



**regional galleries**

ASSOCIATION OF QUEENSLAND

## **GUIDELINES and APPLICATION FORMS**

### **2010 PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

---

**ONLY CURRENT MEMBERS OF REGIONAL GALLERIES ASSOCIATION OF QUEENSLAND AND THEIR PAID STAFF OR VOLUNTEERS ARE ELIGIBLE TO APPLY.**

**Funded by the Regional Galleries Association of Queensland Inc.**

---

The Regional Galleries Association of Queensland is offering two types of funding for professional development activities in 2010.

#### **FUNDING IS PROVIDED IN TWO AREAS:**

##### **1. INDIVIDUAL BURSARIES**

###### **(a) Individual Bursaries for Volunteers**

Grants of up to a maximum of \$600 are available for individual gallery/museum volunteers as assistance to attend seminars, conferences or courses. Grants can be used towards conference registration fees, associated workshop fees, travel, accommodation and living expenses during the period of the conference.

**Closing Date:** First day of every month until funds are expended.

**Amount:** Up to \$600.

###### **(b) Individual Bursaries for Paid Staff**

Grants of up to a maximum of \$600 are available for individual gallery/museum paid staff as assistance to attend seminars, conferences or courses. Grants can be used towards conference registration fees, associated workshop fees, travel, accommodation and living expenses during the period of the conference.

**Closing Date:** First day of every month until funds are expended.

**Amount:** Up to \$600.

## **2. ORGANISATIONAL GRANTS**

Grants to assist public galleries/museums to undertake organisational initiatives. These might include:

- Costs towards improvements in the gallery/museum exhibition program such as touring exhibition fees and display improvements.
- An appropriate consultant to work with the institution on skill development in areas such as Education and Public Programs; Exhibition Development; or Strategic Planning and Policy Development.
- On-site training workshops and seminars in specialist areas such as volunteer recruitment, board management and gallery/museum practice.

**Closing Date:** First day of every month until funds are expended.

**Amount:** Up to \$1,500 per organisation. It is expected that the organisation will make a contribution to the initiative (can be in-kind).

---

If you have any questions regarding funding or the application form, contact:  
Brooke Laidlaw, RGAQ Membership Officer (**p** 07 3215 0820 – Fridays)

**Send completed applications to:  
Membership Officer  
Regional Galleries Association of Queensland  
Level 3, 381 Brunswick Street  
Fortitude Valley Qld 4006**

---

### **PAYMENT OF BURSARY**

#### **For organisations:**

If your application is approved, you will be asked to provide an Invoice for the amount of the funding, to be returned with your signed agreement. Galleries/museums registered for GST must provide a compliant Tax Invoice with an itemised list of costs detailing the GST component.

#### **For individuals:**

There are two ways in which the bursary can be paid to successful applicants.

Option 1: The bursary can be paid to your gallery/museum (as per the procedure above).

Option 2: The bursary can be paid to individual applicants.

Applicants will need to provide an ABN. If the applicant does not have an ABN the bursary funds will be subject to 46.5% withholding tax.

If individual applicants are registered for GST, they must provide a compliant Tax Invoice with an itemised list of costs detailing the GST component.

PLEASE INDICATE ON THE APPLICATION FORM (INDIVIDUAL BURSARY) WHICH OPTION YOU WOULD PREFER IF YOUR APPLICATION IS SUCCESSFUL.

## **RGAQ 2010 – INDIVIDUAL BURSARY (PAID AND VOLUNTEER) GUIDELINES**

### **ELIGIBILITY CRITERIA**

- Open to RGAQ members and their paid staff and volunteers.
- Must include a letter of support from their gallery/museum.
- A contribution towards the costs by the individual or their organisation is desirable.

### **SELECTION CRITERIA**

Priority will be given to **individual** applicants who demonstrate:

1. how the opportunity will improve the individual's contribution to their organisation and benefit the gallery/museum overall.
2. how knowledge and skills acquired during the seminar/conference/workshop will be shared within the gallery/museum.
3. their willingness to share the experience with the wider gallery/museum sector in Queensland.

### **APPLICATION PROCESS**

To apply, complete the **2010 Individual Bursary Application Form** and return to RGAQ Membership Officer, Level 3, 381 Brunswick Street, Fortitude Valley Q 4006. Application forms can be downloaded from the RGAQ website, [www.rgaq.org.au](http://www.rgaq.org.au).

Applications should be received at least six weeks before the professional development activity (eg conference, seminar, workshop) is scheduled to take place.

**Closing date:** First day of every month until funds are expended.

For more information contact: Brooke Laidlaw, RGAQ Membership Officer

E: [brooke.laidlaw@magsq.com.au](mailto:brooke.laidlaw@magsq.com.au)

T: 07 3215 0820 (Fridays)

Or Debra Beattie, M&GSQ General Manager

E: [debra.beattie@magsq.com.au](mailto:debra.beattie@magsq.com.au)

T: 07 3215 0842 (Mondays to Fridays)

Free call (within Queensland): 1800 680 433

### **ASSESSMENT PROCESS**

Once your application has been checked for eligibility, it will be assessed by at least two representatives appointed by the RGAQ board. The panel's decision will be final. RGAQ will notify applicants of their outcome by letter within three weeks of the closing date.

### **GRANT ACQUITTAL**

Successful applicants will be required to submit a brief report within six weeks of the opportunity. This acquittal report should include a financial report detailing the expenses covered by the grant, and a report (1–2 pages) written by the applicant that outlines the professional development opportunity and describes the learning for the applicant and benefits to the organisation. Photographs and media clippings should be included in the acquittal report where available.

Applicants may be required to disseminate what they have learned to other staff at events and/or in publications. For example, they may be invited to speak about their professional development at a sector seminar and/or to contribute to a blog on professional development opportunities.



**regional galleries**

ASSOCIATION OF QUEENSLAND

**2010 APPLICATION FOR:**

**VOLUNTEER INDIVIDUAL BURSARY**

**PAID STAFF INDIVIDUAL BURSARY**

**AMOUNT REQUESTED:**

\$ \_\_\_\_\_

**Individual Applicant's Name** \_\_\_\_\_

Your organisation's name \_\_\_\_\_

RGAQ Membership Number: Institution \_\_\_\_\_ Individual \_\_\_\_\_

Your position/role \_\_\_\_\_

Your contact number \_\_\_\_\_

Your contact email \_\_\_\_\_

Postal address for application correspondence \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

If successful, will the bursary be paid to:

**YOUR ORGANISATION :**

Australian Business Number (ABN) \_\_\_\_\_

Is the organisation registered for GST? Yes / No

**YOU :**

Your ABN \_\_\_\_\_

Are you registered for GST? Yes / No

**Name of Opportunity** \_\_\_\_\_

**Date/s of Opportunity** \_\_\_\_\_

**Location of Opportunity** \_\_\_\_\_

**How will the opportunity improve your contribution to your organisation and benefit the gallery/museum overall?**

**How will the knowledge and skills acquired during the activity be shared within the gallery/museum?**

**Are you willing to share your experience with the wider gallery/museum sector in Queensland by speaking at a sector seminar or contributing to a blog on professional development opportunities, if requested by RGAQ?**

- Yes**
- No** (provide explanation) \_\_\_\_\_

\_\_\_\_\_

**BREAKDOWN OF COSTS** (attach page if insufficient space)

**INCOME:**

Source of Income	Total	Please indicate if each amount includes GST YES/NO
Grants or subsidies (please detail):		
Other income (detail):		
Your contribution / your organisation's contribution (detail):		
<b>AMOUNT REQUESTED FROM RGAQ</b>		

**TOTAL INCOME:** \$ \_\_\_\_\_

**EXPENDITURE:**

Expenditure Item	Total Cost	Please indicate if each amount includes GST YES/NO

**TOTAL EXPENDITURE:** \$ \_\_\_\_\_

---

**COMPLETE THIS CHECKLIST AND INCLUDE WITH YOUR APPLICATION**

**FOR INDIVIDUALS**

**A LETTER OF SUPPORT FROM YOUR EMPLOYER MUST BE ATTACHED TO THIS APPLICATION.**

**I have completed and attached the following:**

- THREE-PAGE APPLICATION FORM (Cover Sheet; Response to selection criteria; Breakdown of costs)
- BRIEF C.V. (maximum 2 pages)
- SUPPORT LETTER FROM EMPLOYER

## **RGAQ 2010 – ORGANISATIONAL GRANT GUIDELINES**

### **ELIGIBILITY CRITERIA**

- Open to RGAQ organisational members.
- The organisation must make a contribution to the initiative (this may be in-kind eg volunteer labour).

### **SELECTION CRITERIA**

The selection process takes into consideration:

- Whether the project satisfies best gallery/museum practice.
- How the project fits with the organisation's forward plan.
- The financial situation of the applying organisation.
- The capacity of the organisation to undertake the project.
- The benefits of the project to the organisation.

### **PRIORITY AREAS**

Grants to assist public galleries/museums to undertake **organisational initiatives**.

These might include:

- Costs towards improvements in the gallery/museum exhibition program such as touring exhibition fees and display improvements.
- An appropriate consultant to work with the organisation on skill development in areas such as Education and Public Programs; Exhibition Development; or Strategic Planning and Policy Development.
- On-site training workshops and seminars in specialist areas such as volunteer recruitment, board management and gallery/museum practice.

Priority will be given to **organisational** applicants who demonstrate how the opportunity will be of benefit:

- a. to their staff (paid and/or unpaid)
- b. to their organisation
- c. to their community
- d. to the gallery/museum sector in Queensland

Applicants are advised that involvement of other organisations (eg other galleries/museums in the region) in the initiative will be viewed favourably.

The organisation's level of resources will be taken into account by the assessment panel in prioritising funding outcomes.

### **APPLICATION PROCESS**

To apply, complete the **2010 Organisational Grant Application Form** and return to RGAQ Membership Officer, Level 3, 381 Brunswick Street, Fortitude Valley Q 4006.

Application forms can be downloaded from the RGAQ website, [www.rgaq.org.au](http://www.rgaq.org.au).

**Closing date:** First day of every month until funds are expended.

For more information contact: Brooke Laidlaw, RGAQ Membership Officer

E: [brooke.laidlaw@magsq.com.au](mailto:brooke.laidlaw@magsq.com.au)

T: 07 3215 0820 (Fridays)

Or Debra Beattie, M&GSQ General Manager

E: [debra.beattie@magsq.com.au](mailto:debra.beattie@magsq.com.au)

T: 07 3215 0842 (Mondays to Fridays)

Free call (within Queensland): 1800 680 433

**ASSESSMENT PROCESS**

Once your application has been checked for eligibility, it will be assessed by at least two representatives appointed by the RGAQ board. The decision of the panel will be final. RGAQ will notify applicants of their outcome by letter within three weeks of the closing date.

**GRANT ACQUITTAL**

Successful applicants will be required to submit a brief report within six weeks of the opportunity. This acquittal report should include a financial report detailing the expenses covered by the grant, and a report (1–2 pages) written by the applicant that outlines the organisational initiative and describes the benefits of the initiative to staff, the organisation, the community and/or the gallery/museum sector.

Photographs and media clippings should be included in the acquittal report where available.

Applicants may be required to disseminate what they have learned to other staff at events and/or in publications. For example, they may be invited to speak about their organisational initiative at a sector seminar and/or to contribute to a blog on development opportunities.



**2010 APPLICATION FOR: ORGANISATIONAL GRANT**

---

**AMOUNT REQUESTED:**        \$ \_\_\_\_\_

**Name of Organisation** \_\_\_\_\_

RGAQ Membership Number: Institution \_\_\_\_\_ Individual \_\_\_\_\_

Name of contact person \_\_\_\_\_

Contact number \_\_\_\_\_

Contact email \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Australian Business Number (ABN) \_\_\_\_\_

Is the organisation registered for GST?    Yes / No

**Outline the proposed organisational initiative (maximum 150 words)**


**Describe how the project satisfies best gallery/museum practice (you may wish to refer to National Standards for Australian Museums and Galleries). (maximum 150 words)**

**Describe how the project fits with the organisation’s forward plan (maximum 150 words)**

**Outline the benefits of the organisational initiative (maximum 150 words)**



**Outline the capacity of the organisation to undertake the project, e.g. Who will supervise the project? What is their experience? What consultants will be involved? Attach their CVs and their quote for the work.**



**BREAKDOWN OF COSTS** (attach page if insufficient space)

**INCOME:**

Source of Income	Total	Please indicate if each amount includes GST YES/NO
Grants or subsidies (please detail):		
Other income (detail):		
Your contribution / your organisation's contribution (detail):		
<b>AMOUNT REQUESTED FROM RGAQ</b>		

<b>TOTAL INCOME:</b>	\$ _____
----------------------	----------

**EXPENDITURE:**

Expenditure Item	Total Cost	Please indicate if each amount includes GST YES/NO

<b>TOTAL EXPENDITURE:</b>	\$ _____
---------------------------	----------

---

**COMPLETE THIS CHECKLIST AND INCLUDE WITH YOUR APPLICATION**

**I have completed and attached the following:**

- FOUR-PAGE APPLICATION FORM (Cover Sheet; Two-page response to selection criteria; Breakdown of costs)
- MOST RECENT ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS
- RELEVANT SUPPORT MATERIAL WHERE APPLICABLE (e.g. Confirmation of participating trainers/speakers; Expression of interest from consultant; Copy of consultant CVs; Copy of quotes from consultants; Schedule of fees for exhibition improvement programs)