

Fellowship, Mentorship and Volunteer Placement Program

2025 Mentorship Program Guidelines

Amount Available: Up to \$3,500 per placement
Closing Date: 5pm, Wednesday 10 December 2025

The Mentorship 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, or Aboriginal cultural spaces (including cultural centres and Keeping Places) with an opportunity to extend their knowledge, enrich their skills and cultivate new networks through access to the expertise and resources of larger or specialised cultural organisations.

The Mentorship Program is open to paid staff (full-time and part-time) from NSW public museums, galleries, and Aboriginal cultural spaces. These Mentorships are appropriate for emerging and mid-level museum, gallery, and cultural space professionals.

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.**

Mentorships have previously taken place at a wide variety of host organisations including the following:

- The Art Gallery of NSW
- The Museum of Contemporary Art Australia (MCA)
- Museums of History NSW
- The Powerhouse Museum

Applicants are encouraged to consider the need for flexible travel arrangements.

Amount available

- A maximum of \$3,500 can be requested
- Funds will assist with travel, accommodation, and per-diem costs. Please discuss any other costs with M&G NSW staff prior to application. In special circumstances funds can 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 Mentorship.

Timeframe

- The closing date is **5pm, Wednesday 10 December 2025**
- No late applications will be accepted
- Unless otherwise specified, all placements must be carried out **between 1 July 2026 – 30 June 2027**

Eligibility criteria

To be eligible you must:

- Be working in a paid position in a NSW public museum, gallery, or Aboriginal cultural space (staff based in major state or national cultural organisations are ineligible to apply)
- Be able to fulfil the placement between 1 July 2026 – 30 June 2027 over two consecutive weeks
- Agree to abide by the Terms & Conditions of the grant program
- Not have previously received an M&G NSW Mentorship or 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 Mentorship aims to your skills and current employment
- Ability to apply new knowledge to your present workplace
- Strong knowledge and skills base able to be built upon through the Mentorship
- Compatibility with the host organisation
- Strategic focus of the Mentorship 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 effected by 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 via email dalem@mgnsw or (02) 5663 2337 (Tues-Fri) to discuss your proposal before you submit your application
- Submit your application on the relevant online application form <https://artsnsw.smartygrants.com.au/mgnswplacements2025>
- 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 if placement has not been facilitated through M&G NSW
 - You may choose to supply additional budget details (**1 page max.**)

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

<http://mgnsw.org.au/sector/funding/grants-we-administer/placement-programs/mentorship-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 each round of this program.
- 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 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 Mentorship 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. Please email comms@mgnsw.org.au or call (02) 9270 3100

- 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 (3 pages max.) that will include an overview of the Mentorship and the benefits of the placement to the individual and their museum/gallery.
 - Photographs should also be included with the acquittal where available and should represent your Mentorship 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.