/IMT_BenchmarkingMap_CityCountyState_CURRENT.pdf) for buildings of a certain size to benchmark through ESPM on an annual basis. The Environment and Climate committee strongly recommends museums to include their energy performance from ESPM (EUI). [Visit the ESPM website](https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager), and see Appendix 1 for details.

**Submission Checklist**

To ensure your application is complete and submitted, please check the following:

☐ Pay application fee by sending a check to: P.O. Box 741970 Atlanta, GA 30374-1970

 Checks should be made payable to The American Alliance of Museums and have “Sustainability Excellence Awards” in the memo line.

☐ Complete and email application form (the first two pages of this document) and optional Energy Star Portfolio Manager # and screenshots (Appendix) to environmentandclimate@aam-us.org

☐ Complete and email 10-page narrative PDF (including images) to environmentandclimate@aam-us.org

**Appendix 1**

Note:

1. Confirm energy data is available on a regular basis. Ensure data input is complete with fuel types (i.e. gas, electric, steam, fuel oil) on Energy Star Portfolio Manager (ESPM).
2. Go to “Summary” tab on ESPM, take a screen shot of the EUI table and submit. (See Sample screen shot 1 below)
3. Go to “Energy” Tab, take a screen shot of the utility graph and submit. (See Sample screen shot 2 below).

ESPM submission is confidential and will not be any part of publications. If you have questions about *using* ESPM, submit them to the Help desk on ESPM. If you have other questions about ESPM, please email Angela Moore amoore@mohistory.org



Sample screen shot 1: Submit Summary EUI



Sample screen shot 2: Submit Energy Chart