

Fellowship, Mentorship and Volunteer Placement Program

2020 Volunteer Placement Guidelines

Amount available: Up to \$1,500 per placement
Closing date: 5pm, Thursday 2 April 2020

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

Purpose of the program

Would you like to learn new skills or develop a deeper understanding of a museum practice that meets a need or gap within your museum? Then you should consider applying for a Volunteer Placement.

The aim of this program is to provide museum volunteers with access to the expertise of larger or specialised cultural organisations. It is expected that the skills you gain will be shared with your colleagues and applied to the work you do in your museum.

The Volunteer Placement Program is open to volunteer staff from volunteer managed or small museums and Aboriginal cultural centres in NSW.

M&G NSW has arranged several placements with organisations across NSW (details below). Applicants can apply for a placement with one of these organisations or 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 choose this option please contact M&G NSW well in advance of the closing date.**

Volunteer Placements available in 2020

Hurstville Museum & Gallery

Hurstville Museum & Gallery engages with its diverse community through a range of innovative exhibitions, education programs and services that foster creativity, celebrate local identity, and support life-long learning. The Museum & Gallery is dedicated to preserving the unique history of the St George region through its collection as well as working with the local community to develop interesting art and history exhibitions.

A placement with Hurstville Museum & Gallery could provide you with an opportunity to increase your skills in exhibition design, development and installation; marketing and promotion of programs through social media; community engagement, and event coordination.

To gain skills in programming or exhibition development, it is advised the recipient undertakes the placement between 4-15 May 2020 to coincide with an exhibition installation and public programming events.

Hurstville Museum & Gallery can only offer one placement in 2020.

More information about Hurstville Museum & Gallery can be found at <https://www.georgesriver.nsw.gov.au/HMG>

NSW State Archives & Records

NSW State Archives & Records is the NSW Government's archives and records management authority. They manage the NSW State Archives Collection and set the rules and provide guidance on the management of official records.

A placement with NSW State Archives would suit someone wanting to gain skills in the management of paper based collections and archives, paper conservation and care, digitisation, and cataloguing and indexing. A placement program can be tailored to suit an individual's needs.

Please note that NSW State Archives can only offer a maximum of two placements in 2020.

More information: www.records.nsw.gov.au

Custom program: disaster preparedness and recovery

In response to the increasing need for small and volunteer run museums to prepare and respond for disasters this placement offers applicants the opportunity to increase their skills in the areas of disaster preparedness and recovery. Tailored to the needs of the recipient, the placement will take place at one or more institution and cover prevention, preparedness, response and recovery. The placement is suitable for applicants from museums who have experienced disaster [eg. Recent fires and storm damage] and/or those who are planning on updating or implementing disaster preparedness plans in the future.

To apply for this placement please contact the Program & Events Coordinator (M&G NSW on 02 9339 9914/1800 114 311 or dalem@mgnsw.org.au), to discuss your specific situation before you submit your application.

Please read the description of each placement carefully as it is important that the aims of your placement are appropriate to your chosen host organisation.

Amount available

- A maximum of \$1,500 can be requested
- Funds will assist with travel, accommodation and daily living costs. Any other costs are to be discussed with M&G NSW staff prior to submitting your application.

Timeframe

- Applications close 5pm, Thursday 2 April 2020
- No late applications will be accepted
- Unless otherwise specified, all placements must be carried out **between 1 July 2020 - 30 June 2021**.

Eligibility criteria

To be eligible to apply you must:

- Be a volunteer in a volunteer managed or small museum (maximum of 2 full-time equivalent paid staff) or Aboriginal cultural centre in NSW
- Be able to complete the placement between 1 July 2020 - 30 June 2021 (up to 10 days, which may be spread over several weeks)
- Not have previously received an M&G NSW Volunteer Placement
- Agree to abide by the Terms & Conditions of the grant program (below)
- Not have applied for, or received, Create NSW funding for the same activity.

Assessment criteria

Applications will be assessed against the following criteria

- The proposed placement/activity is appropriate to the needs of your museum
- You are committed to sharing what you learn during the placement within your museum and will apply your new skills and knowledge to your museum workplace
- The relevance of your skills to the placement aims
- Your compatibility with the host venue
- Clear beneficial 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

- People who hold permanent paid positions in regional, major state or national cultural organisations
- Applicants based outside NSW
- Applicants who have received funding through another Create NSW funding program for the same activity
- Retrospectively fund professional development placements.

Application process

As an applicant, you must:

- Contact the Program & Events Coordinator (M&G NSW on 02 9339 9914/1800 114 311 or dalem@mgnsw.org.au), to discuss your proposal before you submit your application
- Submit your application on the relevant [online application form](#)
- Provide the relevant support material;
 - Provide a letter of support from your museum, Aboriginal cultural centre or management body
 - Provide a letter demonstrating endorsement by the host organisation if you have arranged your own placement (i.e. you did not choose a placement from the hosts listed in these guidelines)

Applications must be submitted via the online application form available from the M&G NSW website:

<http://mgnsw.org.au/sector/funding/grants-we-administer/placement-programs/volunteer-placements/>

Please contact the Program & Events Coordinator on 02 9339 9914/1800 114 311 if you do not have reliable access to the internet or are experiencing difficulties using the online application form.

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 sector. Host venues will also be consulted during the assessment process.
- The decisions of the assessment panel are final. A new panel is convened for each year.
- M&G NSW will endeavour to notify applicants of the assessment outcome within 13 weeks of the closing date.

Payment Details

- The grant payment will be made to you OR your museum. Funds will not be available until the grant acceptance documentation is completed.
- Please be aware that this grant is considered income and should be reported in personal income tax returns.

Terms & conditions

Applicants must abide by the following terms and conditions of the Volunteer Placement 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

- Successful applicants are required to submit an acquittal report within two months of the project's completion. The acquittal includes:
 - A financial report using the acquittal form provided by M&G NSW
 - A written report using the acquittal form provided by M&G NSW. The report will include an overview of the placement and the resulting benefits to the individual and their museum or Aboriginal cultural centre.
 - Photographs can also be included with the acquittal where available and should represent your placement 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.