

Museums & Galleries NSW

MENTORSHIP & FELLOWSHIP GRANT PROGRAM

2009 MENTORSHIP GUIDELINES

Amount Available: Up to \$2,500 per Mentorship
Applications close: Friday, 12 June 2009

Gallery Mentorship - MCA Gallery Education (Bella Program)
Gallery Mentorship - Open Gallery Mentorship

Museum Mentorships - Australian Museum Development Unit Mentorship
Museum Mentorships - Open Museum Mentorship

PURPOSE OF PROGRAM

The M&G NSW **Mentorship & Fellowship Grant Program** provides an exciting opportunity for paid staff from regional museums and galleries in NSW to access expertise and programs in state/national 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.

Mentorships are appropriate for mid-level or emerging museum and gallery personnel.

Gallery Education Mentorship

Host: MCA Gallery Education (Bella Program)

Focus: Working with young people with specific needs or from financially/socially disadvantaged backgrounds.

Open Gallery Mentorship

Host: Your choice - applicant to nominate a host venue in NSW

Focus: Your choice - have you got a field of professional practice that you would like to focus on with assistance from an appropriate host venue? This mentorship placement allows you to choose your mentorship focus and venue in consultation with M&G NSW.

Museum Development Mentorship

Host: Australian Museum Development Unit

Focus: Corporate sponsorships, individual philanthropy, community fundraising, bequests and accessing grants from trusts and foundations.

Open Museum Mentorship

Host: Your choice - applicant to nominate a host venue in NSW

Focus: Your choice - have you got a field of professional practice that you would like to focus on with assistance from an appropriate host venue? This mentorship placement allows you to choose your mentorship focus and venue in consultation with M&G NSW.

AMOUNT AVAILABLE

The maximum amounts that can be applied for under the Mentorship program is **\$2,500**

TIMEFRAME

Applications for the **Mentorships** must be postmarked on or before **Friday 12 June 2009**.

No late applications will be accepted.

Mentorships must be carried out before December 31 2009.

STAFF CONTACT

Applicants must contact M&G NSW to discuss your 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/public museum or gallery in NSW – excluding major state or national cultural institutions,
- be able to fulfill the placement prior to Wednesday 31 December 2009 over two consecutive weeks.

SELECTION CRITERIA

The selection process takes into consideration:

- that the applicant has sound knowledge of the museum/gallery sector in NSW,
- the compatibility of candidate with host venue,
- the relevance of the applicant's proposal to their current position,

- the capacity of the candidate to apply their new knowledge to their current workplace.

Note: Only one mentorship can be awarded to an organisation per round.

PRIORITY AREAS

Preference will be given to applicants who:

- Have not previously benefited from **M&G NSW's Mentorship & Fellowship Program**.
- Regional applicants that would have difficulty accessing mentorship support without assistance.

Note: Preference for Gallery Mentorships will be given to gallery based applicants, and preference for the Museum Mentorships will be given to museum based applicants.

THE OPEN MENTORSHIPS

The **Open Mentorship Program for museums and galleries** funds placements that focus on an area of interest to the applicant which will expand their professional skills and knowledge. Focus areas may include (but are not limited to) the following activities: education, curatorial practice, heritage sites, programming, research, collection management or indigenous issues.

MENTORSHIPS WILL NOT

The **Mentorship Program** will not:

- fund applicants based in major state or national cultural institutions,
- retrospectively fund professional development placements or
- fund salary costs of the applicant undertaking the mentorship.

APPLICATION PROCESS

Applicants can apply for **one** of the four Mentorships.

Applicants must:

- complete the official application form
- attach an up to date copy of their CV
- provide a letter of support from their organisation
- 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&GNSW 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 1-3 page report to be written by the applicant containing an overview of the placement, and the resulting benefits to the individual and 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 Mentorship 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 mentorships are supported by the Museum of Contemporary Art and the Australian Museum



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