

MUSEUM AND GALLERY  
BUILDING IMPROVEMENT  
PROGRAM

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**2018 GUIDELINES**

Closing Date: Midnight, Sunday 12 August 2018

# Purpose of program

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The **Museum and Gallery Building Improvement Program** is designed to enable energy efficiency/feasibility studies and repair works to buildings in NSW, being considered or utilized as museums or galleries, to ensure they can offer appropriate access and egress, sustainability, environmental and/or collection care controls.

There are two types of projects that will be funded under this program:

- Building Assessment Reports
- Building maintenance or repairs, funded through a grant

# Amount available

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Applications to fund buildings assessments, including energy efficiency studies, will be sub-contracted by M&G NSW to appropriate heritage specialists after a tender process.

The maximum amount that can be applied for under this program for building conservation and repair work is **\$15,000**.

# Timeframe

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One round of **Museum and Gallery Building Improvement** funding will be offered annually. No late applications will be accepted.

Application forms must be received by **midnight Sunday 12 August 2018**. If mailed, they must be postmarked on or before **Sunday 12 August 2018**. Applicants who choose to mail a hard copy of their application must alert M&G NSW when it has been posted.

Building works directly funded by a **Building Improvement Grant** must commence **no earlier than 8 October 2018** and be completed **no later than 5 April 2019**.

Building works projects must be acquitted **no later than 3 May 2019**.

# Staff contact

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Applicants are advised to contact M&G NSW to discuss your 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:** Building Improvement Program  
phone: 02 9339 9913  
freecall: 1800 114 311 (regional only)  
email: [jordanc@mgnsw.org.au](mailto:jordanc@mgnsw.org.au)

# Eligibility criteria

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To apply for a **Building Improvement Assessment Report** or a **Building Improvement Grant**, organisations must:

- Be a not-for-profit incorporated body, co-operative or trust or a local government authority
- Be an established gallery or museum (not an archive or historical society without a museum function), regularly open to the public
- Be a small to medium organisation, i.e. no more than 15 FTE paid staff
- Have a permanent collection, parts of which are on display
- Have discussed their application with an M&G NSW team member
- Agree to abide by the terms and conditions of the grant

There are also a second set of eligibility criteria for **Building Improvement Grants**:

- Applicants must provide a building assessment report and/or Conservation Management Plan that recommends the building remedial work being applied for. See minimum requirements document.
- If building work is to take place on a leased building a letter of support from the owner (e.g. Council) must be included in the application.
- If planning approval is required from Council it must be sought before applying for funding. You must submit a copy of the approval or evidence that it has been applied for. These documents will form a core part of the assessment.

# Assessment criteria

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The assessment process takes into consideration how your project will improve:

- Internal environment conditions for collection care
- Economic and environmental sustainability
- Visitor access to the building and the exhibits

If you are applying for an Assessment it will also consider:

- The urgency of commissioning an Assessment
- The applicant's capacity to act on the recommendations in the Assessment
- The applicant's capacity to meet the requirements involved in carrying out the Assessment

If you are applying for a Building Works grant it will also consider:

- Your organisation's capacity to manage and deliver the project and manage finances
- Whether planning approval (for example a DA or Construction Certificate) is already in place or likely to be granted soon

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

# The Building Improvement Program will fund

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- A consultant to assess the appropriateness of the building for use as a museum or gallery, with respect to access, sustainability and collection care and the energy efficiency of the building (successful projects will be subcontracted by M&G NSW so no consultant need be nominated in the application)
- Fees to employ a heritage architect to ensure necessary approvals for works are in place
- Fees to employ a heritage architect to develop a schedule of works for building repairs.
- Fees to employ a heritage specialist to undertake building conservation works.
- Materials necessary for building repair works

# The Building Improvement Program will not fund

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- In-house salaries and volunteer labour costs
- Projects that are in progress or have been completed
- New or additional building structures or extensions of any kind
- The purchase, installation or repair of air conditioning equipment
- The purchase or installation of new lighting systems
- Building work where planning approval has not been granted

# Application and assessment process

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To apply, contact Museums & Galleries of NSW to discuss your project with a staff member and request an Application Form.

Applications must be submitted on the form provided by M&G NSW. Museums & Galleries of NSW prefer applications to be sent by email, however hard copies are accepted. Applicants who choose to mail a hard copy of their application must alert M&G NSW when it has been posted.

M&G NSW will forward a letter acknowledging receipt of the Application Form to the applicant. It is the applicant's responsibility to contact M&G NSW if this letter is not received.

The Applications will be assessed by a panel in one round. The panel will consist of three assessors chosen for their subject area expertise and may be independent or drawn from M&G NSW's Panel of Peers.

M&G NSW will notify applicants of their outcome by mail. Funds will not be available until the relevant grant acceptance documentation is completed.

# Important things to remember

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- 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 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.
- Building Assessment Reports and Conservation Management Plans are an important part of the assessment process for Building Improvement Grants so it is important to check that previously submitted documents are submitted or on file with M&G NSW. It is the responsibility of the applicant to check this. **M&G NSW do not undertake to keep an archive of documentation.** If in doubt, simply resend the documents with each application.
- 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.

## Terms and conditions

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Applicants should be mindful of the following terms and conditions associated with accepting a M&G NSW museum grant. These include:

- Approvals for building work projects must be in place
- All monies must be expended as per the approved application.
- Successful building repair work applicants will be required to provide an acquittal **report no later than 3 May 2019**. The acquittal report includes a one to two 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 M&G NSW Grant Programs.
- 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.

### **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](mailto:jordanc@mgnsw.org.au)

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

Building Improvement Program  
Museums & Galleries of NSW  
Level 1, The Arts Exchange  
10 Hickson Rd  
The Rocks NSW 2000