

Lights On, Doors Open Stipend 2023

Form Preview

Overview

* indicates a required field

PURPOSE OF PROGRAM

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

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.

TIMEFRAME

Applications Open Wednesday, 9 August 2023

Applications close when funds expended.

STAFF CONTACT

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

Guidelines

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

Please tick *

☐ I have read the Guidelines

Lights On, Doors Open Stipend 2023

Form Preview

Eligibility

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 (eg. 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

Do you meet the above eligibility criteria? *

☐ Yes

☐ No

If you answered No, or have concerns about eligibility, you should contact Emily Cullen, Sector Development Manager (MG NSW) on 0407 263 463, freecall: 1800 114 311 (regional only) or email emilyc@mgnsw.org.au before continuing your application.

Project Summary

* indicates a required field

Project Title *

Must be no more than 10 words.

In the Project Summary refer only to the activities, purchases or consultant that the program is being asked to fund. This section is not to be used to express any other aspect of the project or the organisation's activities; you may do so in the Project Description.

For example: "To engage museum consultant Joe Smith to prepare a Strategic Plan for the Museum of Oranges"

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

Word count:

Must be no more than 30 words.

Applicant Details

Lights On, Doors Open Stipend 2023

Form Preview

* 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)**

Name of Historical Society, National Trust of Australia etc

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 organisations LGA based on the organisations street address. If you are a Museum Network crossing more than one LGA leave this field blank.

Organisation Phone Number *

Remember to type the area code. Must be an email address.

Organisation Email *

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

Lights On, Doors Open Stipend 2023

Form Preview

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Contact Phone Number *

Remember to type the area code.

Contact Email *

Must be an email address.

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

☐ Yes ☐ No

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.

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

Lights On, Doors Open Stipend 2023

Form Preview

- ☐ 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/Auspicator for this grant? *

☐ Yes ☐ No

If Council processes your invoices for you they are your Administrator

Incorporation Details

Incorporation Number *

Incorporation Number Valid From *

Must be a date.

Organisation's Details

When was the museum/cultural centre established? *

Must be a number.

Number of Active Volunteers *

Must be a number.

Number of paid staff (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 for museums must be 0, for Aboriginal cultural spaces 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? ***

Lights On, Doors Open Stipend 2023

Form Preview

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

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

Administrator Details - only complete if grant is being auspiced

Please attach a letter from the auspicings 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

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Lights On, Doors Open Stipend 2023

Form Preview

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

About your Project

* indicates a required field

Project Outline

Describe the project's aim *

Word count:

Must be no more than 200 words.

Your aim may be to purchase display cases, mannequins or other materials to develop an exhibition, purchase storage materials, send someone to a national conference or workshop, develop an education package or purchase a collections database system, etc.

Connection to the National Standards for Australian Museums and Galleries 2.0

Nationals Standards for Australian Museums and Galleries 2.0

- 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.
- Recipients are encouraged to select Standards their organisation is not currently meeting or could improve upon.
- At the end of the funding period, recipients must demonstrate they have met all the benchmarks under the two Standards of their choosing.
- All benchmarks under each chosen standard must be met and demonstrated by the end of the financial period.

Lights On, Doors Open Stipend 2023

Form Preview

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.

Outline which Standards the organisation will complete *

• <https://mgns.w.org.au/sector/resources/online-resources/organisation-management/national-standards-for-australian-museums-and-galleries-2-0/>

Support Material

* indicates a required field

Providing Support Material

Please label all supporting material clearly, using the format '**name of museum - document title**'. An example would be '**Sydney Museum - Strategic Plan**'

This will assist assessors order in identifying what is contained within each uploaded document

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:

Terms and Conditions

Applicants should be mindful of the following terms and conditions associated with accepting the Lights On, Doors Open Stipend. These include:

Lights On, Doors Open Stipend 2023

Form Preview

- 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 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 Small 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

☐ No

Full Name *

Position *

Lights On, Doors Open Stipend 2023

Form Preview

Date *

Must be a date.