Museums & Galleries of NSW

VOLUNTEER MUSEUM GRANT PROGRAM

SMALL GRANTS
2019 GUIDELINES

Amount Available: Up to $2000

Closing Date: Sunday, 31 March 2019

                             Sunday, 15 September 2019

Purpose of program

The **Volunteer Museum Grant Program** provides assistance to volunteer-initiated community museums and Aboriginal keeping places 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.

Small Grants aim to meet the short-term, collection-based requirements of community museums and Aboriginal keeping places.

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: **$2,000 (GST exclusive)**

All Volunteer Museum Grants are awarded free of GST. If the applicant is registered for GST M&G NSW will pay that component.

If the applicant is not registered for GST they may request that the GST component be added to the grant. See the **Terms and Conditions** section for more details.

Timeframe

There are two rounds of **Small Grants** offered annually. No late applications will be accepted.

Applications for Round 1 must be submitted on or before **Sunday, 31 March 2019**
- Projects cannot commence before June 2019 and must be completed **no later than 31 December 2019.** Acquittal reports are due by 31 January 2020.

Applications for Round 2 must be submitted on or before **Sunday, 15 September 2019**.
- Projects cannot commence before December 2019 and must be completed **no later than 28 June 2020.** Acquittal reports are due by 31 July 2020.

PLEASE NOTE: If successful in Round 1 of any given year, you may not apply in Round 2 of that year.

Staff contact

Applicants **must contact** M&G NSW to discuss your project. Staff are available 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
Free Call: 1800 114 311 (regional only)
Email: emilyc@mgnsw.org.au

Eligibility criteria

To apply for a **Small 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 Aboriginal keeping place or museum (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 team member
- Have a volunteer from the applying organisation as the contact person for the application
- Agree to abide by the terms and conditions of the grant
- Not apply for funding for an activity if they have also applied for, or received, Create NSW funding for the same activity
- Have acquitted all previously awarded Volunteer Museum grants (excepting current Leg Up Grants)

Note: A maximum of one Small Grant can be awarded to each organisation each year.

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

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 criteria

The selection process takes into consideration:
- Whether the project satisfies best museum practice
- Whether the project supports the short-term operational needs of the museum/keeping place
- Whether the application demonstrates the museum/keeping place has the capacity and resources(both financial and human) to undertake the project
- The financial situation of the applying organisation.

Applications for Collection Management Software

Applicants applying for the purchase of collection management software need to:
- Describe how many objects are in the collection
- Describe how objects are registered and/or catalogued
- Provide examples of existing catalogue records, whether paper based or electronic
- Provide a training plan outlining who and how staff will be trained to use the software and long term training support options
- M&G NSW will only fund a single license at the initial stage, but will consider future applications for extra licenses on demonstration of an active data entry program.
- State that the museum or Keeping Place (as opposed to a volunteer) owns a computer or tablet capable of running the CMS nominated.

Applications for Digitisation Projects

Applications for digitisation of original materials for preservation and access purposes should take note of the following requirements:
- The museum or Keeping Place must own a computer or tablet capable of storing and accessing the digitised collection.
- Applicants must include their budgeted plan for the digitisation process (including arrangements for scanning, back-up procedures, and access to the digitised records) with supporting quotes.
- Applicants must include their plan for the ongoing management of the digital copies.
- The project must comply with relevant Australian copyright law.
- Preservation of original materials should occur prior to digitisation.

Small Grants will fund

Various short-term, operational projects, such as (but not limited to) the following areas:
- Conservation of significant objects – assistance for conservation work done. (**If applying to the Volunteer Museum Grants program for funds to undertake conservation work please provide a statement of significance for the object as well as a detailed treatment proposal that outlines the conservation work to be undertaken.**)
- Collection management - contribution to the purchase of a computer cataloguing system for the collection, purchase of storage materials or creating an object marking kit.
- Exhibition development - funding for the development of new displays or exhibitions, whether real or online, or to assist in the development or hosting of traveling exhibitions
- Marketing and audience development – assistance to develop marketing strategies, produce promotional material, design websites, develop diverse audiences or recruit volunteers
- Community liaison projects – costs involved with the development of community oral history projects, public programs, special events and/or education activities that feed back into museum activities

Small 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
- Plaques of any kind.

Please call M&G NSW staff 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.

It is the applicant's responsibility to complete and submit their application.

M&G NSW will acknowledge receipt of the application when it is formally submitted through SmartyGrants. **It is the applicant's responsibility to contact M&G NSW if this acknowledgement is not received.**

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.
- 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.**
- A grant application from an unregistered organisation cannot be made unless the application is willing to proceed without GST being awarded.
- 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.
- You must supply **both** your Financial Report and your Bank Statements.
- Collection Policies are an important part of the assessment process for Small Grants so it is important to check that previously submitted current documents are submitted or on file with M&G NSW. It is the responsibility of the application to check this. **M&G NSW does not undertake to keep an archive of museum documentation.** If in doubt, simply resend the documents with each application.
- If the project is employing an outside consultant to undertake any work, please attach a copy of the consultants CV.
- 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.

Assessment process

Once your application has been confirmed to be eligible, it will be assessed by the Volunteer Museum Grant Program Assessment Panel consisting of:
- Three 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
- One independent member drawn from those working in a support capacity with volunteer museums
- An appropriate senior member of M&G NSW staff.

The decisions of the Volunteer Museum Grant Assessment Panel are final. A new panel is convened for each round of the Volunteer Museum Grant Program.

Announcements to applicants cannot be made until approval is received from Create NSW. It is anticipated that the turnaround time will be approximately 21 days after the Assessment Panel has met. The results of the assessment are communicated by letter after this period. **Please allow at least ten weeks from the closing date before making enquiries.**

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

Applicants should be mindful of the following terms and conditions associated with accepting a Volunteer Museum Grant. These include:

- All Volunteer Museum Grants are awarded free of GST. If the applicant is registered for GST M&G NSW will pay that component.
- If the applicant is not registered for GST they may request that the GST component be added to the grant. This decision will be made by M&G NSW staff after the assessment process and will be based on the financial documentation and budget (that clearly identifies the GST inclusive and exclusive cost of the project) provided in the application and on the available funds. The whole or a component of the GST may be awarded. A grant application from an unregistered organisation cannot be made unless the application is willing to proceed without GST being awarded.
- All awarded monies must be expended as per the approved application. A variation in the project must be reported to M&G NSW via email for approval.
- 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 (see the **Timeframe** section for due dates). 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 9900 or email comms@mgnsw.org.au.