

Museums & Galleries NSW

VOLUNTEER INITIATED MUSEUM (VIM) GRANT PROGRAM

2012 GUIDELINES

VIM SKILLS INITIATIVES GRANTS

Amount Available:	Up to \$5,000
Closing Date:	28 September 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 Skills Initiatives Grants provide funding to volunteer museums, museum networks and keeping places for regional or state focused skill development training and networking events.

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 maximum amount that can be applied for under the program is: **\$5,000**.

TIMEFRAME

VIM Skills Initiatives 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 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:

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 **VIM Skills Initiatives 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 museum network (such as a chapter of Museums Australia) or 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/museum network as the contact person for the application
- Have discussed their application with an M&G NSW staff member
- Agree to abide by the terms and conditions of the grant

SELECTION CRITERIA

The selection process takes into consideration:

- Whether the event/activity satisfies best museum practice
- Whether the event/activity provides training and networking opportunities to multiple museums/Keeping Places in a region or across NSW
- Whether the application demonstrates the organisation/museum network has the capacity and resources (both financial and human) to undertake the project within 2012

Note: A maximum of one grant can be awarded to each organisation or museum network per year.

VIM SKILLS INITIATIVES GRANTS WILL FUND

VIM Skills Initiatives Grants can be used for various regional or state focused skill development training and networking events, such as (but not limited) to the following:

- Conferences, workshops and training courses – events and activities that address skill development needs common to museums across a particular region or across NSW, in addition to providing networking opportunities

VIM SKILLS INITIATIVES GRANTS 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 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 M&G NSW 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 itself, and that they have ownership over the project. The application form must be signed by an authorised member of the organisation or museum network.

VIM Skills Initiatives Grant applications must be received by M&G NSW **at least 8 weeks** before the activity/event (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
- One M&G NSW representative

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 Small 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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