

Museums & Galleries NSW

VOLUNTEER INITIATED MUSEUM (VIM) GRANT PROGRAM

2012 GUIDELINES LEG UPS – SKILL DEVELOPMENT GRANTS

Amount Available:	Up to \$500
Closing Date:	Available year round (until all funds are expended)

PURPOSE OF PROGRAM

43-51 Cowper Wharf Road, Woolloomooloo NSW Australia 2011
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M&G NSW is
supported by the NSW
Government through
Arts NSW

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.

Leg Ups – Skill Development Grants are “quick response” grants for workers/volunteers in volunteer managed museums and keeping places that require financial assistance to attend some form of skills development activity, or to bring such an activity into their museum.

AMOUNT AVAILABLE

The maximum amount that can be applied for under the program is: **\$500**

Note: **Leg Ups–Skill Development Grants** require funding from Museums & Galleries NSW to be matched dollar-for-dollar by the applying museum/keeping place.

TIMEFRAME

Leg Ups – Skill Development Grants can be applied for at any time throughout the year, until all funds are expended.

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

Museums & Galleries NSW

t: 02 9358 1760

freecall: 1800 114 311 (regional only)

e: phoebea@mgnsw.org.au

ELIGIBILITY CRITERIA

To apply for **Leg Ups – Skill Development Grant**, 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 museum network (such as Museums Australia) or 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
- Provide a written commitment to contribute 50% of the overall costs of the project, thereby matching the amount funded by the **Leg Ups – Skill Development Grant**
- Agree to abide by the terms and conditions of the grant

To apply for a **Leg Ups – Skill Development Grant**, individuals must:

- Be workers/volunteers at volunteer managed museums in NSW
- Include a letter of support from their museum
- Have discussed their application with an M&G NSW team member

SELECTION CRITERIA

The selection process takes into consideration:

- Whether applications demonstrate how knowledge and skills acquired during the activity/event will be shared within the museum/keeping place
- How the experience will improve the individual's contribution to the organisation, and benefit the museum/keeping place overall

Note: Each organisation may receive only two **Leg Ups – Skill Development Grants** per year, and generally only one grant will be accepted per museum, per event (although more than one person may be listed on the application).

PRIORITY AREAS

Priority is given to:

- 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 chosen as the face of the application

LEG UPS - SKILL DEVELOPMENT GRANTS WILL FUND

Leg Ups – Skill Development Grants can be used for various skills development projects, such as (but not limited to) the following:

- Workshops, conferences, meetings or seminars – one or more volunteers attending a workshop, conference, meeting or seminar in NSW
- Networking opportunities - one or more volunteers visiting other museums/sites/venues, to share information on a similar project and learn new practices
- Hosting an event - hosting an event that develops skills in the museum, such as an in-house workshop or guest speaker
- Travel costs, accommodation and registration fees (excluding meal costs).

LEG UPS - SKILL DEVELOPMENT GRANTS WILL NOT

- Retrospectively fund projects that have already started

APPLICATION PROCESS

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

Applications must be submitted on the application form provided by M&G NSW. The application is available both in hard copy and electronic versions, and can be forwarded by email, post or fax upon request.

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, and that they have ownership over the project. The application form must be signed by an authorised member of the organisation.

Leg Ups – Skill Development Grant applications must be received by M&G NSW **at least 6 weeks** before the skill development activity (e.g. conference, workshop, seminar) is scheduled to take place.

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.

Applications forms can be mailed to:

VIM Grant Program
Museums & Galleries NSW
43-51 Cowper Wharf Road
Woolloomooloo NSW 2011
Email: phoebea@mgnsw.org.au

ASSESSMENT PROCESS

Once your application has been deemed eligible, it will be assessed by the VIM Grant Program Assessment Panel consisting of:

- Two members of M&G NSW's Volunteer Reference Committee (VRC). For further information on the VRC, please see M&G NSW's website www.mgnsw.org.au

The decisions of the VIM Grant Assessment Panel are final. A new panel is convened for each round of the VIM Grant Program.

M&G NSW will notify applicants of their outcome by mail. Funds will not be available until the relevant grant acceptance documentation is completed.

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 Leg Up 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 for the application that is unable to be emailed can be posted to:

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Museums & Galleries NSW
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