

# Museums Australia (Victoria) MUSEUM ASSISTANCE GRANTS

## Guidelines

Please read these Guidelines carefully before completing

- an *Expression of Interest Form*
- or
- an Application Form provided by the Museum Assistance Grants Manager

Museum Assistance Grants enhance the preservation of collections, collection management and community access in Victorian public museums and galleries. The grants are for small infrastructure projects that cost under \$10,000. They can cover the costs of practical requirements including museum and gallery fittings, equipment, repairs, signage, specialised services, tools and other items.



The Museum Assistance Grants are supported by the Victorian Government through Arts Victoria and the Community Support Fund.

## Contents

BACKGROUND .....	3
Aims of the Museum Assistance Grants.....	3
Who is eligible for a Museum Assistance Grant? .....	3
HOW MUCH ARE THE GRANTS AND WHO ARE THEY FOR? .....	4
How much money is available? .....	4
What types of projects are funded?.....	4
How are grants allocated?.....	5
THE FUNDING PROCESS.....	6
How are organisations invited to apply and grants allocated? .....	6
What are the Assessment Criteria? .....	6
What is the funding process for museums and galleries? .....	6
What are the terms and conditions of a Museum Assistance Grant? .....	7
How does our organisation put in an Expression of Interest for a Museum Assistance Grant?8	
How and when do we lodge our Expression of Interest for a Museum Assistance Grant? .....	8
How does our organisation apply for a Museum Assistance Grant? .....	9
How and when do we lodge our Museum Assistance Grant Application Form? .....	9
FINANCIAL MATTERS .....	9
What about tax, GST and Museum Assistance Grants? .....	9
How do we invoice Museums Australia (Victoria) for a Museum Assistance Grant? .....	10
PROMOTION .....	10
What about promoting our Museum Assistance Grant? .....	10
OTHER RESOURCES.....	11
What other information is there related to Museum Assistance Grants?.....	11
Who can I talk to about Museums Australia (Victoria) Museum Assistance Grants? .....	11

## BACKGROUND

Museum Assistance Grants follow on from similar Museums Australia (Victoria)'s past small grant initiatives - Special Infrastructure Grants (SIP) in 2003 and 2004; Building Better Regional Museums (BBRM) in 2005, 2006 and 2007; and Building Better Museums (BBM) in 2009. In 2009 these grants were available for the first time to museums and galleries in metropolitan Melbourne.

Between 2003 and 2009, MA (Vic)'s small museum infrastructure grant programs have distributed over \$400,000 to 107 community museums and galleries across Victoria.

As part of a four year strategy, Museum Assistance Grants will be offered from 2010 to 2013, with a total of \$60,000 in grants available each year.

### **Aims of the Museum Assistance Grants**

1. Provide strategic, professional advice, information and small grants to encourage and assist museums and galleries to preserve and manage Victoria's diverse, significant public collections, and make them accessible to the community.
2. Actively identify and support quality, priority museum and gallery projects to improve or maintain standards and practices, within a simple, flexible and supportive funding process that makes effective, accountable use of public funds.

### **Who is eligible for a Museum Assistance Grant?**

In 2010, grants are for museums and galleries:

- located in the greater Melbourne metropolitan region and the south-west region of Victoria
- with a demonstrated commitment to improvement, public access and involving the community
- that meet the Museums Australia definition of a museum

The Museums Australia Constitution (2002) defines a 'museum' as an institution with the following characteristics:

*A museum helps people understand the world by using objects and ideas to interpret the past and present and explore the future. A museum preserves and researches collections, and makes objects and information accessible in actual and virtual environments. Museums are established in the public interest as permanent, not-for-profit organisations that contribute long-term value to communities.*

Museums Australia recognises that museums of science, history and art may be designated by many other names (including Gallery and Keeping Place ). In addition, the following may qualify as museums for the purposes of this definition:

- (a) natural, archaeological and ethnographic monuments and sites and historical monuments and sites of a museum nature that acquire, conserve and communicate material evidence of people and their environment;
- (b) institutions holding collections of and displaying specimens of plants and animals, such as botanical and zoological gardens, herbaria, aquaria and vivaria;
- (c) science centres;

(d) Cultural centres and other entities that facilitate the preservation, continuation and management of tangible or intangible heritage resources (living heritage and digital creative activity);

(e) such other institutions as the [Museums Australia National] Council consider as having some or all of the characteristics of a museum.

In its Code of Ethics (2004) The International Council of Museums (ICOM) describes a museum as:

*a non-profit making permanent institution in the service of society and of its development, open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, the tangible and intangible evidence of people and their environment.*

Source: [www.museumsaustralia.org.au/site/page13.php](http://www.museumsaustralia.org.au/site/page13.php)

## HOW MUCH ARE THE GRANTS AND WHO ARE THEY FOR?

### How much money is available?

- The grants are for small infrastructure projects that cost under \$10,000.
- A typical grant is between \$2,000 and \$4,000.
- The available funds of \$60,000 per funding year are expected to provide between 7 and 12 grants each year

### What types of projects are funded?

Examples of items suited to Museum Assistance Grant funding include:

#### Display

- audiovisual equipment (TV, DVD player, data projector)
- display boxes, cases, stands, plinths
- frames
- hanging systems
- hardware
- interpretation panels, labels and signage
- lighting and lighting systems
- moveable wall panels or dividers
- portable display panels

#### Preventive Conservation

- disaster bins
- environmental monitoring tools/equipment (light, temperature and humidity)
- storage systems and materials (shelving, solander boxes, acid free paper, bubble wrap)
- uv filters for windows
- windows, blinds, covers, shutters

#### Security

- alarm systems
- CCTV, digital camera and software
- display case locks and upgrades
- door and window locks
- movement sensors

- smoke detectors, fire extinguisher
- window grilles and barrier systems

Other items related to small infrastructure needs will be considered, including measures to make museums and galleries more sustainable and energy efficient that also meet the needs of collections and/or people at the site.

For example:

- airlocks
- blinds and curtains
- fans
- insulation
- low energy lighting
- sky lights
- solar technology
- uv filters for windows
- water-saving measures especially where gardens are significant

Grant applicants are expected to follow-up rebates and other initiatives that may be available to offset some costs of retro-fitting existing buildings or including measures in new buildings.

Museums Australia (Victoria) encourages museums and galleries to use local materials, suppliers and services wherever possible and appropriate.

#### **Museum Assistance Grants cannot fund...**

- administration costs
- applications from organisations that have failed to acquit previous grants through Museums Australia (Victoria)
- cataloguing software
- computers
- core organisational overhead costs such as insurance, subscriptions etc
- marketing costs
- photocopiers

#### **How are grants allocated?**

Due to limited funds and high demand, Assistance Grants are only offered on a **by invitation** basis in target regions.

Assistance Grant funds will be distributed on a 50/50 basis between metropolitan Melbourne and regional Victoria.

Target regions:

**2010** the greater Melbourne metropolitan region and the south-west region of Victoria

**2011** the greater Melbourne metropolitan region, north-west Victoria and East Gippsland

**2012** the greater Melbourne metropolitan region and north-east Victoria

**2013** the greater Melbourne metropolitan region and south-east Victoria

## THE FUNDING PROCESS

### How are organisations invited to apply and grants allocated?

Museums Australia (Victoria) reserves to the right to invite selected organisations to apply for Museum Assistance Grants on the basis of:

- recommendations by Museums Australia (Victoria) Program Managers
- recommendations by other agencies that work with the Victorian museum and gallery community and collections, including the Royal Historical Society of Victoria, Public Record Office, Heritage Victoria, Public Galleries Association of Victoria and National Exhibitions Touring Support and others
- expressions of interest submitted by museums and galleries

In combination with the stated priorities for funding:

- organisations located in the target regions for the funding year, that have a demonstrated commitment to improvement, public access and involving the community; and meet the Museums Australia definition of a museum
- small organisations with 5 or less full time paid staff
- museums participating in the MAP program
- organisations addressing strategic priorities and goals in a Preventive Conservation Plan, Preservation Assessment, Significant Assessment or comparable guiding document

and

- Museum Assistance Grants assessment criteria.

### What are the Assessment Criteria?

Expressions of Interest and Applications will be considered for funding and assessed on the basis of:

- how well the project matches the MA (Vic) Assistance Grants scope, aims, National Standards and MAP requirements
- a strategic rationale for the project that's consistent with the museum's forward plan, goals and/or other guiding documents such as Conservation or Significance Assessment
- benefits to the museum and the community in light of the significance of collections and public access / visitation
- whether it can be completed within the funding period, by **25 February 2011** when the museum must acquit its grant.
- the resources the museum has (including recent grants) and adequate project planning
- MA (Vic) providing an equitable range of these grants to a range of organisations

### What is the funding process for museums and galleries?

- 1) Phone contact and site visit by the Manager, Museum Assistance Grants.
- 2) Formal invitation to apply for a Museum Assistance Grant.
- 3) Put in a *Museum Assistance Grant Application Form*.

- 4) Receive written confirmation from MA (Vic) of Museum Assistance Grant funds being offered to the museum or gallery for specific projects.
- 5) Ensure that the *Museum Assistance Grant Funding Agreement* is read, accepted and signed by representatives of the organisation (preferably Director, President, Secretary, Treasurer or Curator).
- 6) Send the signed funding agreement with an invoice to Museums Australia (Victoria) for the amount of funding specified, including:
  - the organisation's **ABN number**
  - the organisation's bank account details including account name, name of financial institution, bsb number and account number for a direct payment
  - a list of any GST the museum will be paying on items to be purchased with the grant money as a separate item on the invoice (if the organisation is registered to collect GST). GST must not be added to the total GST inclusive amount claimed.
- 7) Receive grant payment from Museums Australia (Victoria) by direct deposit into your organisation's specified bank account and begin the project.
- 8) Publicise the museum or gallery's Assistance Grant funded project wherever possible, acknowledging Museums Australia (Victoria) and Arts Victoria. Keep copies of any media coverage to include with your acquittal. (Guidelines, logos and media release information are available from Museums Australia (Victoria).
- 9) Inform the Manager, Museum Assistance Grants of any events that arise and may affect or delay the project.
- 10) Complete Museum Assistance Grants project by **25 February 2011**.
- 11) Complete the *Museum Assistance Grant Acquittal Form* provided, include supporting documentation such as media coverage and photos of the project, and return it to Museums Australia (Victoria) **both by post and by email** to [bwels@mavic.asn.au](mailto:bwels@mavic.asn.au) no later than the agreed date.

### **What are the terms and conditions of a Museum Assistance Grant?**

#### **Grants are paid with the expectation that:**

- The organisation's *Application for a Museum Assistance Grant* provides an accurate summary of the project they will undertake and the way the Museum Assistance Grant requested will be used to carry out the project
- The organisation will follow the steps in the funding process (Point 9 in the *Museum Assistance Grant Guidelines*)
- The organisation will formally promote and acknowledge the support of the Museums Australia (Victoria) Museum Assistance Grant and Arts Victoria in, printed material and publicity about the project (for example media release, annual report, newsletter or journal) and other marketing, including events, following guidelines provided by MA (Vic.)
- Grant money will be spent by **25 February 2011**, and any funds left over from the grant will be returned to Museums Australia (Victoria) by the same date

- The organisation will provide an acquittal report outlining project outcomes to Museums Australia (Victoria) by the close of business **25 February 2011**, using the acquittal form provided
- Museums Australia (Victoria) will retain the right to use project documentation provided by the organisation in their promotion and acquittal of the Museum Assistance Grants
- Organisations will formally invite Museums Australia (Victoria) and Arts Victoria) representatives to any events associated with the grant / associated project, such as a launch or official opening
- Museums Australia (Victoria) can request the grant monies be returned if the organisation does not meet the terms and conditions of funding

### **How does our organisation put in an Expression of Interest for a Museum Assistance Grant?**

Museums and galleries in target regions and in metropolitan Melbourne can submit an *Expression of Interest for an MA (Vic) Assistance Grant* in advance of the next funding year. This provides information to MA (Vic) to consider an organisation (and its specific needs) as a potential candidate for a grant – please note this is a preliminary step but it is not a guarantee of an invitation to apply for funding, or of funding.

1. Read *About Museum Assistance Grants* and the *Museum Assistance Grant Guidelines* carefully to ensure that your organisation and its needs are appropriate for this grant.
2. Download an *Expression of Interest for a Museum Assistance Grant Form* from [www.mavic.asn.au](http://www.mavic.asn.au)
3. Complete the form following these guidelines:
  - answer all the questions on the form as concisely as possible
  - use the form provided – please don't alter or amend it
  - use black or blue ink only
  - hand-written applications must be legible
  - present material on one-side of A4 paper only
  - please staple and/or clip your application together - do not bind, or place it in a folder
  - keep a copy of your application for your own records
  - fill in the check list on the last page – make sure you have attached all requirements

### **How and when do we lodge our Expression of Interest for a Museum Assistance Grant?**

*Expressions of Interest for Museum Assistance Grants* must be submitted by post or hand-delivered by **31 January** at the latest, in the funding year.

Post to: Barbara Wels  
 Manager, Museum Assistance Grants  
 Museums Australia (Victoria)  
 PO Box 385  
 Carlton South VIC 3053

Please note: The Manager, Museum Assistance Grants will contact organisations by April 30 in the funding year at the latest, to advise of the outcome of their organisation's Expressions of Interest, and discuss any further steps.

## How does our organisation apply for a Museum Assistance Grant?

Following a site visit and a formal invitation to apply from the Manager, Museum Assistance Grants complete the *Museum Assistance Grant Application Form* provided by Museums Australia (Victoria) following these guidelines.

- answer all the questions on the form as concisely as possible
- use the form provided – please don't alter or amend it
- use black or blue ink only
- hand-written applications must be legible
- present material on one-side of A4 paper only
- please staple and/or clip your application together - do not bind, or place it in a folder
- keep a copy of your application for your own records
- fill in the check list on the last page – make sure you have attached all requirements
- please advise the Manager, Museum Assistance Grants if you are unable to submit your application by the agreed date

## How and when do we lodge our Museum Assistance Grant Application Form?

Applications for Museum Assistance Grants must be received by post or delivered in person by close of business for Round 1 **Friday 30 July 2010** or Round 2 **Friday 10 September 2010**.

Post to: Barbara Wels  
Manager, Museum Assistance Grants  
Museums Australia (Victoria)  
PO Box 385  
Carlton South VIC 3053

## FINANCIAL MATTERS

### What about tax, GST and Museum Assistance Grants?

Grants approved by Museums Australia (Victoria) may be assessable as taxable income – please consult a qualified financial advisor for advice.

### Australian Business Numbers (ABNs) and grants

Organisations must provide Museums Australia (Victoria) with their ABN Number before grants can be paid out – otherwise the ATO requires MA (Vic) to deduct 48.5% from grant payments as withholding tax.

### Grants to GST-Registered Organisations

Museum Assistance Grants to organisations registered for Goods and Services Tax (GST) are subject to GST. MA (Vic) will gross up grants to GST-registered museums and galleries by the amount of GST payable on your grant.

IF GST applies to a grant your organisation receives, it will be the organisation's responsibility to account to the Australian Taxation Office for an amount equal to 1/11<sup>th</sup> of the funds received.

If your organisation is registered for GST, please list on your invoice any GST the museum or gallery will be paying on items to be purchased with the grant money as a

separate item on the invoice. Include a subtotal less GST (the net grant to be paid), and a total inclusive of GST.

If your organisation is not registered for GST, please list on your invoice a total inclusive of all the GST the museum or gallery will be paying on items to be purchased with the grant money.

For further information, please consult your financial adviser or the ATO website at [www.ato.gov.au](http://www.ato.gov.au).

### **How do we invoice Museums Australia (Victoria) for a Museum Assistance Grant?**

Museums Australia (Victoria) will advise successful applicants when it's time to invoice us for a grant so you can commence, and pay for, your project. Invoices need to include:

- the organisation's **ABN number**
- the organisation's bank account details including account name, name of financial institution, bsb number and account number for a direct payment

It is essential that your invoice conforms to the voluntary standards in the ATO (Australian Tax Office) document *How To Set Out Tax Invoices and Invoices*. For details, please go to [www.ato.gov.au/print.asp?doc=/Content/48360.htm](http://www.ato.gov.au/print.asp?doc=/Content/48360.htm)

### **PROMOTION**

#### **What about promoting our Museum Assistance Grant?**

New projects are a great way to promote a museum or gallery and potentially attract more visitors and/or support by telling the community about its collections, activities and plans. Attracting a grant and making improvements are achievements that can help build awareness of the worth of a museum or gallery and collections, and the resources needed to manage them. Promotion might include signage in the building or in specific rooms or spaces, a media release and media coverage, events, newsletters, a brief mention in annual reports and other updates such as newsletters, formal announcements or speeches and a formal event, opening or launch.

When promoting a project that has been supported by a Museum Assistance Grant, please draw on the information and specific wording provided by MA (Vic) in the information sheet *Promoting Your Museum Assistance Grant*. A template for a media release is included in this. Each grant recipient's promotion should acknowledge Museums Australia (Victoria) as well as Arts Victoria, the Victorian State Government agency that funds the Museum Assistance Grants and if possible, include the Arts Victoria and Museums Australia (Victoria) logos.

## OTHER RESOURCES

### What other information is there related to Museum Assistance Grants?

Please see [www.mavic.asn.au](http://www.mavic.asn.au) for:

Information Sheet: *About MA (Vic) Museum Assistance Grants*

Information Sheet: *Adding Value to Museum Assistance Grants*  
(This provides information about complementary grants and free and low-cost resources relevant to museums' small infrastructure needs.)

Information Sheet: *MA (Vic) Suppliers' List*

Info Sheets on current museum practice and more

Application Form: *Expression of Interest for a Museum Assistance Grant*

Contact the Manager, Museum Assistance Grants (see details below) for:

Information Sheet: *Promoting Your Museum Assistance Grant*

Application Form: *Museum Assistance Grant Application*  
(see page 9 of these guidelines first)

### Who can I talk to about Museums Australia (Victoria) Museum Assistance Grants?

Barbara Wels

[bwels@mavic.asn.au](mailto:bwels@mavic.asn.au)

Telephone: (03) 8341 7512

Regional Freecall: 1800 680 082

Barbara's role is part-time – she is in the office on Mondays and Tuesdays.

---

Disclaimer:

Museums Australia (Victoria) provides the information in this document only for the general purposes of outlining and providing information on the Museum Assistance Grants. Before acting on any financial matter, take advice from an appropriately qualified financial adviser.