

VOLUNTEER INITIATED MUSEUM (VIM) GRANT PROGRAM

2010 GUIDELINES

VIM SKILLS INITIATIVES GRANTS

Amount Available:	Up to \$5,000
Closing Date:	30 September 2010

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 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

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 Sector Development team member

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 resources) to undertake the project within 2010

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 Sector Development 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 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 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. Supporting documentation can be submitted by email to: 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) and one M&G NSW staff member. 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.

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 two months of the project's completion.

The acquittal includes a 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. A balance sheet indicating how funds were expended must also be provided, along with feedback from participants in the activity/event. 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.



**Communities
arts nsw**

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