

# Museums & Galleries NSW

## VOLUNTEER INITIATED MUSEUM (VIM) GRANT PROGRAM

### 2012 GUIDELINES VIM SMALL GRANTS

<b>Amount Available:</b>	Up to \$2,000
<b>Closing Date:</b>	Friday, 20 April 2012 (Round 1) Friday, 19 October 2012 (Round 2)

## **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 Small Grants** aim to meet the short-term, collection-based requirements of community museums and Keeping places.

There are no set categories for funding, and applications for a broad range of projects will be considered.

## **AMOUNT AVAILABLE**

The maximum amount that can be applied for under the program is: **\$2,000**

## **TIMEFRAME**

There are two rounds of **VIM Small Grants** offered annually. No late applications will be accepted.

Applications for Round 1 must be postmarked on or before **Friday, 20 April 2012**.

Applications for Round 2 must be postmarked on or before **Friday, 19 October 2012**.

## **STAFF CONTACT**

Applicants **must contact** M&G NSW to discuss your project. Staff are available 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 Small 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
- 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 project supports the short-term operational needs of the museum/keeping place
- Whether the application demonstrates the museum/keeping place has the capacity and resources (both financial and human) to undertake the project
- The financial situation of the applying organisation

Applications must include the following documents:

- The museum/keeping place's current Strategic Plan
- The museum/keeping place's current Collection Policy
- If applying for a promotional brochure, a sample of the text and design
- If applying to purchase a product/s, information/brochure about the product/s
- If applying for conservation work, a treatment proposal and a significance statement for each object
- If applying to employ a consultant, a CV of chosen consultant
- Any other documentation associated with the project that will support your application (such as photographs, layouts, maps, fabric samples etc)

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

## PRIORITY AREAS

Priority is given to:

- Projects that encourage engagement with the wider community
- Collaborative projects involving two or more museums and/or other community organisations. In the case of collaborative applications, all contributing museums/organisations should be named, however one museum should be chosen as the face of the application

## VIM SMALL GRANTS WILL FUND

VIM Small Grants can be used for various short-term, operational projects, such as (but not limited to) the following areas:

- Marketing and audience development – assistance to develop marketing strategies, produce promotional material, develop diverse audiences or recruit volunteers
- Community liaison projects – costs involved with the development of community oral history projects, public programs, special events and/or education activities that feed back into museum activities
- Exhibition development - funding for the development of new displays or exhibitions or to assist in the development or hosting of traveling exhibitions
- Conservation of significant objects – assistance for conservation work done (must be accompanied by a Statement of Significance)
- Collection management - contribution to the purchase of a computer cataloguing system for the collection, purchase of storage materials or creating an object marking kit

## VIM SMALL 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 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 M&G NSW 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. Supporting documentation can be submitted by email to [phoebea@mgnsw.org.au](mailto:phoebea@mgnsw.org.au)

M&G NSW will acknowledge receipt of the application to the applicant. It is the applicant's responsibility to contact M&G NSW if this acknowledgement is not received.

## 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](http://www.mgnsw.org.au)
- One independent member drawn from those working in a support capacity with volunteer museums
- An 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](mailto:phoebea@mgnsw.org.au)

**Any supporting documentation for the application that is unable to be emailed can be posted to:**

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