

Museums & Galleries of NSW

VOLUNTEER MUSEUM GRANT PROGRAM

SKILLS DEVELOPMENT GRANTS 2018 GUIDELINES

Amount Available:	Up to \$4,000
Cut Off Date:	28th October 2018 (or until funds are exhausted)

Supported by the



This is a Create NSW devolved funding program, administered by Museums & Galleries NSW on behalf of the NSW Government

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PURPOSE OF PROGRAM

The Volunteer Museum Grant Program provides assistance to volunteer-initiated community museums and Aboriginal Cultural Centres (with artefact collections and displays) in NSW.

This is an Arts NSW devolved funding program, administered by Museums & Galleries of NSW (M&G NSW) on behalf of the NSW Government. The program provides access to funding for collection-focused projects as well as skill development activities.

Skills Development Grants provide funding to volunteer museums, museum networks and Aboriginal Cultural Centres for regional or state focused skill development training and networking events involving more than one organisation.

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: **\$4,000**.

TIMEFRAME

Skills Development Grants can be applied for at any time throughout the year, until the cut-off date of the 26th October 2018, or all funds are expended.

Skills Development Grant applications must be received by M&G NSW **at least 6 weeks** before the activity/event (e.g. conference, workshop, seminar) is scheduled to take place.

Activities funded by 2018 **Skills Development Grants** must take place between February 2018 and January 2019. Acquittals are due two months after the activity.

STAFF CONTACT

Applicants must contact M&G NSW to discuss their project. Staff members are on hand to provide advice on writing grant applications, developing a project, budgeting and sourcing appropriate consultants.

Enquiries can be directed to:

**Coordinator, Volunteer Museum Grant Program
Museums & Galleries of NSW**

phone: 02 9339 9913
freecall: 1800 114 311 (regional only)
email: jordanc@mgnsw.org.au

ELIGIBILITY CRITERIA

To apply for a **Skills 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 a chapter of Museums Australia) or be an established museum or Aboriginal Cultural Centre with artefact collections and displays (not an archive or historical society without a museum function)
- Be regularly open to the public at advertised times (ie not open by appointment only)
- Not have more than the equivalent of **two** full-time paid positions
- Have discussed their application with an M&G NSW staff member
- Have a volunteer from the applying organisation/museum network as the contact person for the application
- Agree to abide by the terms and conditions of the grant
- Not apply for a Volunteer Museum Grant if they have also applied for, or received, Arts NSW funding for the same activity
- Have acquitted all previously awarded Volunteer Museum grants (excepting current Leg Up Grants)

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/cultural centres 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 2018.
- The qualifications and experience of the consultant/speaker if relevant

Note: A maximum of one **Skills Development Grant** can be awarded to each organisation or museum network per year.

SKILLS DEVELOPMENT GRANTS WILL FUND

Various regional or state focused skill development training and networking events, such as (but not limited) to the following:

- Conferences, workshops and training courses to which more than one museum is invited – events and activities that address skill development needs common to museums across a particular region or across NSW, in addition to providing networking opportunities.
- Materials required for the workshop, such as archival materials.
- Skills development training may include (but is not limited to) collection care and handling cataloguing and documentation, collections management, disaster preparedness, and assessing significance.

SKILLS DEVELOPMENT GRANTS WILL NOT FUND

- Retrospective projects or projects that have already started
- Capital works projects of any kind
- The purchase of office equipment of any kind including desks, chairs, computers or printers

- Gifts for speakers

Please call M&G NSW for information on other funding sources available for these types of projects.

APPLICATION PROCESS

To apply, contact Museums & Galleries of NSW to discuss your project with a staff member and request a link to the SmartyGrants application form.

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.

Skills Development Grant applications must be received by M&G NSW **at least 6 weeks** before the activity/event (e.g. conference, workshop, seminar) is scheduled to take place.

M&G NSW will acknowledge receipt of the application when it is formally submitted through SmartyGrants. **It is the applicant's responsibility to complete and submit their application.**

IMPORTANT THINGS TO REMEMBER

- Submit your application form and project description as a searchable PDF or Word document. Do not send scanned application forms. If you submit a scanned copy of a typed application form or project description you will be asked to resubmit. Scans of supporting documents are accepted.
- Please submit your application and supporting documents as separate attachments to an email.
- You may not start your project before the time stipulated in the **Timeframe** section of this document.
- You must supply **both** your Financial Report and your Bank Statements.
- In the **Project Summary** refer only to the activities, purchases or consultant that the program is being asked to fund. This section is not to be used to express any other aspect of the project or the museum's activities; you may do so in the Project Description.
- The budget must be expressed in GST exclusive amounts. All Volunteer Museum Grants are awarded free of GST. If the applicant is registered for GST M&G NSW will pay that component. However, **the budget and the amount applied for on the application form must be GST exclusive.**
- You must attach a quote for each dollar being applied for. Any items included in the budget that do not have an accompanying quote will not be funded. No rounding up will occur. You will be asked to resubmit your application if there are multiple issues with your budget.
- 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
- M&G NSW is not able to return any submitted supporting documentation
- The maximum file size that can be received is 8MB. You may submit your application over several emails as long as you make clear how many emails are to be expected.

Museums & Galleries of NSW prefer grant applications to be sent by email.

Please email your application and supporting documentation on, or before the closing date to: jordanc@mgnsw.org.au

If you are unable to email the supporting documentation you must inform M&G NSW and send the package to:

**Volunteer Museum Grant Program
Museums & Galleries of NSW
Level 1, The Arts Exchange
10 Hickson Rd
The Rocks NSW 2000**

ASSESSMENT PROCESS

Once your application has been deemed eligible, it will be assessed by the Volunteer Museum Grant Program Assessment Panel consisting of:

- Two members of M&G NSW's Panel of Peers. For further information on the Panel, please see M&G NSW's website www.mgnsw.org.au

The decisions of the Volunteer Museum Grant Assessment Panel are final. A new panel is convened for each Skills Development Grant application received.

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 Skills Development Grant. These include:

- All monies must be expended as per the approved application
- Unused monies must be reported to M&G NSW and returned in the proper manner (please do not send in a cheque before discussing the matter with M&G NSW)
- 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 Volunteer Museum Grant Program
- M&G NSW and Arts NSW must be publicly acknowledged as supporting the project by using the appropriate logos and text acknowledgement on all printed and/or electronic material produced in relation to the funded activity. This includes publications, invitations, banners, websites and any printed or electronic material. Any products developed as a result of the funded activity must also carry the M&G NSW and Arts NSW logos and acknowledgments.
- All acknowledgements that accompany the Arts NSW logo must use the following wording: *This project is supported by Arts NSW's Volunteer Museum Grant Program, a devolved funding program administered by Museums & Galleries of NSW on behalf of the NSW Government.*
- The logos and written acknowledgement should be placed in a position appropriate to the level of support. Logos and style-guides are available from the M&G NSW Information and Resources Officer on 02 9339 9900 or email comms@mgnsw.org.au.