



# 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: Territory History Collection Store  
Photographer: Jared Archibald

## 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 \$50,000 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 18 March 2024

**Grants close** Sunday 5 May 2024, 5pm ACST

**Outcomes announced** Monday 10 June 2024

**Projects commence** Monday 1 July 2024

**Projects completed** Monday 30 June 2025

**Acquittals due** Friday 1 August 2025

## 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 \$50,000.

A maximum of 20 per cent of grant funding can be used to support operational costs directly associated with delivering the project.

## 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 and NT community
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 an assessment panel including key MAGNT staff as well as external-sector stakeholders. They are first assessed for eligibility to ensure that applications are complete with required support material and 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 regional museums, galleries and cultural centres in the NT who are:

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

What is not funded:

- Individuals
- Private enterprise or for-profit business activities
- Northern Territory Government departments or statutory bodies
- Purchases or acquisition of objects or collections
- 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
- Capital equipment or real estate purchases
- Operational staff salary and wages (unless directly related to the project)
- Insurance or utility costs, such as power and water

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 \$2,000 including any relevant quotations. [A budget 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.

- Key Personnel Forms are required for all key participants. This grant cannot be used to support the salaries of staff from Northern Territory Government departments or statutory authorities. [Key Personnel Forms are available here.](#)
- Letters or Emails of Support including written permissions where relevant from Aboriginal individuals, community or language groups, Land Councils or other appropriate community representatives.

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

Applicants need to clearly identify whether Aboriginal people are leading, conceiving, participating or have been consulted for the activity.

If the activity involves Aboriginal Heritage reference to 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
- [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

## 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 withdrawing 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
- 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, any publicity and promotional material for your funded activity.

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

## Acquittal

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

- A report outlining project achievements (maximum 1000 words) including:
  - Project outcomes
  - Any relevant statistical data
  - Challenges/learnings
- 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 \$2000
- Three 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.

## 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

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