

Fellowship, Mentorship and Volunteer Placement Program

2023 Fellowship Program Guidelines

Amount Available: Up to \$6,000 per placement
Closing Date: 5pm, Monday 11 September

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.

Purpose of program

This professional development program provides staff of museums, galleries, and Aboriginal cultural spaces (including cultural centres and Keeping Places) 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, galleries, and Aboriginal cultural spaces throughout NSW. This competitive program is appropriate for senior museum, gallery, or cultural space professionals with considerable professional experience.

Applicants should select their own host organisation/s. M&G NSW can provide advice on your 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 have previously taken place at the following organisations:

- The Museum of New Zealand Te Papa Tongarewa, Wellington, New Zealand
- Museum Macan, Jakarta, Indonesia
- Lee Ufan Museum, Naoshima, Japan
- The B&O Railroad Museum, Baltimore, USA
- Green Papaya Art Projects., Manila, Philippines

Important COVID-19 notice: Applicants are encouraged to consider the need for flexible travel arrangements.

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 11 September 2023**
- No late applications will be accepted
- All Fellowship placements must be carried out **between 1 July 2024 – 30 June 2025**

Eligibility criteria

- To be eligible you must be working in a paid position in a public museum, gallery, or Aboriginal cultural space in NSW (applicants based in major state or national cultural organisations are ineligible to apply)
- Be able to fulfill the placement between 1 July 2024 – 30 June 2025 over two consecutive weeks
- Hold a current passport and be eligible for a visa application to the selected destination if host is outside of Australia
- Agree to abide by any relevant health and government directions regarding COVID-19 including but not limited to quarantine periods and contact reporting.
- 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/cultural space 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 disadvantaged or isolated through COVID-19 or natural disasters
- 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 Training and Engagement Manager (BrenD@mgnsw.org.au or Wed-Thurs on 0458 940 002) 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.
 - 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.**)

Application process continued...

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, gallery, and cultural space sector. 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 will be made to you OR your employer. 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.
- Successful applicants must provide proof of insurance, provided by their employer, covering the placement period.

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 variations require prior approval in writing from M&G NSW)
- 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@mqnsw.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 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.