

Regional Museums Grants Program Guidelines

2024-25

Commented [CB1]: Update with new image before end of August



Regional Museums Grants Program Guidelines

2024-25

Acknowledgements

The Museum and Art Gallery of the Northern Territory acknowledges the Traditional Owners of Country across the Northern Territory and beyond, and pays respect to Elders past and present.

Cover image: Pine Creek Museum
Photographer: Caddie Brain

About

The Northern Territory (NT) is home to some of the most unique and remote art, history and cultural collections in Australia. Featuring treasures of national significance, these community collections tell the story of our past and present to local and visiting audiences.

The Regional Museums Grants Program supports the preservation, conservation and display of significant historical cultural material in the NT.

Grants are available for regional museums, galleries and cultural centres to develop, conserve, preserve or exhibit our unique cultural heritage.

Funding is provided by the Northern Territory Government and administered by the Museum and Art Gallery of the Northern Territory (MAGNT).

Funding

Regional museums, galleries and cultural centres in the Northern Territory are eligible to apply for funding of **up to \$40,000 per applicant**.

All projects must be completed within one year. Funding cannot be used for costs incurred before the project commencement date.

Key Dates

Grants open Monday 3 February 2025

Grants close Sunday 30 March 2025, 5pm ACST

Outcomes announced Tuesday 10 June 2025

Projects commence Tuesday 1 July 2025

Projects completed Tuesday 30 June 2026

Acquittals due Friday 31 July 2026

Objectives

The Regional Museum Grants Program aims to:

- Support the sustainable development of regional museums, galleries and cultural centres throughout the NT
- Grow and deepen community and visitor access and engagement with collections
- Develop and implement best practice collection care according to the guidelines of the [National Conservation and Preservation Policy and Strategy](#) and the [National Standards for Australian Museums and Galleries](#)

What you can apply for

- Development of best practice collection care policies and plans including collection management, significance assessments, disaster preparedness plans, conservation plans and/or interpretation plans
- Professional development and/or training for staff and/or volunteers relating to museum practices, collection care and management, interpretation and/or exhibitions
- Engagement of consultants or contractors with specialist skills and knowledge such as conservators or cultural leaders/experts
- Collection management projects
- Development, design and/or installation of exhibitions, interpretation and/or signage
- Equipment, software and technology that is integral and appropriate to the project
- Storage and conservation materials
- Governance support such as strategic planning, policy and procedure development, business planning and/or training for staff, board members or volunteers

Eligible organisations may apply for more than one project provided the combined annual value is no more than \$40,000.

Commented [CB2]: Updated as per sheedule

Assessment Criteria

Applications are evaluated against following assessment criteria:

1. The historic, social, spiritual, cultural and/or heritage significance of the collection
2. Rationale, impact and benefit of project/s to the applying organisation, cultural sector, NT community and visiting public
3. Viability of project demonstrated by evidence of sound planning, project management and financial administration
4. Capacity and skills of the organisation and key personnel to deliver the project within program guidelines

Applications are assessed by a panel including key MAGNT staff as well as external sector stakeholders. Applications are assessed for eligibility to ensure that the required support material is included and that there are no outstanding acquittals or compliance issues. Panel decisions are final and not subject to appeal. Feedback is provided upon request.

Eligibility

Eligible organisations include those who are:

- Regional museums, galleries and cultural centres in the NT
- Legally constituted, incorporated and/or not-for-profit. Unincorporated bodies may apply with an administering body.
- Committed to the preservation of cultural heritage by actively conserving, researching and interpreting collections for the NT community and their visitors

What is not funded:

- Individuals
- Private enterprise or for-profit business activities
- Northern Territory Government departments or statutory bodies
- While research and interpretation of collections is eligible, new acquisitions, repatriation or de-accessioning of collection items, materials, or content is not eligible expenditure.
- Fundraising or charitable events
- Establishing new museums, galleries and cultural centres
- Activities that are the exclusive responsibility of other funding bodies or government agencies

- Capital works or the restoration and maintenance of buildings (climate control of collection storage areas can be included)
- Capital equipment or real estate purchases
- Existing operational staff salary and wages (additional hours directly related to and/or required for project delivery may be included)
- Salaries of staff from Northern Territory Government departments or statutory authorities
- Insurance or utility costs, such as power and water
- General administration fees

Organisations with outstanding acquittals from previous Regional Museum Grants Program rounds are not eligible.

Multiple applications for the same project/activity are not accepted to this program.

How to Apply

Applications for the Regional Museums Grants Program must be made through [GrantsNT](#).

We recommend speaking to the Regional Museums Officer prior to application.

Applications

You will be required to provide:

- Contact Details
- Project Title
- Description of your organisation (maximum 2000 characters), governance structure and strategic priorities
- Criteria 1: Description and significance of your collection (maximum 2000 characters)
- Criteria 2: Description of project, strategic relevance and benefit to your organisation, cultural sector and/or NT community (maximum 4000 characters)
- Criteria 3: Project Plan including timeline (maximum 4000 characters)
- Criteria 4: Expertise and Key Personnel (maximum 4000 characters)
- Risk identification and mitigation (maximum 2000 characters)

Required Support Material

- A budget, including income and expenditure to deliver your project, must be uploaded. You must include budget support material for expenses (using grant funds) over \$1,000 including any relevant quotations. [A budget](#)

Commented [LP3]: Delete assessment before panel

Commented [LP4]: Delete hyphen and just have a space between the 2 words

Commented [LP5]: Were we also going to add de-accessioning here?

Commented [LP6]: We do allow new content / interpretation of existing collections. So I think this dot point needs to be rewritten somehow.

[template is available here](#). Any fees should meet minimum wage requirements or industry guidelines such as [NAVA rates](#). Projects will be prioritised that can demonstrate in-kind or co-contributions. MAGNT encourages the employment of NT-based contractors, businesses and service providers.

- Funding from previous grant programs cannot be carried forward.
- Key Personnel Forms are required for key participants (including staff, board and committee members directly managing the project). [Key Personnel Forms are available here](#).
- Any relevant letters or emails of support from key stakeholders. Projects involving Indigenous Cultural Intellectual Property (ICIP) must demonstrate community leadership, support, consultation and participation in the project through inclusion of Key Personnel Forms and/or Letter or Emails of support demonstrating written permissions from Aboriginal individuals, community or language groups, land councils or other appropriate community representatives. General Letter or Emails of Support for your project are not required.

Late applications will not be accepted.

Conflict of Interest

You must declare that to the best of your knowledge you don't have any conflicts of interest in relation to the application. You must advise us if any conflicts arise.

Additional Requirements

All activities must comply with current Commonwealth and Northern Territory legislation:

- [National Standards for Australian Museums and Galleries](#), 2023
- Heritage Act 2011 (Northern Territory)
- Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Commonwealth)
- Environmental Protection and Biodiversity Conservation Act 1999
- Native Title Act 1993
- Protection of Movable Cultural Heritage Act 1986

Other relevant documentation and protocols:

- [Protocols for using for using First Nations Cultural and Intellectual Property in the Arts](#), Creative Australia, 2019

- [First Peoples: A Roadmap for Enhancing Indigenous Engagement in Museums and Galleries](#), Terri Janke and Company, 2018
- Dhawura Ngilan: A vision for Aboriginal and Torres Strait Islander Heritage in Australia and the Best Practice Standards in Indigenous cultural heritage management and legislation
- Guidelines for Interpreting Australian Aboriginal and Torres Strait Islander Culture and Country, National Trust, 2012

Commented [LP7]: I think this should be a separate dot point

Commented [LP8]: Throughout the document I think letters and emails should have lowercase 'l' and 'e' please

Commented [LP9]: Delete comma before and

Agreement

Upon selection from the Assessment Panel, you will be provided with a Funding Agreement through GrantsNT. If you do not understand any part of the Funding Agreement, please contact the Regional Museums Officer or seek legal advice. Funding Agreements must be signed by the appropriate signatory and returned within 14 days. Failing to return the signed agreement to MAGNT in the time required may result in withdrawal of the funding offer. If you have nominated an Administering Body for your grant, then the Administering Body will sign the Funding Agreement on your behalf and agree to take on the legal and financial responsibility for the grant activity. It is highly recommended that you enter into a written agreement with your Administering Body that sets out both parties' obligations and responsibilities in relation to the management of the grant. MAGNT may request to sight this agreement.

Payment

To enable grant funding payments to be made, all grant recipients must be registered as a Vendor with the NT Government. A [Vendor Creation Form](#) will be provided with your Funding Agreement for completion. A Vendor Creation/Amendment Form is to be completed should a grant recipient already be registered to confirm current details or update information as required.

The grant amount is GST exclusive. If you are registered for GST, we will pay you the grant amount plus GST with a Recipient Created Tax Invoice (RCTI). If you are not registered for GST, you warrant that you are not required to be registered for GST, and we will only pay you the Grant Amount.

Variations

If the project activities change significantly beyond your initial project plan, you must seek written approval from MAGNT through GrantsNT. This may include changes to:

- the scope of activity
- key personnel
- the budget (more than a 10% variation)
- timeline

A request to vary your Funding Agreement must be made in writing through GrantsNT for consideration by MAGNT a minimum of 30 days prior to the activity changes.

Grant Acknowledgment

Recipients must acknowledge the Museum and Art Gallery of the Northern Territory (MAGNT) and the Northern Territory Government in line with the Funding Agreement through inclusion of logos and/or the phrase: *Supported by the Museum and Art Gallery of the Northern Territory and the Northern Territory Government.*

This includes media releases and any publicity or promotional material for your funded activity.

[Logos are available to download here.](#)

Acquittal

Acquittals for the Regional Museums Grants Program take the form of a case study format. This will require:

- A report outlining project achievements including:
 - Project outcomes (500 words)
 - Organisational and community benefit, including any relevant statistical data (500 words)
 - Challenges/learnings (500 words)
- An income and expenditure statement signed by a person duly authorised by the organisations constitution
- Itemised tax invoices/receipts must be provided for any expenditure above \$1000
- Up to five high resolution images (minimum 1MB in size) and Talent Release Form

Acquittals are to be submitted through GrantsNT and are due 30 days after the grant round completion date.

Publication and Privacy

By submitting an application in GrantsNT, you consent to your personal information being provided to MAGNT, external assessment panel members and the Northern Territory Government for the purpose of promoting and reporting the outcomes of the funding.

Regional Museums Grants Program recipients will be publicly announced via press release, social media, MAGNT website and included in the Annual Report for the relevant financial year. Recipients are required to provide any relevant information or material to support these announcements and notify MAGNT of any media requests. MAGNT may also showcase information and images provided in acquittals.

Commented [LP10]: Withdrawal not withdrawing?

Commented [LP11]: I think we need to define significantly. For example - if the agreed budget changes more than 10% (or should it be 20%)

Resources

Key documents, templates and systems required for this application include:

- [GrantsNT](#)
- Budget Template
- Key Personnel Form
- MAGNT Logos
- Talent Release Form

[These documents are available for download here.](#)

Contact

Caddie Brain
Regional Museums Officer
T 08 8999 8204
E regionalmuseums@magnt.net.au
W www.magnt.net.au/regional-museums