

Volunteer Museum Grants - 2024 Project Development Grants Form Preview

Overview

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PURPOSE OF PROGRAM

The Volunteer Museum Grant Program provides assistance to volunteer-initiated community museums and Aboriginal cultural spaces (such as cultural centres and Keeping Places) with collections and displays in NSW.

This is a Create NSW devolved funding program, administered by Museums & Galleries of NSW (M&G NSW) on behalf of the NSW Government. The program provides access to funding for collection-focused projects as well as skills development activities.

Project Development grants allow community museums and cultural spaces to carry out projects relating to museum management, collections or community/visitor engagement that have mid to long term outcomes.

These grants can also provide museums/cultural spaces with the chance to work productively with an appropriate consultant as a skills development opportunity.

There are no set categories for funding, and applications for a broad range of projects will be considered.

If applying to the Volunteer Museum Grants program for funds to undertake conservation work please provide a statement of significance for the object to be conserved as well as a detailed treatment proposal that outlines the conservation work to be undertaken.

AMOUNT AVAILABLE

The minimum amount that can be applied for is **\$2,500**, while the maximum amount that can be applied for under the program is: **\$7,500 (excluding GST)**

REQUIREMENTS

To be eligible to receive a Project Development Grant, applicants must provide a current Strategic Plan **OR** must be applying to develop a Strategic Plan.

TIMEFRAME

The Project Development Grants open on 15 July 2024 and close on the 8 September 2024. No late applications will be accepted.

DETAILS

Note: A maximum of one Small Grant or one Project Development Grant can be awarded to each organisation each year.

STAFF CONTACT

Applicants must contact M&G NSW to discuss your project. Staff are available to provide advice on writing grant applications, developing a project, budgeting and sourcing

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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 the Coordinator, Volunteer Museum Grant Program, M&G NSW on 0411 742665, freecall: 1800 114 311 (regional only) or email alicen@mgnsw.org.au

If your application specifically involves Aboriginal culture and heritage, you must supply evidence of consultation and support from the relevant communities. It is recommended you contact M&G NSW's Aboriginal Programs Manager, Steve Miller, to discuss at stevem@mgnsw.org.au or 0409 998019 during office hours Monday to Thursday.

For further information about best practice, applicants should refer to Create NSW's [Aboriginal Arts and Culture Protocols](#).

Guidelines

Please ensure you read the [Guidelines](#) before proceeding.

Please tick *

I have read the Guidelines

Eligibility

To apply for a Project Development Grant, 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 (eg. S355 Committee, Trust, Company limited by guarantee, Local government authority etc.)
- Be not-for-profit
- Be an established museum network (such as a chapter of Museums Australia) or an established museum or Aboriginal cultural space with a displayed collection (not an archive, library or historical society without a museum function)
- Be regularly open to the public (ie not open by appointment only)
- Not have more than the equivalent of two full-time paid positions
- Have a current Strategic Plan, or be requesting funds in this application to develop such a plan
- Have a Collection Policy
- Have discussed their application with an M&G NSW team member
- Have a volunteer from the applying organisation as the contact person for the application
- Agree to abide by the terms and conditions of the grant
- Not apply for funding if they have also applied for, or received, Create NSW funding for the same activity
- Have acquitted all previously awarded Volunteer Museum grants (excepting current Leg Ups)

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Note: Museums that are currently supported by a Museum Advisor through M&G NSW's Museum Advisor Program must have a signed supporting letter from their Museum Advisor.

Do you meet the above eligibility criteria? *

Yes No

If you answered No or have concerns about eligibility you should contact the Coordinator, Volunteer Museum Grant Program, Museums & Galleries of NSW on 02 9339 9913, freecall: 1800 114 311 (regional only) or email alicen@mgnsw.org.au before continuing your application.

Covid-19 NSW Health Requirements

Does this project follow current NSW Health Covid Safe guidelines? *

Yes No

If you answered No you should contact the Coordinator, Volunteer Museum Grant Program, Museums & Galleries of NSW on 0407 263 463, freecall: 1800 114 311 (regional only) or email alicen@mgnsw.org.au before continuing your application.

Grant Application Resources

Please use the following links to assist you with your application.

Writing an application - [click here](#)

Project Management- [click here](#)

Tip: Please include all support information you deem necessary for your application. For example images can be very useful in demonstrating your project.

Project Summary

* indicates a required field

Project Title *

Must be no more than 10 words.

Start Date *

Must be a date and no earlier than 1/12/2024.

End Date *

Must be a date and no later than 31/12/2025.

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(For example, to engage museum consultant Joe Smith to prepare a Strategic Plan for the Museum of Oranges)

This summary will appear on all official documents related to the grant

Project Summary - This summary will appear on all official documents related to the grant *

Word count:

Must be no more than 50 words.

You must discuss your application with an M&G NSW staff member.

Which staff member have you discussed your application with? *

Emily Cullen

Other:

Alice Norwood

Applicant Details

* indicates a required field

Name of Museum / Aboriginal Cultural Space *

Organisation Name

Do not put the name of the historical society here

Name of organisation (if different to above)

ie historical society or National Trust of Australia

Applicant Street Address *

Address

Suburb State Postcode

Must be an Australian postcode.

Applicant Postal Address *

Address

Suburb State Postcode

Must be an Australian postcode.

Applicant LGA

Please select your organisation's LGA based on the organisation's street address. If you are a Museum Network crossing more than one LGA leave this field blank.

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Organisation Phone Number *

Remember to type the area code.

Organisation Email *

Must be an email address.

Organisation Website

Must be a URL.

Does your organisation have an ABN? *

Yes

No

Applicant 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	

Must be an ABN.

Contact - All communication related to the grant will be forwarded to this person

Name of Contact

Title

First Name

Last Name

Position

Contact Phone Number

Remember to type the area code.

Alternate Phone Number

Contact Email

Must be an email address.

Will the person coordinating the project, the Project Manager, be different to the above contact? *

Yes

No

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Project Manager - if different from the Contact above

Name of Project Manager *

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

Position *

Phone Number *

Remember to type the area code.

Alternate Phone Number

Email *

Must be an email address.

About your organisation

* indicates a required field

Legal Status

What is the organisation's legal status? *

- Local government authority
- Incorporated association
- Company limited by guarantee
- Subcommittee of Council (e.g. 355 committee)
- Other:

Select Other if the organisation is not a legal entity such as an incorporated association or company limited by guarantee. Unless you are a National Trust Property you are required to indicate who will administer the grant on your behalf (e.g. council). See Administrator Details section below.

Will you be using an Administrator/Auspicor for this grant? *

- Yes No

If Council processes your invoices for you they are your Administrator

Incorporation Details

Incorporation Number *

If your organisation is run by a S355 committee, please enter 355

Incorporation Number Valid From *

Must be a date.

Organisation's Details

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When was the museum/cultural space established? *

Must be a number.

Active Volunteers *

Must be a number.

Number of paid staff (if applicable)

Must be a number.

Members (if applicable)

Must be a number.

List your paid employees, their roles at the museum/cultural space and their total paid hours.

Note: to be eligible, total paid hours must be less than 70 hours per week.

Name of Employee	Role	Total Paid hours per week
		Must be a number and no more than 70.

What are the museum/cultural space's opening days and hours? *

Who owns the museum/cultural space's building? *

How many visitors come to the museum/cultural space per year? *

Who owns the museum/cultural space's collection? *

Does the museum/cultural space receive any support from your local council? *

Yes

No

If yes, describe what kind of support provided by your Local Council.

Word count:

Must be no more than 200 words.

What were the organisation's main activities in the previous 12 months? *

Word count:

Must be no more than 200 words.

Collections Information

What is the estimated size of your institution's collection? *

If your institution does not use a collections database, how is the collection recorded? *

- Card system
- Excel Document
- Word Document
- Accession Register
- Other:

What Collections Management Database does your institution use? *

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- eHive
- Mosaic
- Filemaker Pro
- EMu
- Vernon
- Adlib
- Inmagic DB/TextWorks
- Other:

None

If you have previously used a database and no longer use one, or have changed databases, please provide a brief explanation of the reasons for this. Example: database wasn't user friendly etc. *

N/A

What percentage of your collection records are recorded in a digital format? *

What percentage of your collection records are recorded in a hardcopy format? *

What percentage of your collection records have a digital image of the object attached? *

Administrator Details - only complete if grant is being auspiced

Please attach a letter from the auspicing body who will be administering the grant *

Attach a file:

If Council processes your invoices they are your Administrator

Name *

Individual Organisation
Organisation Name

Title First Name Last Name

Street Address *

Address

Suburb State Postcode

Must be an Australian postcode.

Postal Address *

Address

Suburb State Postcode

Must be an Australian postcode.

Administrator 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

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Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Phone Number *

Remember to type the area code.

Alternate Phone Number

Must be an Australian phone number.

Email *

Must be an email address.

Website

Must be a URL.

Organisation's Financial Details

Please attach the following documents to your application:

Is your organisation registered for GST? *

- Yes
 No

Would your organisation like to apply for extra funding to cover the cost of the GST? *

- Yes
 No

If the applicant is not registered for GST they may request that the GST component be added to the grant. This decision will be made by M&G NSW staff after the assessment process and will be based on the financial documentation and budget (that clearly identifies the GST inclusive and exclusive cost of the project) provided in the application and on the available funds. The whole or a component of the GST may be awarded. A grant application from an unregistered organisation cannot be made unless the application is willing to proceed without GST being awarded.

Your organisation's most recent annual financial report. (National Trust properties must supply the most recent "12 Month Detailed Statement of Financial Performance" for your property) *

Attach a file:

You organisation's most recent bank statements *

Attach a file:

About your Project

* indicates a required field

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Project Description - What do you plan to do?

The project's aim - what are the museum's/cultural space's long-term goals in relation to this project?

- Who is involved? List the names of the team who will work on this project, and indicate each person's role. This list should include any person who has provided assistance or advice, including the organisation's volunteers, Museum Advisors, Council, LALC, Regional Museum Officers or equivalent, etc.
- Where will it happen? Will the project be undertaken at the museum/cultural centre or at another venue?
- Why is this project important to your organisation and/or your community?
- What research was undertaken in deciding on this project?
- Why was this project/consultant chosen?
- What are the potential outcomes of this project?
- How does this project fit in with the organisation's Strategic Plan? (E.g. You have identified in your Strategic Plan a need to increase your organisation's engagement with various aspects of your local community. To achieve this, your organisation is applying for funding to develop a new temporary exhibition on the history of the local textile industry, in consultation with the local Spinners and Weavers Guild).

Project Outline

Describe the project's aim *

Word count:

Must be no more than 200 words.

(For example, to engage museum consultant Joe Smith to prepare a Strategic Plan for the Museum of Oranges)

Who is involved and where will the project take place? *

Word count:

Must be no more than 200 words.

List the names of the team who will work on this project, and indicate each person's role. This list should include any person who has provided assistance or advice, including the organisation's volunteers, Museum Advisors, Council etc.)

Why is this project important your organisation and/or your community? *

Word count:

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Must be no more than 200 words.

What are the potential outcomes of this project? *

Word count:

Must be no more than 200 words.

Describe both short term and long term outcomes

How does this project fit in with the organisation's long term goals or Strategic Plan? *

Word count:

Must be no more than 100 words.

Project Budget

* indicates a required field

You must attach a quote for each dollar being applied for. Any items included in the budget that do not have an accompanying quote will not be funded. No rounding up will occur. Multiple issues with the budget could render the application invalid.

The amount requested must be expressed in GST exclusive amounts.

A grant application from an unregistered organisation cannot be made unless the application is willing to proceed without GST being awarded.

Estimated number of volunteer hours: *

Must be a number.

Number of volunteers involved in the project: *

Must be a number.

Budget

Use this table to input all costs associated with the project, including those not being directly funded by the grant. Having a complete understanding of the project budget helps demonstrate that the organisation has credible project management skills

Please put each expense on its own line. You may add as many lines as you wish.

Items or services that are not being funded by the grant but are part of the overall project cost should be listed on their own line with an indication of how the cost will be covered (i.e. *Amount supplied by applicant or Amount provided by other sources*).

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If you are asking for partial funding of an item, please put the exact amount being requested in the *Amount Requested* column and the remaining amount in the appropriate column.

For assistance with this section, contact the Coordinator of the Volunteer Museum Grant Program (MGNSW) on 0411742665, freecall: 1800 114 311 (regional only) or email alicen@mgnsw.org.au.

Name of Item or Service	Cost including GST	Cost excluding GST	Amount Requested (GST EXCLUSIVE)	Amount supplied by applicant	Amount provided by other sources (e.g. sponsorship donation, etc.)	Comments
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Name the expense here	Must be a dollar amount.	Must be a dollar amount.	Note: This is the amount you are asking to be funded by this grant. Must be a dollar amount.	Note: Use this column to account for expenses not funded by this grant. If you are applying to partially fund an item/service, this column can be used to show how the remaining cost will be covered. Must be a dollar amount.	Note: Use this column to account for expenses not funded by this grant. If you are applying to partially fund an item/service, this column can be used to show how the remaining cost will be covered. Must be a dollar amount.	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	

Totals

Total Project Cost *

\$

This number/amount is calculated.
What is the total budgeted cost (GST exclusive) of your project?

Total Amount Requested *

\$

What is the total GST exclusive financial support you are requesting in this application?

Total amount supplied by applicant

\$

This number/amount is calculated.

Total amount provided by other sources

\$

This number/amount is calculated.

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Are the amounts in the above budget GST exclusive? *

Yes

All amounts in the budget must be exclusive of the GST. If the amounts above are not GST exclusive, please amend budget before submitting application as this can affect the amount requested.

Quotes

Attach quotes to support every expense for which funding is requested - you may not ask for any money that is not covered by a quote *

Attach a file:

Support Material

* indicates a required field

Consultant

Are you using a consultant for the project? *

Yes

No

A consultant is anyone undertaking work funded by the grant, including but not limited to conservators, museum professionals, graphic designers, printers, etc.

If you are using a consultant please attach their CV *

Attach a file:

Regional Museum Advisor

Does your LGA currently engage a Regional Museum Advisor? *

Yes

No

Please upload a letter of support from your Regional Museum Advisor *

Attach a file:

Aboriginal Culture and Heritage

Does your application specifically involve Aboriginal culture and heritage?

Yes

No

Note: If yes, it is recommended you contact M&G NSW's Aboriginal Programs Manager, Steve Miller, to discuss at stevem@mgnsw.org.au or 0409 998019 during office hours Monday to Thursday.

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Please upload evidence of consultation and support from the relevant communities.

Attach a file:

e.g. Letter of Support from Local Aboriginal Land Council or from a suitable local Elder.

Support Material

A copy of the organisation's Collection Policy *

Attach a file:

A copy of the organisations's Strategic Plan, Business Plan or Long Term Plan if one exists

Attach a file:

A copy of any other policy relevant to your application

Attach a file:

Information/ brochure if applying to purchase a product/s

Attach a file:

A treatment proposal and a significance statement for each object if applying for conservation work

Attach a file:

Any other documentation associated with the project that will support your application (such as photographs, layouts, maps, fabric samples etc)

Attach a file:

Statistical Information

This information is collected in all Create NSW Devolved funding programs. Please note that there is no requirement for your project to encompass the Create NSW Priority Areas.

Answer as accurately as you are able. Answers are not utilised during the assessment of your application.

If you have any questions please call the M&G NSW Museum Coordinator on 9339 9913.

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Number of Activities & Events

How many activities or events are planned in the following areas. You may enter 0 if an area is not relevant however there must be a minimum of 1 activity/event.

International <input type="text"/> Must be a number.	National <input type="text"/> Must be a number.	NSW <input type="text"/> Must be a number.	Total <input type="text"/> This number/amount is calculated.
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Breakdown of NSW Activities & Events

Please provide a breakdown of the NSW Activities and Events number provided above into the following areas.

Example: if you indicated you had 3 activities and events in NSW and 2 will be held regionally and 1 in Sydney, place 2 in the Regional NSW field and 1 in the Sydney field.

Sydney <input type="text"/> Must be a number.	Western Sydney <input type="text"/> Must be a number.	Regional NSW <input type="text"/> Must be a number.
--	--	--

Activities & Events engaging with Priority Areas in NSW

Please indicated the number planned activities or events targets any of the following Create NSW priority areas.

Example: If your application is for one activity or event that will engage with Young People and CaLD People, place 1 in both fields.

NSW Aboriginal People <input type="text"/> Must be a number.	People who are Culturally and Linguistically Diverse (CaLD) <input type="text"/> Must be a number.	People with Disability <input type="text"/> Must be a number.	People living and/or working in regional NSW and People living and/or working in Western Sydney <input type="text"/> Must be a number.
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Attendance & Participation

How many people are anticipated to attend or participate in your activity or event?

International <input type="text"/> Must be a number.	National <input type="text"/> Must be a number.	NSW <input type="text"/> Must be a number.	Total <input type="text"/> This number/amount is calculated.
---	--	---	---

Breakdown of NSW Attendance & Participation

If the people attending the event or activity are from NSW, how many of them are anticipated to be from each of the following areas?

Sydney	Western Sydney	Regional NSW
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Must be a number.

Must be a number.

Must be a number.

Attendance & Participation in Priority Areas in NSW

How many, if any, people are anticipated to attend or participate in your activity or event from the following Create NSW Priority Areas?

Aboriginal People

Must be a number.

People who are Culturally and Linguistically Diverse (CaLD)

Must be a number.

People with Disability

Must be a number.

People living and/or working in regional NSW and People living and/or working in Western Sydney

Must be a number.

Terms and Conditions

Applicants should be mindful of the following terms and conditions associated with accepting a M&G NSW Volunteer Museum Grant. These include:

- All Volunteer Museum Grants are awarded free of GST. If the applicant is registered for GST M&G NSW will pay that component.
- If the applicant is not registered for GST they may request that the GST component be added to the grant. This decision will be made by M&G NSW staff after the assessment process and will be based on the financial documentation and budget (that clearly identifies the GST inclusive and exclusive cost of the project) provided in the application and on the available funds. The whole or a component of the GST may be awarded. A grant application from an unregistered organisation cannot be made unless the application is willing to proceed without GST being awarded.
- 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 Timeframe section for due dates). The acquittal report includes a one page report to be written by the applicant on an overview of the project, and the resulting benefits to the museum, and/or the individuals involved in the project. Photographs, media clippings and brochures should be included in the acquittal documentation where available. M&G NSW may use all or parts of this report in marketing material for the Volunteer Museum Grant Program.
- 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.

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- 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 Information and Resources Officer on 02 9339 9900 or email comms@mgnsw.org.au.

Declaration

* indicates a required field

Declaration by Applicant

I have read the guidelines relating to the Project Development Grant program. I certify that, to the best of my knowledge, all the information in this application is correct and has been approved by the board of management or equivalent body, and that I have the delegated authority to submit this application.

I have read and agreed to the terms and conditions associated with this grant (see below).

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.

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

I declare the above to be true *

Yes

Full Name *

Position *

Date *

Must be a date.