

Alberta Museums Association – Grants Jury Overview

Introduction

The Alberta Museums Association (AMA) administers two peer-adjudicated grant categories annually: the Operational Staffing Grant and the Institutional Grant. A jury composed of Individual Members of the AMA assesses the applications for each grant run and allocates available funds based on the rubric for each grant category.

Beginning with the October 2025 Operational Staffing Grant Run, the AMA is piloting multi-year terms for Grants Jurors. The Jurors are assigned to adjudicate **either** the Operational Staffing Grants **or** the Institutional Grants for a maximum term of three years.

Each jury consists of four jurors – three who assess the applications at the jury meeting and one alternate who attends the jury meeting on an as needed basis. The four jurors take turns acting as the alternate, ensuring all jurors participate in the full adjudication process.

The initial multi-year terms are staggered as follows

- Two, 3-year terms (one year as an Alternate)
- Two, 2-year terms (no rotation as an Alternate) *

*After the initial 2-year terms are completed, those positions will shift to three-year terms.

Terms	2025	2026	2027	2028	2029	2030	2031	2032	2033
Juror 1		Alternate				Alternate			
Juror 2	Alternate				Alternate				Alternate
Juror 3				Alternate				Alternate	
Juror 2			Alternate				Alternate		

Benefits of Multi-Year Terms for Grants Jurors

Benefits for the Jurors:

- Active participation with the AMA
- Opportunity to learn about the community and to share knowledge and experience with peers
- Opportunity to give back to the Alberta museum community
- Opportunity to experience the assessment process and bring that learning to one’s own future grant application
- CV / Resume building

Benefits for Grant Applicants:

- Institutions receive consistent application assessments
- Decisions are made through group consensus
- Institutions receive feedback from their peers from a variety of backgrounds and experiences to improve future applications

Benefits for the AMA:

- Peer review adds legitimacy to the grant adjudication process
- Jurors offer valuable feedback on the application and adjudication processes
- Opportunity for the AMA to connect with Individual Members and to learn from their experiences

Grants Juror Selection Process

Jurors are selected from eligible Individual Members of the AMA. Selection of jury members is based on the following criteria:

1. Jurors must be Individual Members of the AMA in good standing
2. Jurors must have least two years' experience in the museum field
3. Jurors should have a familiarity with the current edition of the *Standard Practices Handbook for Museums*
4. Jurors must have time to commit to training, assessment, and adjudication of grants

Additionally, Jurors are always asked to provide a fair and objective opinion and treat all applications equitably. Juries need to have an attention to detail and be consensus builders. Jurors should also have an awareness of the pluralistic society that exists in Alberta.

Current members of the AMA Board of Directors and Recognized Museum Program (RMP) Review Panellists are ineligible to serve on Grants Juries. Individuals who have previously served on a Grants Jury must wait two years before serving again.

Time Commitment

Being a Juror for the Grants Program is a commitment of up to three years. The commitment consists of participation in training and orientation sessions as well as reviewing grants and the adjudication sessions.

The time commitment includes:

- Participation in virtual training and orientation sessions
- Reviewing and assessing grant applications digitally
- Participating in two to three, half-day adjudication sessions virtually
 - Institutional adjudication is held during the second week of March
 - Operational Staffing adjudication is held during the third week of November

Jury members will need to read and evaluate all applications for their grant run via an online file-sharing platform, which requires a computer with a reliable internet connection.

Commitment per year would be between 15-20 hours, mainly in the period leading up to the adjudication meetings. No travel is required for participation.

Jury Honorarium

The Jury honorarium is \$200 for two half-days of adjudication and \$250 for three half-days of adjudication. Alternate Jurors, who attend on an as-needed basis, receive an honorarium of \$100. If an Alternate Juror is required to attend the adjudication, they receive the full honorarium corresponding to the number of days of adjudication required and the Juror they replace receives the Alternate Juror honorarium amount.

Anonymous Peer Review

Names of all participants in the jury program will be confidential. Anonymity allows the jury members to provide honest feedback to members without worrying about compromising relationships in the museum community.

The documents provided and conversations that occur during the adjudication period of a grant are confidential. Jurors must, both before and after Jury deliberations, respect the confidentiality of all information provided to them for assessment purposes. Deliberations of the Jury are also to be kept in confidence.

You will be required to sign a Conflict-of-Interest Form and a Jury Contract before adjudication starts. All participants in the program will be provided a Grants Jury Program Handbook.

All information gained or generated by you or the Jury during the process is the property of the AMA.

How do I apply to be a Grants Juror?

- Complete and submit the Grants Jury Program Application Form (insert link)
- Submit a current resume

Please direct all questions or applications to grants@museums.ab.ca.

PLEASE NOTE: Members that recently served on a Recognized Museum Program Review Panel must wait one year before serving as a Grants Juror.