

## Incoming Touring Exhibition Grant (ITEG) Program

### 2011 GUIDELINES

|                   |                                 |
|-------------------|---------------------------------|
| Amount Available: | minimum \$2,000; no upper limit |
| Closing Date:     | Monday 6 September 2010         |



Communities  
arts nsw

*Incoming Touring Exhibition Grants are funded by the NSW Government through Arts NSW.*

## **PURPOSE OF PROGRAM**

The **Incoming Touring Exhibition Grant (ITEG)** program provides financial assistance to publicly funded art galleries, art spaces, visual arts organisations, and craft and design centres throughout NSW enabling them to bring high quality visual arts and craft exhibitions to their community that they might otherwise not be able to due to costs and/or distance.

The program is managed by Museums & Galleries NSW (M&G NSW) and is funded by the NSW Government through Arts NSW.

## **AMOUNT AVAILABLE**

Eligible organisations can apply for a minimum of \$2,000 per application. There is no upper limit.

Eligible organisations can submit a maximum of three applications per **ITEG** round. Applicants should submit a separate application for each exhibition.

## **TIMEFRAME**

One round of the **ITEG** program is offered each year.

Applications must be postmarked on or before the closing date: **5pm, Monday 6 September 2010**. Applications can also be submitted by email to [info@mgnsw.org.au](mailto:info@mgnsw.org.au) by the closing date but they must be followed by a signed hard copy in the mail.

Late applications will not be accepted.

## **STAFF CONTACT**

Applicants must contact M&G NSW to discuss their project prior to submitting an application. M&G NSW staff are on hand to provide advice on developing projects, writing grant applications, budgeting and sourcing appropriate consultants.

### **Enquiries can be directed to:**

Rachel Arndt,  
Manager, Touring Exhibition Services  
Museums & Galleries NSW  
**t:** 02 9358 1760  
**freecall:** 1800 114 311 (regional NSW only)  
**e:** [info@mgnsw.org.au](mailto:info@mgnsw.org.au)

## **ELIGIBILITY CRITERIA**

Grants made under the **ITEG** program are available to publicly funded art galleries, art spaces, visual arts organisations, and craft and design centres throughout NSW.

## **SELECTION CRITERIA**

Applications will be assessed against the following criteria:

- the project has been well planned and is achievable,
- there is a strong rationale for the exhibition/program within the organisation's overall artistic program OR the exhibition/program responds to particular social or geographic circumstances of the host organisation, and
- the exhibition/program connects audiences to innovative or contemporary art/craft/design and ideas.

## **PRIORITY AREAS**

Priority will be given to applications from regionally based and remote galleries.

## **ITEG WILL FUND**

Requested funds may cover:

- exhibition fees,
- transportation and freight costs,
- education and public programs – this may include consultancy fees or charges associated with engaging a consultant or contractor to develop and deliver education and public programs in association with an incoming touring exhibition.

## **ITEG WILL NOT FUND**

The **ITEG** program will **not** fund:

- applications from private or commercial art galleries,
- applications from private, commercial or publicly funded museums,
- the development of exhibitions for tour,
- staff salaries,
- **applications requesting support for the Archibald Exhibition\***

## **APPLICATION PROCESS**

To apply, contact M&G NSW to discuss your project with a staff member.

Applications must be submitted on the application form issued by M&G NSW.

The application form and guidelines is available both in hard copy and electronic Word document versions, and can be forwarded by email, post or fax upon request or

downloaded from the M&G NSW website: [www.mgnsw.org.au](http://www.mgnsw.org.au). The budget template is provided as an Excel spreadsheet and must be submitted with the application form.

The application form must be signed by an authorised member of the organisation.

Applications must be postmarked or emailed on or before **5pm Monday 6 September 2010**. Supporting documentation may also be emailed.

**Applications forms should be mailed to:**

ITEG program  
Museums & Galleries NSW  
43-51 Cowper Wharf Road  
Woolloomooloo NSW 2011

**Or emailed to:**

[info@mgnsw.org.au](mailto:info@mgnsw.org.au)

**Please note:** emailed applications will be accepted by the closing date but must be followed by a signed hard copy in the mail.

M&G NSW will forward a letter acknowledging receipt of the application to the applicant. It is the applicant's responsibility to contact M&G NSW if this letter is not received.

### **ASSESSMENT PROCESS**

Applications will be assessed against the selection criteria listed. A new ITEG Assessment Panel is convened for each round of the ITEG program. The decisions of the ITEG Assessment Panel are final.

M&G NSW will notify applicants of their outcome by mail. Funds will not be available until all relevant grant acceptance documentation including a valid invoice, is completed by the successful applicant.

### **GRANT ACQUITTAL**

Successful applicants will be required to provide an acquittal report within two months of the project's completion.

The acquittal report includes an overview of the project and the resulting benefits to the organisation. Photographs, media clippings and brochures should be included in the acquittal documentation where available. M&G NSW may use all or parts of this

report in marketing material for the **ITEG** program. The acquittal form is available from the website or can be emailed to you.

## **CONDITIONS**

All marketing material associated with the project must acknowledge the financial assistance of the **ITEG** program. Clear and detailed instructions of this condition will be provided to you if your application is successful.

### **\*RE: the Archibald Prize Regional Tour**

Based on 2009's grant assessment meeting and feedback from the sector, we have decided to make the Archibald Prize Exhibition ineligible for funding for the following reasons:

- the Archibald tour is already heavily subsidised; and
- the exhibition attracts large visitor numbers to galleries and provides many opportunities for local sponsorship and income generating programs for the host venue.

## **FREQUENTLY ASKED QUESTIONS**

Listed below are a series of frequently asked questions. Please contact M&G NSW staff if you would like further clarification on any of the questions below or if you have any other questions about ITEGs.

### **What happens if the grant is successful but the program/exhibition changes?**

Any change to the touring exhibition and associated programming must be discussed in detail with M&G NSW. A written variation of funding must be submitted. Grant variations are subject to approval by M&G NSW.

### **Can ITEG funds be used for a staff position linked with an incoming touring exhibition?**

No.

### **I would like to bring in a museum based exhibition with strong public programming - can I apply for an ITEG?**

No, ITEGs are designed specifically to provide assistance to visual art organisations and craft and design centres throughout NSW and exhibitions of visual art.

### **My gallery/arts organisation is generating an exhibition in conjunction with a non-local artist, can I apply for a grant?**

No, ITEGs are for Incoming Touring Exhibitions that have been developed and toured by external galleries, arts organisations or touring exhibition agencies. Funding will not be granted to exhibitions generated by the applicant even if they are touring to other venues within NSW.

### **I run a commercial gallery and would like to apply for funding, am I eligible?**

No, grants are available only to publicly funded visual art organisations and craft and design centres throughout New South Wales

### **I want to fund travel for an artist for the opening and programming - can I apply for an ITEG?**

Yes, applications can be submitted for funding for programming associated with an incoming touring exhibition.

### **Can I apply for exhibition fees and a public program for the same incoming touring exhibition?**

Yes.

### **My gallery is taking an exhibition that is touring to other venues in NSW, am I eligible to apply for an ITEG?**

Yes, provided that your gallery/arts centre is not developing and touring the exhibition.

**What are the date restrictions on the programs?**

ITEGs are for programs conducted between 31 January 2011 and 31 January 2012.

**My organisation has been awarded an ITEG in the past, can we apply for another grant the following year/s**

Yes, provided that any outstanding M&G NSW grant acquittals have been completed prior to submitting a new application.

**When will the funds become available?**

It is anticipated that funds will be available in early 2011.