

M&G NSW 2024 Fellowship, Mentorship & Volunteer Placement Program

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Museums & Galleries of NSW 2023 Fellowship, Mentorship and Volunteer Placement Program

* indicates a required field

Please make sure you read the relevant guidelines which are available from the Museums & Galleries of NSW (M&G NSW) website; <http://mgnsw.org.au/sector/funding/grants-we-administer/placement-programs/>

If you require assistance when completing the application form, please contact the Training and Engagement Manager, M&G NSW via email dalem@mgnsw.com.au or (02) 5663 2337 (Wed-Fri)

This is an application for a *

- ☐ Fellowship ☐ Mentorship ☐ Volunteer Placement

Fellowship

I am applying for a Fellowship with: *

Host Organisation

Mentorship

Type of Mentorship *

- ☐ Gallery Mentorship
☐ Museum Mentorship

I am applying for Gallery Mentorship with: *

- ☐ Art Gallery of NSW

I am applying for a Museum Mentorship with: *

- ☐ Museums of History NSW

Volunteer Placement

I am applying for a placement in the following organisation

- ☐ Museums of History NSW

Please make sure you have carefully read the description of your chosen placement outlined in the guidelines,

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as it is important that the aims of your placement are appropriate to the chosen host organisation.

Applicant Details

* indicates a required field

Your Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position Title

Street Address *

<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal Address *

<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Number *

Email *

Website

Your Organisation's Details

Organisation Name *

Organisation Name
<input type="text"/>

Street Address *

<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal Address *

<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Number *

Primary Email *

Primary Website

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Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Project details

* indicates a required field

Placement Title *

Please enter your name and your proposed host organisation.

Brief Description of Fellowship, Mentorship or Volunteer Placement (max 25 word summary to be used for reporting) *

Word count:

Must be no more than 25 words.

Amount Requested *

\$

Must be a dollar amount.

This is the amount of the funding you are seeking. You can ask for any amount up to the maximum.

Project Cost *

\$

What is the total budgeted cost (dollars) of your project?

Placement Dates

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Fellowship and Mentorship Placements must be completed in two consecutive weeks between **1 July 2025** and **30 June 2026**.

Volunteer Placements must be completed between **1 July 2025** and **30 June 2026**. The placement period can be between 5 – 10 consecutive days or on a custom schedule subject to agreement by host.

Please provide the preferred dates for your placement:

Start Date *

Must be a date and between 1/7/2025 and 30/6/2026.

End Date *

Must be a date and between 1/7/2025 and 30/6/2026.

Alternate Start Date

Must be a date and between 1/7/2025 and 30/6/2026.

Alternate End Date

Must be a date and between 1/7/2025 and 30/6/2026.

Your Application

In the space below please outline:

The reasons you want to undertake the placement *

Word count:

Must be no more than 250 words.

The skills that you will bring to the placement *

Word count:

Must be no more than 250 words.

The anticipated professional development benefits of this placement and/or skills you wish to develop during the placement *

Word count:

Must be no more than 250 words.

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How the placement is relevant to your current position and the anticipated benefits to your organisation *

Word count:
Must be no more than 250 words.

Where will the majority of activities take place? *

- | | |
|---|--|
| <input type="checkbox"/> Sydney Metro | <input type="checkbox"/> Outside NSW |
| <input type="checkbox"/> Western Sydney | <input type="checkbox"/> Outside Australia |
| <input type="checkbox"/> Regional NSW | <input type="checkbox"/> Other: <input type="text"/> |

Must be no more than 1 choice selected

What is the primary artform of activities? *

- | | |
|--|---|
| <input type="checkbox"/> Collections and Cultural Heritage | <input type="checkbox"/> Visual Arts (including Craft and Design) |
| <input type="checkbox"/> Multi artform | <input type="checkbox"/> Other: <input type="text"/> |

Must be no more than 1 choice selected

Priority Areas

Please indicate whether the following Create NSW priority areas apply to you.

- | | |
|---|---|
| <input type="checkbox"/> Aboriginal people | <input type="checkbox"/> people with disability |
| <input type="checkbox"/> people from culturally and linguistically diverse (CaLD) backgrounds | <input type="checkbox"/> young people |
| <input type="checkbox"/> people living and/or working in regional NSW | <input type="checkbox"/> none |
| <input type="checkbox"/> people living and/or working in Western Sydney | |

Please refer to the Create NSW website for more information about priority areas.

Budget

* indicates a required field

Fellowship and Mentorship

- You can apply for up to \$7,500 for a Fellowship and \$3,500 for a Mentorship.
- The funding will assist with travel, accommodation and per diem costs.
- In special circumstances, staff replacement costs may be considered (i.e. back-fill wages of the successful applicant's position while undertaking the placement). This should be discussed with an M&G NSW staff member **before** submitting your application and the amount included in the 'other' category.
- The Program will not fund the applicant's salary while undertaking the placement.
- You can **only** request funds under the categories detailed.
- Please note that the amount requested will not impact the success of the application. ie: applicants seeking less than the maximum amount are not more likely to receive funding.

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- Please provide as much as detail as possible about each expense item in the Details column.
- Further budget details may be uploaded as support material (formats accepted are word, excel or pdf)

Please list the anticipated costs and the amount you wish to apply for in the budget table below.

** Successful applicants must provide proof of insurance, covered by their employer, for the placement period.*

*** Any item included in the 'Other' category must be discussed with M&G NSW **before** completing the budget.*

Category	Details	\$ Costs	\$ Amount Requested
		Must be a dollar amount	Must be a dollar amount.
Travel			
Accommodation			
Per diem			
Conference or event fees			
Other*			

Total Costs *

\$
This number/amount is calculated.

Amount Requested *

\$
This number/amount is calculated.

Volunteer Placement

- You can apply for up to \$3,500 for a Volunteer Placement
- Funds will assist with travel, accommodation and living costs.
- Please list the expected costs for this placement and the amount you wish to apply for.
- You can **only** request funds under the categories detailed below.
- Please provide as much detail about each expense item in the Details column.

Please list the anticipated costs and the amount you wish to apply for in the budget table below. If you are unsure how to complete this section of the form, please contact M&G NSW via email dalem@mgnsw or (02) 5663 2337 (Wed-Fri)

** Insurance must be arranged to cover the period of your placement. Some organisations will have existing suitable insurance but others may need to purchase short term insurance. As such, it should be accounted for in your budget. M&G NSW can assist with quotes and organising insurance.*

*** You must notify M&G NSW immediately if there are any changes to your placement dates or conditions.*

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*** If you wish to include an amount in the other category, please discuss this with M&G NSW **before** completing the budget.

Category	Details	\$ Total Costs	\$ Amount Requested
		Must be a dollar amount	Must be a dollar amount.
Travel			
Accommodation			
Per diems			
Insurance*	Work Experience Insurance	120	120
Other**			

Total Costs *

\$

This number/amount is calculated.

Amount Requested *

\$

This number/amount is calculated.

Application Support Material

* indicates a required field

Fellowship and Mentorships

Please include the following support material with your application:

Your Curriculum Vitae (3 pages max.) *

Attach a file:

Please attach a Word or PDF file.

A letter of support from your employer/management body that indicates your museum, gallery or council supports your application. *

Attach a file:

Please attach a Word or PDF file.

If you are organising your own host organisation, please provide a confirmation letter from that organisation

Attach a file:

Please attach a Word or PDF file.

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If you wish to supply a more detailed budget, please upload here

Attach a file:

Please attach a Word, Excel or PDF file.

Fellowship Program Schedule

Please provide a program schedule that details your proposed activities *

Attach a file:

Please attach a Word or PDF file

Volunteer Placement

Please include the following support material with your application:

Your Curriculum Vitae (3 pages max.) *

Attach a file:

Please attach a Word or PDF file.

Your organisation's support letter (a letter indicating that your museum or Aboriginal cultural centre supports your application) *

Attach a file:

Please attach a Word or PDF file.

If you are organising your own host organisation, please provide a confirmation letter from that organisation

Attach a file:

Please attach a Word or PDF file.

Declaration

*** indicates a required field**

Declaration by applicant

I have read the guidelines relating to the grant program under which this application is made. I certify that, to the best of my knowledge, all the information in this application is correct and has been approved by my employer or equivalent body, and that I have the delegated authority to sign this application. *

☐ Yes

I have read and agreed to the Terms and Conditions associated with this grant as outlined in the guidelines. *

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☐ Yes

I agree to check and abide by any relevant health orders and government directions regarding COVID-19 including but not limited to travel restrictions, quarantine periods and contact reporting.

☐ Yes

I acknowledge that M&G NSW has the right to withdraw the offer of funding or demand the return of funds already paid if it is discovered that any of the information provided is false. *

☐ Yes

Please type your name and details below to certify the information. Typing your name will be taken to be as binding as a signature.

Signature *

Date *

Must be a date.