

## Fellowship, Mentorship and Volunteer Placement Program

### 2019 Fellowship Program Guidelines

Amount Available: Up to \$6,000 per placement  
Closing Date: 5pm, Monday 25 March 2019

The Fellowship Program is a Create NSW devolved funding program, administered by Museums & Galleries of NSW (M&G NSW) on behalf of the NSW Government.

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#### **Purpose of program**

This professional development program provides museum and gallery staff with an opportunity to extend their knowledge, enrich their skills and cultivate their networks through access to the expertise and resources of international cultural organisations.

The Fellowship Program is open to paid staff (full-time and part-time) from public museums and galleries throughout NSW. This competitive program is appropriate for senior museum and gallery professionals with considerable professional experience.

M&G NSW has arranged placements in two leading international organisations (details below). Applicants can apply to one of these placements or can select their own host organisation/s. M&G NSW can provide advice if you choose your own host/s and can initiate contact with relevant organisations on your behalf. **If you need advice regarding a possible host organisation, please contact M&G NSW well in advance of the closing date.**

#### **Fellowships available in 2019**

##### **Museum of New Zealand Te Papa Tongarewa: National Services Te Paerangi**

National Services Te Paerangi (TSTP) is a unit within the museum whose mission is to strengthen the sector by providing practical help to museums and iwi throughout Aotearoa New Zealand. TSTP work in partnership with the museums, galleries and iwi organisations throughout Aotearoa New Zealand providing practical and strategic help to strengthen their professional practice.

The fellowship will provide an insight into the TSTP offerings of training, resources, funding grants, advice, and collaborative opportunities including hui gatherings. The fellowship will also facilitate time talking to others throughout the organisation and also meet with key people in other important cultural organisations such as the National Library, Ngā Taonga Sound and Moving Image Archive, Heritage NZ who protect historic sites and buildings, and Manatū Taonga, the Ministry for Culture and Heritage.

For more info: <https://www.tepapa.govt.nz/learn/for-museums-and-galleries/national-services-te-paerangi>

## **Dallas Museum of Art**

The Dallas Museum of Art (DMA) is a dynamic public institution leading the field with innovative approaches to visitor engagement and learning. The DMA maintains free general admission, providing the public with open access to the diverse permanent collection spanning thousands of years of human history from across the globe.

The DMA Fellowship focuses on the Museum's approach to visitor engagement and learning, while allowing for customised research topics within this sphere. Since the Museum has relationships with partner organisations throughout the Dallas community, the successful applicant also has the opportunity to experience a wide range of programming across the Dallas cultural sector.

Educational initiatives and program highlights at the Museum include:

**Early Learning:** DMA's Early Learning programs are a comprehensive offering of educational resources and classes geared to the unique learning behaviours and preferences of Museum visitors aged 0-7 and their caregivers. Ranging from programs for babies to preschool-aged children, DMA Early Learning experiences are inspired by the DMA's global art collection, and trained Museum staff employ curriculum in an interactive learning environment to incite creative responses, critical thinking, and social skills in the DMA's youngest visitors.

**Late Nights:** The DMA is committed to expanding the Museum's relevance to its local and global audiences by providing engaging experiences with art to all visitors. The Museum provides a variety of programming for all ages and learning types, and increased access to the collection, during its monthly after-hours event, Late Nights. The DMA's Late Nights program currently serves over 27,000 visitors each year.

**Second Thursdays with a Twist:** Second Thursdays with a Twist take a look at the Museum's collection through a pop culture lens, offering tours, games, and creative activities geared toward a Millennial audience. Attendance for the monthly program averages 600 visitors per event, with visitors enjoying themes such as Harry Potter, the Eighties, and Star Wars.

**Access programs:** Programs for visitors with special needs are an area of fast growth at the DMA. A key initiative for the future is the expansion of programs and research for children with autism and their families. The Museum is a leading institution in this area, ranking among the top two US art museums to serve this audience.

**Center for Creative Connections (C3):** Serving as a hub for visitors, C3 is an experimental, participatory environment providing diverse encounters with works of art. It is designed to stimulate curiosity, inquiry, and reflection in visitors of all ages and learning styles. Promoting active engagement and relevance, the C3 space features artworks from the DMA collection and serves as a space for staff prototyping and innovative evaluation projects. Through the C3 Visiting Artist Project, the Center for Creative Connections invites artists from a variety of disciplines to participate in the development and facilitation of educational programs and spaces at the DMA.

**Teens:** DMA Teen Programs are opportunities for teens (ages 13-19) to make connections with global cultures, meet and collaborate with new friends, and find inspiration in new places. With input from the Museum's Teen Advisory Council, the Museum offers workshops, tours, and special events especially designed to relate to this audience.

**Community Programs:** A new Community Programs Division was established in spring 2018. DMA Community Programs endeavor to help meet the needs of underserved groups and areas of the Metroplex through relevant programming created in collaboration with community members and organizations. These offsite programs help ensure all Dallas residents have equitable access to art and culture.

Further information about the Dallas Museum of Art visit <https://www.dma.org/>

### **Amount available**

- A maximum of \$6,000 can be requested
- Funds will assist with travel, accommodation and per-diem costs. Any other costs are to be discussed with M&G NSW staff prior to application. In special circumstances funds may be used to back-fill the recipient's position while their placement is undertaken.
- This program will not fund the applicant's salary while undertaking the Fellowship.

### **Timeframe**

- The closing date is 5pm, Monday 25 March 2019
- No late applications will be accepted
- All Fellowship placements must be carried out **between 1 July - 31 December 2019.**

### **Eligibility criteria**

- To be eligible you must be working in a paid position in a public museum or gallery in NSW (applicants based in major state or national cultural organisations are ineligible to apply)
- Be able to fulfill the placement between 1 July - 31 December 2019 over two consecutive weeks
- Hold a current passport and be eligible for a visa application to the selected destination
- Agree to abide by the Terms & Conditions of the grant program
- Have not previously received an M&G NSW Fellowship
- Not have applied for, or received, Create NSW funding for the same activity.

### **Assessment criteria**

Applications will be assessed against the following criteria:

- Relevancy of your Fellowship aims to your skills and current employment
- Ability to apply new knowledge to your present workplace
- Considerable professional experience and a sound knowledge of the NSW museum/gallery sector
- Compatibility with the host organisation
- Strategic focus of the Fellowship aims (i.e. long-term outcomes).

### **Secondary Assessment criteria**

The selection process takes into consideration

- Whether an applicant has a greater need of assistance than equally ranked applications
- Whether the applicant's organisation would benefit more than equally ranked applications.

### **Priority areas**

Preference will be given to applications which target one or more of the following priority areas:

- People living in regional NSW
- People living in Western Sydney
- Aboriginal people
- Culturally and linguistically diverse (CALD)
- People living with a disability
- Young people (under 26).

### **The program will not**

- Fund applicants based in major state or national cultural organisations
- Fund applicants based outside NSW
- Retrospectively fund professional development placements
- Fund applicants who have received other Create NSW funding for the same activity.

### **Application process**

As an applicant, you must:

- Contact the Program & Events Coordinator (02 9339 9914/1800 114 311 or [dalem@mgnsw.org.au](mailto:dalem@mgnsw.org.au)), to discuss your proposal before you submit your application
- Submit your application on the relevant [online application form](#)
- Submit the relevant support material;
  - Attach an up-to-date copy of your CV (**3 pages max.**)
  - Provide a letter of support from your employer or management body
  - Provide a letter demonstrating endorsement by the host organisation if placement has not been facilitated through M&G NSW.
  - If you are organising your own host organisation you must provide a schedule of the program and activities you propose to undertake. (**2 pages max.**)
  - You may choose to supply additional budget details (**1 page max.**)

Applications must be submitted via the online application form available via the M&G NSW website: <http://mgnsw.org.au/sector/funding/grants-we-administer/placement-programs/fellowship-program>

After the closing date M&G NSW will send you an email acknowledging your application. **It is your responsibility to contact M&G NSW if you do not receive this acknowledgement.**

### **Assessment process**

- Eligible applications will be assessed by an assessment panel consisting of professionals from the NSW museum and gallery sectors. Host venues may be consulted during the assessment process.
- The decisions of the assessment panel are final. A new panel is convened for each round of the Fellowship, Mentorship and Volunteer Placement Program.
- M&G NSW will endeavor to notify applicants of the assessment outcome within 13 weeks of the closing date.

### **Payment Details**

- The grant payment can be paid to you OR your employer. Funds will not be available until the grant acceptance documentation is completed.
- Please be aware that Fellowship grants are considered income and should be reported in your personal income tax return.

### **Terms & conditions**

Applicants must abide by the following terms and conditions of the Fellowship Program:

- All grant funding must be expended as per the approved budget.
- Any unused grant money will be returned to M&G NSW.
- M&G NSW and Create 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 NSW Government logos and acknowledgments.

The following written acknowledgement must accompany the NSW Government logo:

*This project is supported by Create NSW's Fellowship, Mentorship and Volunteer Placement 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 Communications Coordinator on 02 9252 8300 or email [comms@mgnsw.org.au](mailto:comms@mgnsw.org.au)

- Successful applicants are required to submit an acquittal report within two months of the project's completion. The acquittal includes:
  - A financial report
  - A written report (up to 3 pages) that will include an overview of the Fellowship and the benefits of the placement to the individual and their museum/gallery.
  - Photographs should also be included with the acquittal where available and should represent your Fellowship activities
- M&G NSW may use all or part of your acquittal report in marketing material and promotion of the Fellowship, Mentorship and Volunteer Placement Program.