

## **VOLUNTEER INITIATED MUSEUM (VIM) GRANT PROGRAM**

### 2010 GUIDELINES LEG UPS – SKILL DEVELOPMENT GRANTS

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

## **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.

**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 matched 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:**

**Phoebe Arthur**

**Sector Development Coordinator**

**Museums & Galleries NSW**

**t: 02 9358 1760**

**freecall: 1800 114 311 (regional only)**

**e: [phoebea@mgnsw.org.au](mailto: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**

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

- Be workers/volunteers at volunteer managed museums in NSW, and include a letter of support from their museum
- Have discussed their application with an M&G NSW Sector Development 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

## **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 itself, 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. Supporting documentation can be submitted by email to [phoebea@mgnsw.org.au](mailto:phoebea@mgnsw.org.au)

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). 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 receipt of their application, 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 activity / event completion.

The acquittal report includes a one page report to be written by the applicant on the benefits of the skill development activity, 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 an 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.

43-51 Cowper Wharf Road, Woolloomooloo NSW Australia 2011  
t: 61 2 9358 1760 | f: 61 2 9358 1852 | **ABN:** 71 085 677 041  
w: [www.mgnsw.org.au](http://www.mgnsw.org.au) | e: [info@mgnsw.org.au](mailto:info@mgnsw.org.au)



**Communities  
arts nsw**

*Museums & Galleries NSW is assisted  
by the NSW Government through Arts  
NSW*