

VOLUNTEER INITIATED MUSEUM (VIM) GRANT PROGRAM

2012 GUIDELINES VIM DEVELOPMENT PROJECTS GRANTS

Amount Available:	\$7,000
Closing Date:	Friday, 19 October 2012

PURPOSE OF PROGRAM

The **Volunteer Initiated Museum (VIM) Grant Program** provides assistance to volunteer-initiated community museums and Keeping places in NSW.

Managed by Museums & Galleries NSW (M&G NSW) and funded by Arts NSW, the program provides access to funding for collection-focused projects, in addition to providing experience in the grant application process.

VIM Development Projects Grants allow community museums and keeping places to carry out collection-based projects that have mid to long term outcomes.

These grants can also provide museums/keeping places with the chance to work productively with an appropriate museum and/or arts consultant as a skill development opportunity.

There are no set categories for funding, and applications for a broad range of projects will be considered. Please see below for some examples.

AMOUNT AVAILABLE

The amount that can be applied for under this program is a minimum of **\$2,000** and a maximum of **\$7,000**.

TIMEFRAME

There is one round of **VIM Development Projects Grants** offered annually. No late applications will be accepted.

Applications for must be postmarked on or before **Friday, 19 October 2012**.

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:

VIM Grant Program

t: 02 9358 1760

freecall: 1800 114 311 (regional only)

e: phoebea@mgnsw.org.au

ELIGIBILITY CRITERIA

To apply for **Development Projects Grants**, an organisation must:

- Be incorporated (or provide the details of an auspicing body that is incorporated, such as a local council)
- Be not-for-profit
- Be an established keeping place or museum (not an archive or historical society without a museum function)
- Be regularly open to the public
- Not have more than the equivalent of TWO full-time paid positions
- Have a volunteer from the applying organisation as the contact person for the application
- Have discussed their application with an M&G NSW team member
- Have a Strategic Plan, or be requesting funds in this application to develop such a plan
- Agree to abide by the terms and conditions of the grant

SELECTION CRITERIA

The selection process takes into consideration:

- Whether the project satisfies best museum practice
- Whether the museum/keeping place has a Collection Policy
- Whether the project supports mid to long term outcomes for the museum/keeping place, as defined in the organisation's Strategic Plan
- Whether the application demonstrates the museum/keeping place has the capacity and resources (both financial and human resources) to undertake the project
- The financial situation of the applying organisation

Note: A maximum of one grant can be awarded to each organisation per round.

PRIORITY AREAS

Priority is given to:

- Projects that develop the capacity for cultural diversity within the museum or involve Indigenous partnerships
- Projects that incorporate capacity building for the museum/keeping place's workers or volunteers, such as skill development or knowledge transfer
- Collaborative projects involving two or more museums/keeping places and/or other community organisations. In the case of collaborative applications, all contributing organisations should be named, however one museum/keeping place should be identified as the lead organisation or project manager
- Projects that build on outcomes from NSW museum development programs, where applicants have previously participated in such programs. NSW museum development programs include M&G NSW's Museum Advisors Program and Standards Program, Powerhouse Museum and Maritime Museum Internship Programs, and previous recipients of VIM Small Grants

VIM DEVELOPMENT PROJECTS GRANTS WILL FUND

VIM Development Projects Grants can be used for various mid to long term strategic projects, such as (but not limited) to the following:

- Strategic planning and policy development - working with a consultant on elements of a strategic plan, business plan or policy development (e.g. strategic planning and policies

concerning succession, disaster preparedness, interpretation, collections, access, cultural diversity, audience development, volunteers)

- Cultural diversity and Indigenous policies – projects that develop partnerships with culturally diverse and/or Indigenous communities and address issues of access and management of relevant collections
- Collection and significance assessments – working with a consultant to identify the themes, scope, and significance of a collection or objects
- Preservation needs assessments and conservation - working with a consultant to survey collections and their environments, and conduct conservation work if required
- Education and public programs - collaboration with educational organisations to develop public programs, education packages, research, and collection documentation projects
- Exhibition development – development of traveling exhibitions or exhibitions in-house, or hosting a traveling exhibition

VIM DEVELOPMENT PROJECTS WILL NOT

- Retrospectively fund projects that have already started
- Fund capital works projects of any kind
- Fund the purchase of office equipment of any kind including desks, chairs, computers or printers

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

APPLICATION PROCESS

To apply, contact Museums & Galleries NSW to discuss your project with a staff member and request an application form.

Applications must be submitted on the application form provided by M&G NSW. Museums & Galleries NSW prefer applications to be sent by email, however hard copies are accepted

Applicants are encouraged to obtain external grant writing assistance wherever appropriate, however it must be clear that the museum volunteers have written the grant application itself, and that they have ownership over the project. The application form must be signed by an authorised member of the organisation.

Applications must be postmarked on or before the closing date of the grant.

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.

Note: Museums that are currently supported by a Museum Advisor through M&G NSW's Museum Advisor Program must have their application signed by their Museum Advisor.

TERMS & CONDITIONS

Applicants should be mindful of the following terms and conditions associated with accepting a VIM Grant. These include:

- All monies must be expended as per the approved application
- Unused monies must be returned
- Acknowledge Arts NSW and Museums & Galleries NSW funding on all printed materials related to the funded project.
- Successful applicants will be required to provide an acquittal report within two months of the project's completion. The acquittal report includes a one page report to be written by the applicant on an overview of the project, and the resulting benefits to the museum, and/or the individuals involved in the project. 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 VIM Grant Program.

Museums & Galleries NSW prefer VIM Development Project Grant applications to be sent by email, however hardcopies are accepted.

Please email your application on, or before the closing date to:
phoebea@mgnsw.org.au

Any supporting documentation can be posted to:

**VIM Grant Program
Museums & Galleries NSW
43-51 Cowper Wharf Road
Woolloomooloo NSW 2011**