

GUIDELINES 2024

FAMILY FRIENDLY MUSEUM AWARD 2024

The Kids in Museums Family Friendly Museum Award celebrates museums, galleries, historic homes and heritage attractions that go the extra mile to provide an excellent family friendly experience.

Launched back in 2004, the award is the only museum award in the UK to be judged by families. <u>Past winners</u> include the Craven Museum, National Emergency Services Museum, People's History Museum and the Horniman Museum and Gardens – to name a few!

We want to recognise the museums that are the most welcoming, accessible and fun for families over the past 12 months. We are continuing to acknowledge museums that make an exemplary commitment to access with our Best Accessible Museum category. Our new category, Best Museum Youth Group, celebrates projects that offer young people long-term engagement with a museum or museum programme, enabling them to develop new skills, have enjoyable experiences and deliver meaningful long-lasting change.

Family Friendly Museum Award - Timeline 2024

19 March	Nominations open on our website.
3 June	Nominations close at 5pm.
Mid-June	Our expert panel meets to whittle our nominations down to a shortlist.
End of June	The shortlist is announced.
July- early September	Undercover family judges visit the shortlisted museums for the four museum categories. Sshortlisted museums for the Best Museum Youth Group category present to an expert panel who will decide the winner.
September	Judging ends. We work out the category winners based on the judges' scores. An expert panel picks the overall winner from the four category winners visited by families.
October	The winners are announced at an awards ceremony.

Why should we enter?

Since Kids in Museums was founded in 2003, we have led significant change in the way museums and heritage sites welcome and include children, young people and families. Our Family Friendly Museum Award has become a sector benchmark for ambition and quality in work with these audiences.

Being shortlisted for the award can raise your profile and increase your family visitor numbers. It boosts staff morale by recognising your work on a national level. Former finalists have told us that the award has changed perceptions about their venue, acted as a 'quality mark' for their work and provided the motivation and backing to develop their family offer further.

Previous winners have been invited to speak at our training and at conferences in the UK and overseas, as well to

"We were so delighted just to be nominated for the Family Friendly Museum Award, when we actually won it blew our socks off! We were overwhelmed, delighted, proud, excited and everything else you can think of. We're a small team and we work so hard to make the National Emergency Services Museum the best it can be, so it was a wonderful reward for our staff and volunteers to be nationally recognised in this way.

"As well as having a really positive impact on our team, winning the award has had other benefits. Our annual visitor numbers were higher in 2022 than they have ever been, and we have expanded our networks thanks to the positive publicity the award has brought us. We're now linking up with organisations across the country, and being asked to share our best practice with people who had never even heard of us before. Our reputation has really grown."

MATT WAKEFIELD,
NATIONAL EMERGENCY SERVICES MUSEUM

participate in our partnerships, which has included features on Priority from O2 and our publisher museum trails. Our aim is to work together with our shortlist to reinforce the message that museums are great places for families to visit.

Read more about the impact of winning in our blog with the National Emergency Services Museum.

What are the award categories?

There are five categories of the Family Friendly Museum Award 2024:

Best Small Museum

up to 100k visits

Best Medium Museum

100k-400k visits

Best Large Museum

400k+ visits

Best Accessible Museum

Our dedicated accessibility category

Best Museum Youth Group

New youth group category

Please note the size categories are based on your visitor numbers from 2023. We'll check all museums are in the right category before shortlisting. You can find full criteria on our newer categories later in this document.

How do we enter?

There are two ways for museums to enter the Family Friendly Museum Award:

- I. We invite members of the public to nominate their favourite museum through the family nomination website, which goes live when nominations open on 19 March. If your is nominated by its visitors, we will touch to notify and offer the you you opportunity to make a full application on behalf of is unlikely that a museum would your museum. It be shortlisted on the strength of its family nominations alone, without further information provided by the museum.
- 2. Museums can make an application for the award through the museum application form on our <u>website</u> once nominations open on 19 March. A copy of the form is included on pages 8-11 to help you prepare your answers. To complete this form, you should provide comprehensive examples of how your museum meets the points of our Kids in Museums Manifesto. You should submit only one application for your museum, containing as much detail as possible on why your museum is the most family friendly in the UK. We have downloadable <u>nomination materials</u> on our website, including a poster, family feedback form, social media graphic and template press release, to help you encourage nominations from families to further support your application.

"Winning the Best Large Museum category in the Family Friendly Family Award was a fantastic moment for teams across the National Maritime Museum. The award has demonstrated internally that families are responding positively to the steps that have been taken to create a safe, welcoming space, providing more energy to keep up the good work! Externally, this has been an amazing stamp to demonstrate to families that there is something for everyone at the National Maritime Museum!"

KATIE CASSELS, NATIONAL MARITIME MUSEUM

"Ely Museum were delighted to be shortlisted... It was a real morale boost to the staff, particularly to receive national recognition as a small local museum. It was a wonderful accolade to be able to promote to our visitors and also to show to stakeholders."

SARA ADDERSON, ELY MUSEUM

Supporting materials

It is advisable but not essential for museums to send us supporting materials as set out below. These should

be submitted via email: award@kidsinmuseums.org.uk. Supporting information can be submitted as a single curated PDF document of no more than 10 sides of A4. This could include images, information on your family events programme, family feedback, statistics or family resources. Please do not include web links. You are also welcome to submit a separate PDF of family feedback forms if you have used our <u>printable feedback forms</u> on site during the nomination period. We are not able to consider supporting materialsof any other format.

Are we eligible to enter?

We welcome applications from UK museums, galleries and heritage attractions of all sizes, from national museums with teams of curators, to tiny local galleries run by volunteers. Your museum must have signed the <u>Kids in Museums Manifesto</u>. Museums do not have to be accredited and can enter in consecutive years.

Please see full Terms and Conditions at the end of this document, as well as category specific requirements.

How much does it cost to enter?

There is no charge to enter the award.

How does my entry get judged?

Our expert panel of museum professionals whittles our nominations down to a shortlist. In previous years we have received as many as 860 nominations for more than 80 different museums. The Best Museum Group Category will be judged entirely by an expert panel, which will include young people.

Undercover family judges then visit all other shortlisted museums during July and August and assess them on how well they meet our Manifesto. Their experiences will decide the winner for each category. Our expert panel will then pick an overall winner.

Will I able to get feedback on my entry?

Unfortunately, as we are a very small team, we are not able to provide feedback on individual nominations or return any supporting materials.

For our shortlisted museums, we share feedback from our expert panel and our undercover family judges to help you develop your family offer in the future.

"We are so delighted to have been recognised in this way. The fact that families visited without our knowledge and reached the decision that we were doing a good job for them was so important to us. We are passionate about trying to provide the best possible experience for children and young people so it is great to have such a prestigious measure of our success."

JEAN HUMPHRYS, BAILIFFGATE MUSEUM & GALLERY

"In terms of how the shortlisting has helped The Postal Museum, I think it has raised our profile amongst family audiences and also acted as a 'quality mark' for our exhibitions, activities and programmes — showing that, despite only being open for a relatively short amount of time, our offer is on a par with the very best family-friendly museums in the UK. It has also helped convince otherwise those who still think postal history isn't interesting or appealing to families, and no longer relevant to children who don't necessarily send or receive letters."

ANDY RICHMOND,
POSTAL MUSEUM

What happens if we get shortlisted?

We will contact our Family Friendly Museum Award shortlist in advance to work together on a press announcement.

We provide each shortlisted museum with a logo to use in their communications and a communications plan outlining the key moments in the award timeline.

We ask shortlisted museums to work with us to make the most of their nomination. This includes:

- providing images for us to use in promotional material
- providing a press or social media contact at your museum
- working with us on social media content and press announcements to promote the award
- sending a minimum of two representatives from your museum to attend the awards ceremony
- providing feedback on your experience to help us develop the award in future.

We appreciate that different museums have different levels of capacity and we are happy to support teams with promotional work.

When is the winner announced?

The winners of each category and an overall winner will be announced at an awards ceremony in October. As well as celebrating the achievements of the museum sector, the ceremony will provide opportunities for museum staff to share best practice.

What do we get if we win?

The winner will receive the Family Friendly Museum Award, as well as a winner logo to use on their website and communications.

We will showcase the museum on our website and social media throughout the year and promote it as an example of best practice through our work and training events.

We give all shortlisted museums a certificate to display at their museum.

About Kids in Museums

We are an award-winning charity dedicated to making museums open and welcoming to all children, young people and families. We support and champion family friendly organisations through wide-ranging initiatives, including the Family Friendly Museum Award and Takeover Day. We invite heritage organisations to sign up to our Manifesto, which sets out simple guidelines for making museums easy to reach for all ages. www.kidsinmuseums.org.uk

Find us on X/Twitter, Facebook and Instagram.

In 2023, we were recognised with the Sector Support Award in the Museums + Heritage Awards.

If you have any further questions about the Family Friendly Museum Award, please email: award@kidsinmuseums.org.uk Follow the award on social media using #FamilyFriendlyMuseum. We look forward to receiving your application.



From left to right: Annie Leverton, Kirke Kook and Lynsey Anderson from the Andrew Carnegie Birthplace Museum receive the Family Friendly Museum Award 2019 from Sam Flavin, a representative from our 2018 winner, Leeds City Museum.

Best Accessible Museum

To highlight the importance of access for families with additional needs, we are continuing to run our dedicated Best Accessible Museum category, which was developed with SEND in Museums, Autism in Museums and VocalEyes.

We are looking for a museum that has embedded access for families with additional needs across the whole organisation. This will include, but not be limited to: excellent facilities, supportive and knowledgeable staff, a range of flexible and engaging activities, accessible interpretation and exhibitions, responsiveness to feedback and a commitment to adapt and improve their organisation.

We want to make sure that access for families with additional needs remains a top priority, so that museums are inclusive and relevant for all.

There will be one winner of the Best Accessible Museum Category, which can be a UK museum of any size. Our Undercover Family Judges and expert panel will include those with expertise in and lived experience of what makes an excellent museum for families with additional needs.

Are we eligible to enter?

The eligibility criteria for this category is the same as our normal award, however your museum application **must be** accompanied by at least one family nomination to enter the Best Accessible Museum category.

What are we looking for?

We are looking for a museum with an all-round excellent visitor experience for families and children with additional needs. Here are some examples of what this might include, but remember you do not have to do all of these things to enter:

Comprehensive pre-visit information on your website. The information needs to be part of an accessible website that includes contact information for families with additional needs to plan their day out.

Accessible facilities throughout your building that are the best you can achieve in the context of your building and budget. For example we understand that not all buildings can have a Changing Places toilet. If this is not possible for your organisation, we would want to know that your staff could signpost a family to the nearest available facility.

Flexible ticketing. Do you allow families to get a refund if they can't come on the day or to transfer their ticket to another day if they have to leave part way through?

If you have a shop and/ or café, a commitment to accessibility in what these sell and how they are laid out. This could include menu options that cater to a wide range of dietary requirements and sensory friendly shop stock. If this is not possible, we would like to see space where families can eat their own food and get water.

Signage and interpretation that is available in a variety of formats to meet different needs. This could include large print, symbols, BSL, audio description or easy to read text. It's important everyone can understand and navigate your museum well.

Well-trained, supportive and welcoming staff. We would like staff to have been trained to be disability confident. The welcome offered to families with additional needs can be what makes or breaks a visit.

A programme of activities both on site and online that are accessible to all. Although we would love to see activities, events and resources designed for families with additional needs, we also want to see flexibility in your core family offer both online and in your museum that enables all families to join in.

Collaboration and representation. We would like to see how your organisation is working with groups of families with additional needs from your local community to develop your facilities and programmes. It would be great to see projects and the results displayed on your website or in your museum. It is important that families with additional needs see themselves and their stories represented.

Evidence that the museum collects and responds to visitor feedback. We would like to see there are a range of ways that families can offer feedback and that you are committed to responding and improving your accessible offer.

Best Museum Youth Group

In October 2023, we worked with the Kids in Museums Youth Panel to deliver The Future Is Now: Museum Youth Summit. Around 90% of attendees felt that museums weren't relevant to them and they weren't considered as an audience group. We want to celebrate the museums doing important work to counter this perception and working collaboratively with young people to make long-term change in their organisation.

We are looking for a museum that is committed to young people having a meaningful place in their organisation as audience members, participants, decision makers and employees. Your youth group should be at the centre of a wider programme of change or development in how you work with young people. We want to see young people being treated as equal partners and playing a substantive part in decision making. The young people involved should be well supported, able to both have fun and socialise, and develop skills they value.

We strongly encourage all organisations to compensate young people appropriately for their time. We're not making it an essential requirement to pay young people for their participation to enter this category, however we will consider this as part of our judging process. As a minimum we expect all projects to cover young people's travel and subsistence costs.

Are we eligible to enter?

This category is open to all UK museums. You can enter a museum youth group that has run continuously for at least six months in the period from October 2022 to March 2024. The youth group can be an ongoing Youth Panel or Young Producers group, young volunteers or a group of young people that has come together to work on a particular project. The youth group must involve children and young people aged 12-25 and include at least five members. The group can have taken place inside or outside of school time, involve partnerships with colleges, universities, uniformed groups or other youth groups, or bring together a group of individuals.

You will need to include a comment of support from a youth group member as part of your application.

What are we looking for?

This award category aims to celebrate museums that demonstrate an excellent holistic commitment to listening to and working in partnership with young people aged 12-25 from a range of different backgrounds on a long-term basis. The work done by the young people does not have to have high-profile public outcomes or be supported by a large budget. They could have worked with you to make an entirely internal change that was important to them and has had an impact on your organisation.

Your youth group doesn't necessarily have to have been set up at the instigation of young people, but we'd hope to see young people having a voice in how the group is run. This could be in developing recruitment processes, structuring meetings and setting priorities for its work and impact. We'd like to understand how you try to make the group accessible to young people from a range of different backgrounds.

It's important for us to know the participants are well-supported. This could be through peer mentoring/ mentoring from museum staff or other professionals who support the group, support with emotional wellbeing if appropriate and support to enable access and participation. We'd like to understand how young people are compensated for their involvement.

The category is not proscriptive about the activities the youth group has undertaken. They could have contributed to a bigger project within the museum, delivered their own project, been involved in day-to-day museum tasks or supported you to change the way your organisation works. However, we want to understand the part the youth group plays in shaping the work they are involved in from initial ideas through to programme design and delivery and evaluation. It's important that they are contributing meaningfully throughout the process, developing skills and having fun along the way.

We're keen to understand the impact the youth group is having in your museum. Have they influenced change in a way that is meaningful to them?. Through your evaluation processes, have you been able to demonstrate the importance of their contribution and celebrate success so their voices feel valued?

How will it be judged?

This category will be judged entirely by expert panels, not our Undercover Family Judges. The shortlisting process will work the same as the main award with entries whittled down to a shortlist by our expert panel. In summer 2024, we will invite all shortlisted museums to meet and have an informal interview with a panel, which will include young people, to decide the winners. Guidelines for the presentation and interview will be provided for the shortlisted candidates. The presentations will take place from late August to mid September.

MUSEUM APPLICATION FORM

Below you can find a template of our online form to help you prepare your answers in advance. You will still need to complete the online form to make your application.

The form includes text boxes with text limits. Please note that the text box will stop allowing you to type once you have reached the character limit. If you are cutting and pasting into the form, please check the end of the answers in these text boxes to ensure text hasn't been cut off. Thank you.

Museum Application Form

Email address of person making application

Name of museum

What category are you applying for? Please let us know the category you are entering based on your museum's 2023 visitor numbers. If you're not sure, don't worry - Kids in Museums will check all museum applications are in the correct category.

Best Small Museum: Up to 100k visits per year Best Medium Museum: 100k - 400k visits per year Best Large Museum: 400k + visits per year

Best Accessible Museum Best Museum Youth Group

First name of person making application Last name of person making application Job title of person making application Phone number of person making application

Museum website Organisation X/Twitter handle Organisation Facebook page Organisation Instagram profile

Quick questions about your museum

Please tell us a bit about the museum for which you're making application. (100 words) Please describe your museum in 100 words. You could include information about the collection, the exhibitions and events it runs, the size of the staff and volunteer team or anything else you think is important about the museum.

How many full time staff members does your museum have? Please enter the number of full time equivalent staff members. For example if you have one full time staff member and two part time staff members, please enter 2.

How many full time staff members does your museum have?

How has the number of staff and volunteers at your museum changed over the past year?

The number of staff and volunteers has increased The number of staff and volunteers has stayed the same The number of staff and volunteers has decreased

Continued on next page. (1/4)

MUSEUM APPLICATION FORM

How has the number of staff and volunteers at your museum changed over the past year?

Yes

Currently working towards accreditation

No

Have you signed the Kids in Museums Manifesto? If you have not signed the Manifesto yet, we will ask you to sign up as part of the process of entering the Award.

Yes

No

Don't know

Which of the following does your museum have? Please tick all that apply. We are looking to find out whether you have a long-term way to consult young people, families and visitors with additional access needs. We have used Youth Panel as shorthand to stand for any youth group.

Youth Panel or equivalent

Family Panel or equivalent

Access Panel or equivalent

Young Trustees or Family Trustees

None of these

Does your museum have an access statement or policy?

Yes

In the process of writing one

No

Does your museum have an action plan to address the Climate and Ecological Emergency?

Yes

In the process of writing one

No

Does your museum have an action plan about decolonisation and/or embedding anti-racist practice in your work?

Yes

In the process of writing one

No

Do you have any of the following on your website? Good pre-visit information is really important for families and visitors with additional access needs.

Bespoke pre-visit information for families

Access information for visitors with additional needs

None of these

Questions for Small, Medium or Large Museum Categories

The following questions are for the above award category only. Please skip to the next page for other category questions.

Please tell us about why you think your museum is the most family friendly museum in the UK (200 words) We want to hear about what makes your museum stand out as a family friendly museum. It could be the excellent welcome offered by your staff and volunteers, your fantastic family trails or backpacks, your wide range of family activities or the way that you consult families and respond to their feedback.

Please tell usabout how your museum meets the Kids in MuseumsManifesto (750 words)? Use this section to show you meet as many points from our Manifesto as possible. You can use headings and bullet points if that helps. Ideally please identify the Manifesto point you are referring to and then give an example about how you meet it. For example, I. Be Welcoming – all our staff and volunteers are trained to give families a warm welcome etc.

Please tell us about any support your museum is offering to enable children, young people and families affected by the cost of living to continue to visit and participate in your work? (200 words)

Ouestions for Best Accessible Museum

What type of access information do you have on your website? Please tell us more about the access information on your website.

Information for people who are autistic

Information for people with a learning disability

Information for people who are blind or visually impaired

Information for people who are D/deaf or hard of hearing

Information for people who are wheelchair users or whose mobility is limited

Please tell us how you have made visiting your museum accessible to families, children and young people with additional needs? (500 words) Please use this question to tell us about the things you think are important in making a visit to your museum accessible to families, children and young people with additional needs. Please refer to the guidance notes for examples of what we want to hear about. Please use headings and bullets if it helps to organise your answer. For example Website – we have created a comprehensive access page on our website with a visual story.

Please tell usabout how you have worked with families, childrenand young people with additional needs to gather feedback about your museum, develop new programmes and eventsand represent their voices across your organisation? (200 words) Tell us about partnerships you have built in your local community, how you accessibly gather feedback, stay in touch with families run co-creation projects or anything else you do to work with this group.

Please tell us about any support your museum is offering to enable children, young people and families affected by the cost of living to continue to visit and participate in your work? (200 words)

Questions for Museum Youth Group

Please briefly describe your museum youth group? (100 words) Please tell us how old they are, how often they meet, how many members there are and how long can young people can be members.

Please tell us how youngpeople are involved in running your youth group. (200 words) This could include recruitment, how meetings are planned and how the group work together.

Please tell us about the support available to youth group members. (250 words) This could include mentoring, skills development, emotional support, access support and financial support.

Please tell us about some/ all of the work your youth group has been doing since October 2022. (500 words) You don't have to tell us about everything the group has done. You could choose to focus on one particular big project, several smaller projects or an ongoing programme of work - whatever you think best represents their activities. In this question, please focus on the young people's contributions, showing how they were able to shape the work.

Please tell us about the impact of the work described in the previous question and about the wider impact of the youth group on your museum. (300 words)

Please tell us about your organisation's wider commitment to young people? (300 words) This could include developing young audiences, young people in your workforce and paths into employment.

Please add a comment of up to 300 words from a youth group member in support of your application? (300 words) This should focus on what they have gained from being part of the group and what impact they think the group has had on the museum. Alternatively they could submit a video of no more than three minutes. In order to submit your video, please write this in the box below and upload the film to YouTube, either publicly or privately, and send us a link to: award@kidsinmuseums.org.uk

Questions for all award categories

Press contact

If your museum is shortlisted, please tell us who in the organisation we should contact about press and social media.

Name of press contact Press contact email Press contact phone number

Supporting information

Museums can send us one additional document in support of their application. Please make sure you have consulted the award guidance notes on our Family Friendly Museum Award web page for full information on how this document should be formatted. We are not able to accept materials in other formats and can only accept documents by email.

Will you be sending supporting information by email?

Yes - we'll be emailing material or sending a file sharing link.

No - we won't be emailing any supporting material.

Please send your supporting materials to award@kidsinmuseums.org.uk (Please use a DropBox or WeTransfer link for files larger than 5MB.) If you have any problems sending us information electronically, please get in touch: award@kidsinmuseums.org.uk

Stay in touch

I would like to be added to the Kids in Museums Mailing List.

Kids in Museums will send you emails about its programmes and forthcoming events. We'll store your data securely, won't pass it on to third parties and you can unsubscribe at any time. Please see our Privacy Policy for more details.

Yes

No

Please add me to the following mailing list(s).

We recommend choosing one Mailing List, either Museum or Family based on what is most relevant to you, to avoid receiving duplicate emails.

Family Mailing List - For families to hear about family events at museums and recommendations of great museums to visit, as well as how to become an Undercover Family Judge for our Family Friendly Museum Award.

Museum Mailing List - For museum staff to hear about training, resources and other Kids in Museums programmes, like Takeover Day.

Please tell us how you found out about the Family Friendly Museum Award.

Kids in Museums website

Kids in Museums newsletter

Twitter

Facebook

Instagram

In the press or media

From a staff member or poster at a museum

Previous entrant

From your Museum Development organisation

From another heritage sector organisation

At a Kids in Museums training event or presentation

Other

CAPTCHAForm

TERMS AND CONDITIONS

- Any museum, gallery, science centre, historic house or heritage site in the UK that has signed the Kids in Museums Manifesto is eligible to enter the Family Friendly Museum Award. Sign up on our website.
- Entrance requirements vary for each category. Please check the guidelines above before entering.
- Submission of a nomination will be taken to mean acceptance of these terms and conditions.
- Nominations should be submitted using the web form. If you are unable to use the web form or require it in an alternative format, please contact award@kidsinmuseums.org.uk
- All nominations must be received by the published closing date: 5pm on Monday 3 June 2024.
- All nominations and applications must be submitted in English.
- One person may nominate more than one museum. Each nomination should be sent on a separate web form.
- Nominations containing illegal, discriminatory or defamatory material will be disqualified.
- The expert shortlisting panel will comprise representatives from the museum sector, young people, representatives from community groups and Kids in Museums staff, Trustees and Youth Panel members.
- The winning museums for Best Small Museum, Best Medium Museum, Best Large Museum and Best Accessible Museum will be decided by feedback from family judges and our expert panel. An expert panel will pick the overall winner from those five category winners. Best Museum Youth Group will be judged entirely by expert panels, not our Undercover Family Judges.
- The winning decision is final and no correspondence shall be entered into.
- Copyright in all nominations to the award remains with the respective entrants. However, in consideration of their managing the award, each nominee grants a worldwide, irrevocable, perpetual licence to Kids in Museums to feature any or all of the submissions in any of its publications, its websites and/or in any promotional material connected to this award. Illegible, incomplete or defaced nominations will not be accepted.
- No responsibility can be accepted for lost nominations and proof of sending will not be accepted as proof of receipt.
- The shortlist and winning museums will be published in 2024.
- The shortlist and winners are required to participate in publicity. This includes:
 - providing images for us to use in promotional material
 - participating in joint press releases, news stories and social media posts
 - providing a press or social media contact at your museum working with us on social media content and press announcements to promote the award
 - sending a minimum of two representatives from your museum to attend the awards ceremony either online or in person
 - providing feedback on your experience to help us develop the award in future.
- Any information provided to Kids in Museums for the purposes of the Family Friendly Museum Award will be handled in accordance with our <u>Privacy Policy</u>. Data provided will only be used to administer the Family Friendly Museum Award and will not be stored or used for other purposes unless relevant consent is provided.
- An up-to-date list of the winners' names will be found on the Kids in Museums website.
- Events may occur that render the award impossible due to reasons beyond the control of Kids in Museums and accordingly Kids in Museums may at its absolute discretion vary or amend the Award and the nominator agrees that no liability shall attach to either as a result thereof.