

Museums & Galleries NSW

MENTORSHIP & FELLOWSHIP GRANT PROGRAM

2009 FELLOWSHIP GUIDELINES

Amount Available:	\$9,000
Applications close:	Friday 12 June 2009

PURPOSE OF PROGRAM

The M&G NSW **Mentorship & Fellowship Grant Program** provides an exciting opportunity for paid staff from regional and remote museums and galleries in NSW to access expertise and programs in state/national/international cultural institutions for the purpose of professional development.

Managed by Museums & Galleries NSW (M&G NSW) and funded by Arts NSW, the program provides professional staff with an opportunity to extend their knowledge, enhance their skill levels and increase their networking base through access to the resources and staff of larger cultural institutions.

The Fellowship Program is appropriate for mid-level and senior museum and gallery paid personnel.

International Fellowship Exchange Program

Host: Boston Children's Museum (www.bostonchildrensmuseum.org)

Focus: Educational and public programs which engage families and build communities with outcomes for children.

BOSTON CHILDREN'S MUSEUM MISSION STATEMENT

Boston Children's Museum exists to help children understand and enjoy the world in which they live. It is a private, non-profit, educational institution that is recognised internationally as a research and development centre and pacesetter for children's exhibitions, educational programs and curriculum. Boston Children's Museum incorporates two strategies – engaging families and building communities – to impact five outcome areas for children: Creative Kids, Curious Kids, Global Kids, Green Kids and Healthy Kids.

AMOUNT AVAILABLE

The maximum amount that can be applied for under the program is \$AUD 9,000

TIMEFRAME

Applications for the Fellowship must be postmarked on or before **Friday, 12 June 2009**

No late applications will be accepted.

The Fellowship is likely to be hosted in October/November and must be carried out before 31 December 2009

STAFF CONTACT

Applicants must contact M&G NSW to discuss their project. Staff are on hand to provide advice on writing grant applications, developing a project, budgeting and sourcing appropriate consultants.

Enquiries can be directed to:

Cath Fogarty
Manager, Professional Development Programs
Museums & Galleries NSW
t: 02 9358 1760
freecall: 1800 114 311 (regional only)
e: catherinef@mgnsw.org.au

ELIGIBILITY CRITERIA

Applicants must:

- Be in a paid part-time or full-time position in a regional museum or gallery in NSW
- Be able to fulfill the placement prior to 31 December 2009 over two consecutive weeks.
- Hold a current passport and be eligible for visa application to the USA

SELECTION CRITERIA

The selection process takes into consideration:

- That the applicant has a sound knowledge of the museum/gallery sector in NSW
- Compatibility of the candidate with the host venue
- Capacity of the candidate to apply new knowledge to their current workplace

PRIORITY AREAS

Preference will be given to applicants who:

- Can demonstrate that they will be able to apply what they have learnt through the **Fellowship Program** to their current workplace and work outcomes;
- Are from a museum or gallery in regional New South Wales - defined as excluding Sydney and Western Sydney;

- Have not previously benefited from **M&G NSW's Mentorship & Fellowship Program**.

THE FELLOWSHIP PROGRAM WILL NOT

- Fund applicants based in major state or national cultural institutions
- Fund applicants based outside NSW
- Retrospectively fund professional development placements

Please contact M&G NSW for information on other funding sources available for these types of projects.

APPLICATION PROCESS

Applicants must:

- complete the official application form
- attach an up to date copy of their CV
- provide a letter of support from their organisation or management body
- contact M&G NSW to discuss their proposal prior to making an application or contacting a prospective host venue.

M&G NSW will forward a letter or email 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.

Applications Forms MUST be mailed to:

Mentorship & Fellowship Grant Program
Museums & Galleries NSW
43-51 Cowper Wharf Road
Woolloomooloo NSW 2011

ASSESSMENT PROCESS

Eligible applications will be assessed by the Mentorship & Fellowship Program Assessment Panel consisting of:

- a representative from the Visual Art Reference Committee
- a representative from the Museum Reference Committee
- a member of the M&G NSW Board
- a senior M&G NSW staff member

Host venues will be consulted during the assessment process.

The decisions of the Mentorship & Fellowship Program Assessment Panel are final. A new panel is convened for each round of the Mentorship & Fellowship Program.

M&G NSW will notify applicants of their outcome by mail within 3 weeks of the closing date, although funds will not be available until the relevant grant acceptance documentation is completed.

GRANT ACQUITTAL

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

The acquittal report includes a 5-10 page report to be written by the applicant containing an overview of the placement, and the resulting benefits to the individual and their museum/gallery.

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 Mentorship & Fellowship Program.

A condition of receiving an M&G NSW Fellowship is that the assistance of the Mentorship & Fellowship Program **MUST** be acknowledged in all external material associated with your placement. Clear and detailed instructions of this condition will be provided to you if your application is successful.

The Fellowship is supported by the Boston Children's Museum

