

## *Lights On, Doors Open* Stipend Program

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### **2023 GUIDELINES**

Applications open: 9th August

Applications close when 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 NSW museum sector, particularly the volunteer-led sector, has been particularly hard hit by major events over the last four years. Bushfires, floods and the COVID-19 pandemic have compounded an already struggling sector, with many organisations forced to supplement diminished incomes by fundraising. The effort poured into fundraising can often detract from the effort required to maintain high standards of museum best practice.

This stipend is designed to alleviate the pressures felt by volunteer-led museums and Aboriginal cultural spaces in NSW by providing an amount of money to pay for essentials to keep 'lights on and doors open' (e.g. rent, electricity bills, etc.) without turning to fundraising. In turn, this will allow organisations to focus more attention on collections, maintenance and best-practice.

## Amount available

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A total of \$226,000 is available.

All stipend applications are for \$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.

See the Terms and Conditions section for more details.

## Timeframe

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Applications open Wednesday, 9 August 2023

Applications close when funds expended.

## Staff contact

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Staff are available to provide advice on writing grant applications, developing a project, budgeting and sourcing appropriate consultants. First-time applicants and those unfamiliar with grant-writing are encouraged to get in contact for detailed and ongoing assistance.

Enquiries can be directed to: Emily Cullen    Sector Development Manager  
Phone:                    0407 263 463  
Free Call:                1800 114 311 (regional only)  
Email:                     [emilyc@mgnsw.org.au](mailto:emilyc@mgnsw.org.au)

# Eligibility criteria

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To apply for the *Lights On, Doors Open Stipend*, an organisation must:

- Be incorporated (or provide the details of an auspicing body that is incorporated, such as a local council) OR provide evidence of appropriate alternative governance structures (e.g. S355 Committee, Trust, Company limited by guarantee, Local government authority, etc.)
- Be not-for-profit
- Be an established museum or Aboriginal cultural space with a physical collection (not an archive, library or historical society without a museum function)
- Be regularly open to the public at advertised times (i.e. not open by appointment only)
- Be a museum run entirely by volunteers with no paid staff or an Aboriginal cultural space with no more than two full-time paid positions responsible for the cultural facility
- Agree to abide by the terms and conditions of the stipend
- Have a collection policy and include this in the application

## Connection to the National Standards

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- This is a pilot program. Dependant on successful outcomes and the ability to secure further funding, Create NSW and M&G NSW envision this pilot be developed into a three-year program.
- At the end of the funding period, recipients must demonstrate they have met all the benchmarks under two standards of their choosing.
- In the pilot year recipients can select **any two standards** under Principle 1 and/or Principle 2 in **Part A** of the *National Standards for Australian Museums and Galleries 2.0* (<https://mgnsw.org.au/sector/resources/online-resources/organisation-management/national-standards-for-australian-museums-and-galleries-2-0/>)
- Recipients are encouraged to select standards their organisation is not currently meeting or could improve upon.
- All benchmarks under each chosen standard must be met and demonstrated by the end of the financial period.

*Example: Applicant X selects Principle 1 – Standard 1.3 and Principle 2 – Standard 2.3 as their organisation’s connection to relevant contacts/networks has lagged in recent years, and their planning documentation is no longer current. Applicant X’s organisation must meet 4 benchmarks in total and demonstrate this by the end of the stipend year.*

## Lights On, Doors Open will fund

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Various short-term, operational projects, such as (but not limited to) the following areas:

- Bills for amenities
- Small maintenance jobs
- IT support
- Small marketing projects
- Fees for service

# Application process

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All applications must be made via SmartyGrants. The link to the application can be found at <https://artsnsw.smartygrants.com.au/stipendprogram>

**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.**

# Assessment process

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Once your application has been confirmed to be eligible, it will be assessed by an appropriate senior member of M&G NSW staff. The assessments of M&G NSW Staff are final.

Allocations will be made in the order that eligible applications are received until available funds are exhausted.

M&G NSW will notify applicants of their outcome by phone call and/or email. 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 Volunteer Museum Grants are awarded free of GST
- 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 Connection to the National Standards Section for details.
- M&G NSW and the NSW Government 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 the NSW Government logos and acknowledgments.
- All acknowledgements that accompany the NSW Government 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 can be downloaded at <https://mgnsw.org.au/lights-on-doors-open-stipend-program/>