



# museumwise



## Get Ready! Final Report Form

Sponsored by the New York State Council on the Arts, Administered by Museumwise

The following questions are designed to help Museumwise and the New York State Council on the Arts evaluate the impact of the Get Ready grant program.

Please return this form within 30 days of receiving your consultant's report to  
Museumwise, 11 Ford Avenue, Oneonta, NY 13820.

**Completion of this report is a required part of the grant award. Organizations are not eligible for additional grants from the Grants for Museum Advancement Program unless final reports for all previous projects have been received.**

Name and title of person completing this form \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Organization \_\_\_\_\_

Date of consultancy \_\_\_\_\_ Today's date \_\_\_\_\_

1. Why did you apply for the Get Ready grant?
2. Who made the decision to apply for a Get Ready grant?
3. Was the *Organizational Assessment* completed before the Get Ready session?

Was that assessment helpful?

4. How helpful was the Get Ready session? Please check one.

very helpful     helpful     somewhat helpful     not helpful

Of the following statements, which did the Get Ready session help you with?

Please check all that apply.

- We understand that planning is important
- We are more focused on how to approach planning in our organization
- We understand that planning is a process
- We have a better idea of who should be involved in planning
- We have a better idea of how to achieve our goals
- We have a better idea of standards and best practices for museums
- Other: \_\_\_\_\_

If you found the session somewhat helpful or not helpful, please tell us why:

- The session was too general
- The content was confusing or not clearly presented
- We are unclear about where to start our planning process
- We don't think this is important
- We felt it was too basic for our organization's level
- We felt the consultant was not a good match to our organization

4. Who from your organization participated in the Get Ready session?
  
5. What two items is your organization going to do in the short-term regarding planning?
  
6. Name two specific ways that you think planning will benefit your organization.
  
7. What do you think will be your organization's biggest hurdle in the planning process?
  
8. Did you find the Get Ready consultant to be: (please check all that apply)
  - Prepared
  - Approachable
  - Able to relate planning concepts to your organization's needs
  - Knowledgeable about the museum field
  - Other: \_\_\_\_\_
  
11. Did you find the report useful  Not useful  ?
  
10. Please use the space below to reflect on the session and any suggestions you may have for improvement of the Get Ready program.