# MUSEUM AND GALLERY BUILDING IMPROVEMENT PROGRAM

## **2018 – ASSESSMENT REPORT APPLICATION**

Closing Date: Midnight, Sunday 12 August 2018

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# 1. APPLICANT DETAILS

Name of museum/gallery: Click here to enter text.

Name of organisation: Click here to enter text.

*(If different from above)*

Preferred Mailing Address:

Street / PO Box: Click here to enter text.

Suburb: Click here to enter text.

State: NSW Postcode: Click here to enter text.

Organisation Details:

Organisation’s Telephone: Click here to enter text.

Organisation’s Facsimile: Click here to enter text.

Organisation’s Website: Click here to enter text.

Contact Details:

Name of Contact: Click here to enter text.

Position of Contact: Click here to enter text.

Contact’s Telephone: Click here to enter text.

Contact’s Mobile: Click here to enter text.

Contact’s Email Address: Click here to enter text.

Name of Project Manager (i.e. who will facilitate the site visit from the Assessment Report’s authors): Click here to enter text.

2. BUILDING DETAILS

Street address of museum/gallery building:

Street: Click here to enter text.

Suburb: Click here to enter text.

State: NSW Postcode: Click here to enter text.

Date the building was constructed: Click here to enter text.

Please describe the building briefly (for example, single storey brick building. Originally built for use as a hotel)

Please describe any known problems with the building and list any rectification work that has already been carried out (please put dates when known).

Is the property on the NSW Heritage Register?  Yes  No  Unsure

Is the property listed in the Local Environmental Plan for  Yes  No  Unsure

your local government authority (Council)?

Has a Conservation Management Plan been prepared for this place?  Yes  No

Does the museum/gallery own the building under consideration?  Yes  No

*If not, you must include signed letter of support from the building owner and a copy of the lease terms.*

3. PROJECT DETAILS

This application is for a Building Assessment Report. Assessments will focus on: the condition of the building fabric, energy efficiency of the building, stability of internal environmental conditions, the need for, or impact of, air-conditioning and lighting systems on the building environment, relevant building regulations that need to be adhered to when considering modifications and compliance with Building Code of Australia requirements for access and egress.

Which specific areas of the museum or gallery building/s do you think the Assessment Report should focus on and why? Keep in mind that the report writers will be asked to make their own judgements about areas of need and that the report will be framed in terms of collection care, visitor access and environmental sustainability.

4. GENERAL INFORMATION

What are the museum/gallery’s opening days and hours? Click here to enter text.

How many visitors come to the museum/gallery per year? Click here to enter text.

If your application is successful, what improvements to collection care, visitor accessibility and/or environmental sustainability would you expect to be able to implement with the recommendations in the report?

Local government area: Click here to enter text.

NSW State Electorate: Click here to enter text.

Has a Conservation Management Plan been prepared for the collection housed inside the building?

Yes  No

If your local government area has a Heritage Advisor, please provide their name and contact details:

Name: Click here to enter text.

Email Address: Click here to enter text.

Telephone: Click here to enter text.

Mobile: Click here to enter text.

5. SUPPORTING DOCUMENTATION

All applicants must include the following documentation with their Applications:

Building and/ floor plans

A Conservation Management Plan for the building if this exists

A Significance Statement for the building if this exists (this is usually produced when a building is placed on a council’s Local Environmental Plan)

Any other reports relating to the building’s structure and stability

A note of any related projects that are planned in relation to the building in the next 12 months

A letter of support from the building owner if the building is leased

Any photos of the building that will assist the assessors in understanding its layout and condition

If your council has a Museum Advisor or a Heritage Advisor a letter of support from these officers will assist your application.

6. TERMS & CONDITIONS

All applicants should be mindful of the following terms and conditions associated with accepting a Building ImprovementProgramAssessment Report. These include:

* Acknowledge Museums & Galleries of NSW funding as well as Heritage Council of NSW and Office of Environment & Heritage on all printed materials related to the funded project. Guidelines for acknowledgement will be provided to successful applicants.
* To open the museum on the agreed date and that the contact listed in the Application will be available on the same day.
* To assist and accommodate the assessors in accessing roof spaces. This may involve the provision of equipment such as a ladder.

7. DECLARATION – SIGN OFF SHEET

Please note: Please sign and scan this page separately and submit along with a text searchable version of your application form.

I have read the guidelines relating to the grant program. I certify that, to the best of my knowledge, all the information in this application is correct and has been approved by the board of management or equivalent body, and that I have the delegated authority to sign this application.

I acknowledge that M&G NSW has the right to withdraw the offer of funding or demand the return of funds already paid if it is discovered that any of the information provided is false.

Name of authorised person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of authorised person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of authorised person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please email your application on, or before the closing date to:   
[jordanc@mgnsw.org.au](mailto:jordanc@mgnsw.org.au)

If you are unable to email the supporting documentation contact M&G NSW to alert us and send the package to:

Building Improvement Program

Museums & Galleries of NSW

Level 1, 10 Hickson Rd

The Rocks NSW 2000

If we are not informed a package is on its way we cannot ensure that your material is sent to the Assessment Panel.