

# Museums & Galleries NSW

## VOLUNTEER INITIATED MUSEUM (VIM) GRANT PROGRAM

### 2009 Guidelines

### *“Working Spaces 3 for Museum Volunteers”* Bursary

Amount Available:	Up to \$500
Closing Date:	3 July 2009

#### **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.

M&G NSW is pleased to offer a number of bursaries to the 2009 ‘*Working Spaces 3 for Museum Volunteers*’ Conference, to be held in Galong from Friday 16 to Sunday 18 October, 2009. These bursaries aim to provide financial assistance to volunteers in regional museums and volunteer managed museums and Keeping Places, to enable attendance at the Conference.

#### **Amount Available**

The maximum amount that can be applied for under the “*Working Spaces 3 for Museum Volunteers*” bursaries is: \$500

#### **Timeframe**

Applications for “*Working Spaces 3 for Museum Volunteers*” bursaries must be postmarked on or before Friday 3 July 2009.

#### **Staff Contact**

Staff are on hand to provide advice on writing grant applications and budgeting.

#### **Enquiries can be directed to:**

Phoebe Arthur  
Sector Development Coordinator  
Museums & Galleries NSW  
t: 02 9358 1760  
freecall: 1800 114 311 (regional only)  
e: phoebea@mgnsw.org

## **Eligibility Criteria**

To apply for a “*Working Spaces 3 for Museum Volunteers*” bursary, 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 or museum (not an archive or historical society without a museum function), Keeping Place or museum network (such as Museums Australia)
- Be regularly open to the public
- Not have more than the equivalent of TWO full-time paid positions

To apply for a “*Working Spaces 3 for Museum Volunteers*” bursary, individuals must:

- Work in a volunteer capacity with a volunteer managed museum in NSW
- Be available to attend all three days of the Conference
- Include a letter of support from their museum

## **Selection Criteria**

The selection process takes into consideration:

- The degree to which applications demonstrate how knowledge and skills acquired during the conference 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:** Applications will be accepted from more than one applicant from the same organisation.

## **Priority Areas**

Priority will be given to:

- Applicants with the furthest distance to travel

## **‘Working Spaces 3 For Museum Volunteers’ Bursaries Will Fund**

- The registration fee for all 3 days of Museums Australia – Lachlan Chapters’ “*Working Spaces 3 for Museum Volunteers*” Conference
- Accommodation for 2 nights and meals for 3 days at the St Clement’s Retreat & Conference Centre, Galong NSW
- A contribution to travel costs associated with attending the Conference

## **Application Process**

To apply, complete an application form and return to M&G NSW along with a copy of your completed “*Working Spaces 3 for Museum Volunteers*” Conference registration 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.

The application form must be signed by the applicant, and include a letter of support from their organisation.

“*Working Spaces 3 for Museum Volunteers*” bursary applications must be postmarked on or before Friday 3 July 2009. 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 MUST be mailed to:**  
VIM Grant Program  
Museums & Galleries NSW  
43-51 Cowper Wharf Road  
Woolloomooloo NSW 2011

### **Assessment Process**

Once your application has been deemed eligible, it will be assessed by a panel of two members of M&G NSW's Volunteer Reference Committee (VRC) and one M&G NSW staff member. For further information on the VRC, please see M&G NSW's website [www.mgnsw.org.au](http://www.mgnsw.org.au). The decisions of the VIM Grant Assessment Panel are final.

M&G NSW will notify applicants of their outcome by mail within 3 weeks of the closing date of the grant, 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 four weeks of the Conference's completion.

The acquittal report includes a one page report to be written by the applicant on the benefits of the conference, to both the individuals involved in the activity, and to the museum. 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.

A condition of receiving a M&G NSW VIM Grant is that the assistance of the VIM Grant Program MUST be acknowledged in all marketing material associated with your project. Clear and detailed instructions of this condition will be provided to you if your application is successful.