**ICOM AWARD FOR SUSTAINABLE DEVELOPMENT PRACTICE IN MUSEUMS**

**PROJECT DESCRIPTION DOCUMENT**

**IMPORTANT INFORMATION**

**Please complete this document with detailed information about your project's contribution to Agenda 2030 and the Sustainable Development Goals (SDGs). Remember, all questions marked with an asterisk (\*) are mandatory. Submissions missing responses to these required questions will be considered ineligible.**

**Thank you for your commitment to sustainable development and for submitting your project to the *ICOM Award for Sustainable Development Practice in Museums*!**

**DEADLINES and APPLICATION STEPS**

**1. Submit this document along with the Endorsement Form to your** [eligible ICOM Body](https://icom.museum/wp-content/uploads/2024/05/ICOM-Award-Eligible-ICOM-Bodies.pdf) **by: 1 September 2024, 23:59 CEST**

The Eligible ICOM Body will assess the project. If the project meets the requirements, you shall receive the signed Endorsement Form **by: 15 September 2024, 23:59 CEST**

**2. Upload the signed Endorsement Form with your Project Description Document in the dedicated sections on the** [**Submission Portal**](https://icom.formstack.com/forms/icom_award_call_for_applications) **by: 30 September 2024, 23:59 CEST**

**For any questions, please contact: mas@icom.museum**

**Thank you for your attention to these important dates!**

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**Name of institution submitting the project: Click to enter text**

**Name of project: Click to enter text**

1. **PROJECT CONTRIBUTION TO AGENDA 2030 AND SDG TARGETS**
2. **Please select which of the 5 Ps your initiative is most closely related to: Select an option \***

**People: to end poverty and hunger, in all their forms and dimensions, and to ensure that all human beings can fulfil their potential in dignity and equality and in a healthy environment.**

**Planet: to protect the planet from degradation, including through sustainable consumption and production, sustainably managing its natural resources and taking urgent action on climate change, so that it can support the needs of the present and future generations.**

**Prosperity: to ensure that all human beings can enjoy prosperous and fulfilling lives and that economic, social, and technological progress occurs in harmony with nature.**

**Peace: to foster peaceful, just and inclusive societies which are free from fear and violence. There can be no sustainable development without peace and no peace without sustainable development.**

**Partnership: to mobilise the means required to implement the 2030 Agenda through a revitalised Global Partnership for Sustainable Development, based on a spirit of strengthened global solidarity, focused in particular on the needs of the poorest and most vulnerable and with the participation of all countries, all stakeholders and all people.**

1. **What sustainable development challenge or aspiration did your Project seek to address? \***

**Maximum 100 words**

1. **Explain how it contributes to achieving the ‘P’ identified above and why was it important that this challenge/aspiration was addressed: \***

**Maximum 100 words**

1. **Please identify the SDG Targets from the UN Sustainable Development Goals that your Project is most closely related to and describe how it contributed to each selected Target, explain how your Project helped progress these SDG Targets (Please refer to the** [**Targets of the UN Sustainable Development Goals**](https://sdgs.un.org/goals)**)**

|  |
| --- |
| SDG Target 1: (e.g. 4.7) |
| Contribution of the project to this SDG Target:  | \*Maximum 50 words\* Eg. 4.7 (Education for Sustainable Development). Our project involved the development of a new educational programme that seeked to address environmental challenges locally. The programme was developed so that it could be adapted for different age groups, including lifelong learning. The content of the programme covered human rights and climate action, as well as sustainable consumption and citizenship. |
| SDG Target 2: (e.g. 11.7) |
| Contribution of the project to this SDG Target:  | \*Maximum 50 words\* E.g. 11.7 (Safe and welcoming green and public spaces). Our project included the upgrading of our education rooms, to provide additional learning resources, and resources targeted at local minority groups, to make the museum more inclusive. We promoted the museum to these groups. |
| SDG Target 3: (e.g. 12.6) |
| Contribution of the project to this SDG Target:  | \*Maximum 50 words\* E.g. 12.6 - The project aimed to reduce the museum’s standard use of resources, to contribute to its overall waste reduction and management goals. The project adopted the waste hierarchy of avoid, reduce, reuse, recycle, and minimised purchase of new equipment. |

1. **What additional SDGs did your activity benefit, and how? \***

**Maximum 100 words**

1. **PROJECT OUTCOMES AND IMPACT**
2. **Describe the lasting impact made by the Project, and how the organisation is looking to maximise the Project impacts. \***

**Maximum 100 words**

1. **Can you provide examples of tangible results or achievements of this project that are being used in the implementation of similar projects or initiatives? \***

**Maximum 100 words**

1. **Tell us if the Project is to be developed further. If the Project is finalised and the work not to be continued, tell us the reason: \***

**\*Maximum 100 words\* (E.g. financial, decision-makers)**

1. **Is the Project integrated into a local or national SDG strategy policy or plan? \***

[ ]  **Yes** [ ]  **No**

**If yes, please describe how:**

**Maximum 100 words**

1. **INCLUSION**
2. **How did the Project address the SDG imperative to** [‘leave no one behind’](https://unsdg.un.org/2030-agenda/universal-values/leave-no-one-behind) **(how were the needs of minorities and marginalised people and groups prioritised), where appropriate? \***

**Maximum 100 words**

1. **Was the Project carried out in collaboration with museum visitors, communities, locals, Indigenous Peoples, or external partners? If so, please specify with whom and in which ways. \***

**Maximum 100 words**

1. **Did the museum staff benefit in any way from the Project? \***

[ ]  **Yes** [ ]  **No**

**If yes, how?**

 **Maximum 100 words**

1. **ADDITIONAL DETAILS ON THE PROJECT**
2. **What good practices or guidelines did you use, if any? (For example, Guide for Sustainable Development Museum Practice)**

**Maximum 100 words**

1. **Where did the financial resources come from (sponsors, industries)? \***

**Maximum 100 words**

1. **What were the inputs and outputs (the resources used and value created)? \***

|  |  |
| --- | --- |
| **Social and human inputs drawn upon****Maximum 50 words *(e.g. Number of staff and estimate staff time allocated.)*** | **Social value created****Maximum 50 words *(e.g. Number of staff and estimate staff time allocated.)*** |
| **Natural resources used****Maximum 50 words *(e.g. Materials utilised or energy consumed.)*** | **Natural resources protected and/or restored****Maximum 50 words *(e.g. Materials utilised or energy consumed.)*** |
| **Budget****Maximum 50 words *(e.g. estimate value of the total allocated budget for the entire project duration.*** | **Financial benefits of the project Maximum 50 words *(e.g. estimate value of the total allocated budget for the entire project duration.*** |

1. **Please provide up to three external links (press links, online reviews from outside your organisation) or inputs from people or organisations that describe the impact of the initiative.** **\***

**Maximum 100 words**

1. **DUE DILIGENCE**
2. **Please confirm that the project/initiative complied with the following principles, adapted from the** [**Ten Principles of UN Global Compact:**](https://unglobalcompact.org/what-is-gc/mission/principles) **\***

 **☐ Human Rights**

* **Museums should support and respect the protection of internationally proclaimed human rights; and**
* **make sure that they are not complicit in human rights abuses.**

 **☐ Labour**

* **Museums should uphold the freedom of association and the effective recognition of the right to collective bargaining;**
* **the elimination of all forms of forced and compulsory labour;**
* **the effective abolition of child labour; and**
* **the elimination of discrimination in respect of employment and occupation.**

 **☐ Environment**

* **Museums should support a precautionary approach to environmental challenges;**
* **undertake initiatives to promote greater environmental responsibility; and**

**encourage the development and diffusion of environmentally friendly technologies.**

 **☐ Anti-Corruption**

* **Museums should work against corruption in all its forms, including extortion and bribery.**
1. **ACKNOWLEDGEMENT**

**By submitting this Detailed Project description to the ICOM Body representative, the Applicant:**

* **declares that the** [ICOM Award Terms and Conditions](https://icom.museum/wp-content/uploads/2024/05/ADM_Terms-and-Conditions_ICOM-Award.pdf) **have been read and accepted without reservation and acknowledges that withdrawing the acceptance at any stage of the ICOM Award will render the Application ineligible for the ICOM Award.**
* **agrees to transmit their Application to the ICOM Body for the *Endorsement process*, to the ICOM Secretariat for the eligibility check, and to the Jury if the Application is deemed eligible.**
* **understands that for the smooth running of the ICOM Award and to ensure the integrity of the eligibility check, the Application shall not be disclosed by the Applicant or whomever for the whole duration of the ICOM Award project.**
* **acknowledges that all information submitted in the Application is Public Content that may be made public if the Project submitted by the Candidate is selected in the Long-List.**
* **confirms that none of the information submitted contains false or inaccurate information or omits to state a fact, the omission of which would render such information misleading, or which could adversely affect the decision of the ICOM Body to endorse the Project and/or Jury in the selection process.**