

# VOLUNTEER MUSEUM GRANT PROGRAM

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## **LEG UP GRANTS 2019 GUIDELINES**

Amount Available: \$50 - \$500 (matched funding)  
Closing Date: 27 October 2019 or until funds expended

Supported by the



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

# Purpose of program

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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 a Create 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, in addition to providing experience in the grant application process.

**Leg Up Grants** are “quick response” grants for volunteers in volunteer managed museums and Aboriginal Cultural Centres who require financial assistance to attend some form of skills development activity, or to bring such an activity into their museum.

## Amount available

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The maximum amount that can be applied for under the program is: **\$500**

**Note: Leg Up Grants** require funding from Museums & Galleries of NSW to be matched dollar-for-dollar by the applying museum/cultural centre.

## Timeframe

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**Leg Up Grants** can be applied for at any time throughout the year, until all funds are expended. Acquittals are due two months after the completion of the activity.

**Leg Up Grant** applications must be received by M&G NSW **at least 3 weeks** before the skills development activity (e.g. conference, workshop, seminar) is scheduled to take place.

## Staff contact

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Applicants must 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:** Coordinator, Volunteer Museum Grant Program  
phone: 02 9339 9913  
freecall: 1800 114 311 (regional only)  
email: [emilyc@mgnsw.org.au](mailto:emilyc@mgnsw.org.au)

# Eligibility criteria

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To apply for a **Leg Up 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, museum network (such as Museums Australia) or an established Aboriginal Cultural Centre with artefact collections and displays (not an archive or historical society without a museum function)
- Be regularly open to the public (ie not open by appointment only)
- Not have more than the equivalent of **two** full-time paid positions
- Provide a written commitment to contribute 50% of the overall costs of the project, thereby matching the amount funded by the **Leg Up Grant**
- Agree to abide by the terms and conditions of the grant

Not apply for a VM Grant if they have also applied for, or received, Create NSW funding for the same activity.

## Assessment criteria

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The selection process takes into consideration:

- How the experience will improve the individual's contribution to the organisation, and benefit the museum/cultural centre overall
- Whether applications demonstrate how knowledge and skills acquired during the activity/event will be shared within the museum/cultural centre

**Note:** Each organisation may receive only two **Leg Up Grants** per year, and generally only one grant will be accepted per museum, per event (although more than one person may be listed on the application).

## Leg Up Grants will fund

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Various skills development projects, such as (but not limited to) the following:

- Workshops, conferences, meetings or seminars in NSW and the ACT
- Networking opportunities - one or more volunteers visiting other museums/sites/venues, to share information on a similar project and learn new practices
- Hosting an event - hosting an event that develops skills in the museum, such as an in-house workshop or guest speaker
- Travel costs, accommodation and registration fees (**excluding meal costs**)

## Leg Up Grants will not fund

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- Retrospective projects or projects that have already started (for instance, training that has already been undertaken)
- The cost of meals

# Application process

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Applications must be submitted through SmartyGrants – link will be provided by the Museum Programs and Collections Coordinator after discussing application.

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, and that they have ownership over the project.

**Leg Up Grant** applications must be received by M&G NSW **at least 3 weeks** before the skills development activity (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

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- In the **Activity 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 Activity Description.
- To streamline Leg Up Grant applications, M&G NSW use a calculator to determine car expenses and a cap system for accommodation. **All non-car travel must be quoted in GST exclusive amounts.** If the applicant is registered for GST M&G NSW will pay that component.
- You must attach a quote or screen shot of advertised prices for each dollar being applied for, including accommodation, but excepting car travel. Any non-car travel items included in the budget that do not have an accompanying quote or screen shot will not be funded. 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.

### **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:  
[emilyc@mgnsw.org.au](mailto:emilyc@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

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Once your application has been deemed eligible, it will be assessed by one member 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](http://www.mgnsw.org.au).

The decision of the Panel of Peers member is final.

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 and conditions

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Applicants should be mindful of the following terms and conditions associated with accepting a Volunteer Museum 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 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 Create NSW logos and acknowledgments.
- All acknowledgements that accompany the Create NSW logo must use the following wording: *This project is supported by Create 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 9902 or email [comms@mgnsw.org.au](mailto:comms@mgnsw.org.au).