

Maritime Museums of Australia Project Support Scheme (MMA PSS)

2009-10 Guidelines



Australian Government

**Department of the Environment,
Water, Heritage and the Arts**



**AUSTRALIAN
NATIONAL MARITIME
MUSEUM**

Introduction

The *Maritime Museums of Australia Project Support Scheme* (MMA PSS) was established in 1995 and provides funding support to not-for-profit organisations caring for Australia's maritime heritage. MMA PSS is funded by the Australian Government and managed by the Australian National Maritime Museum with the support of the Department of the Environment, Water, Heritage and the Arts.

Financial assistance of up to \$10,000 is available for projects and up to \$2,000 for internships that will enhance:

- Collection management (registration, documentation & storage).
- Conservation (preservation, restoration, conservation & assessments).
- Presentation (research, exhibitions & education programs).
- Museological training for staff of organisations caring for Australia's maritime heritage.

Objectives

To assist Australian legally incorporated not-for-profit making organisations caring for Australia's maritime collections to:

- Develop and implement objectives for collecting, managing, organising, preserving, conserving and communicating objects and/or collections of maritime significance.
- Undertake projects that will increase standards of practice for the care and management of maritime objects and/or collections of significance.
- Provide quality public access to objects and/or collections of maritime significance through display, interpretation and community involvement.

Eligibility

MMA PSS funding provides financial support for projects of maritime significance to Australian **not-for-profit** organisations, including museums, historical societies, and

community based organisations that are actively involved in collecting, preserving, interpreting and exhibiting Australia's maritime heritage.

Each organisation is eligible for one MMAPSS grant per year and different organisations can submit applications for joint projects.

MMAPSS funding also provides financial support for internships for paid or unpaid staff of not-for-profit organisations caring for Australia's maritime heritage to develop skills to increase standards of practice for caring and managing maritime collections.

Interns may be provided with a work placement of up to two weeks at the ANMM, in relevant sections of the museum, to enable museological skills and knowledge to be developed.

Depending on the needs and requirements of a prospective intern, a placement at another major collecting institution may be arranged.

The major national and state/territory collecting institutions are not eligible to apply for funding through MMAPSS.

Assessment process

Eligible applicants are required to complete the application form for either projects or internships for MMAPSS funding and submit them to the ANMM by 31st August 2009 for funding in the financial year 2009-10. Joint submissions are encouraged. The application forms are available from the ANMM via its web site, email, phone or fax. Contact details are available at the end of these guidelines.

Applications will be assessed in September 2009 by the MMAPSS Selection Committee, which comprises representatives from the Department of Environment, Water, Heritage and the Arts, the ANMM and the maritime heritage community. The Selection Committee's decision is final. Funding for projects will be awarded to cover a six month period from October 2009 to March 2010 for projects beginning in October. Funding for internships will be awarded to assist by reimbursement of accommodation and travel expenses for up to two weeks during 2009-10. Applicants will be notified of the outcome of their application in October 2009.

Assessment criteria

Projects

Proposed projects must relate to a maritime object or collection of significance. That is, if the object or collection contributes to an understanding of Australia, its people and the developments which have influenced its maritime history.

For information about conducting significance assessments and developing a statement of significance, refer to the Collections Council of Australia's publication: *Significance 2.0* which can be viewed online at <http://significance.collectionscouncil.com.au/> .

The Selection Committee will evaluate each application against the following selection criteria:

- Evidence of project's maritime significance.
- Quality of the project in terms of its aims, content, rationale and likely benefit.
- Evidence of sound planning, appropriate management and financial administration.
- Measure of relevance to a specified target audience and the community in general.

Having first met the selection criteria, priority will be given to applications that clearly identify the resources and milestones required to implement the proposed project. Organisations that are able to provide some of the necessary resources whether they be qualified staff, equipment or some financial resources will also be given priority. Applications that seek funding solely to make an expensive purchase, such as show cases, will be given a low priority.

Internships

Applicants may choose to undertake internships from any area of maritime museum operation including conservation, curatorial, registration, fleet services, external relations, education and visitor programs, members and volunteer management, library, design or marketing. During their time at the ANMM or other host organisations, interns would work within a particular department and would be supervised by a section head.

The Selection Committee will evaluate each application against the following selection criteria:

- Evidence of value and likely benefit to the applicant and the applicant's organisation in undertaking an internship.
- Quality of the internship in terms of its aims, objectives and rationale for how the applicant will spend their time at the ANMM or other host organisation.
- Evidence of applicant's current skills and skills to be achieved through the internship.
- Measure of relevance to the participating organisations.

The Selection Committee will give preference to those who want to work the two weeks in one particular department with the goal of achieving defined skills and experiences. Priority will be given to applications that clearly identify the skills and objectives required to successfully undertake the proposed internship. The internship must be undertaken during a specified period. Selection of interns will also take into account the ANMM's or other host organisations resource availability during the period in question.

Projects and internships

On the basis of the Selection Committee's assessments, applications will be short-listed, ranked and recommendations for funding will be made. Funding will be awarded to as many of the highest ranking applications as funds will allow. Subject to

the availability of funds and the recommendations of the Selection Committee only partial funding of the amount requested may be awarded.

MMAPSS provides funding support for projects and internships that would not be eligible for other sources of funding. Projects and internships deemed eligible to apply for other funding schemes may be considered a low priority.

Information about the status of applications will not be released until all applications have been assessed and final decisions reached. All applicants will receive written notification of the outcome of their applications.

Conditions of funding

Accountability

The MMAPSS funding is available through public money and funding recipients are accountable to the ANMM for the proper use of the funding provided. Failure to comply with the conditions may result in future funding requests being declined.

Formal acceptance

To accept the terms and conditions of the funding, recipients must sign a duplicated copy of a letter from the ANMM detailing the terms and conditions and return a signed copy to the ANMM. Payment cannot be made until the ANMM receives the signed copy of the letter. This signed copy must be received by the ANMM within thirty (30) days of the date of the letter or withdrawal of the funding may occur without further notice.

Purpose of funding

It is expected that Project Managers of organisations for which funding is approved and internship participants for who funding is approved will ensure that projects and internships are undertaken and completed as outlined in the original application, or where applicable, as modified by the ANMM. Any significant alteration to the original application must be approved by the ANMM. Funds must be expended and projects and internships completed by March 2010.

Termination of funding

Funding may be terminated by the ANMM in writing if the conditions of the funding are not observed. If funding is terminated, any unexpended funds must be returned to the ANMM within 30 days.

Visits and publicity

Staff of the ANMM may visit sites where MMAPSS projects are being or have been carried out, and the ANMM may use details of projects in any of its publicity.

Acknowledgment and publications

In all publications, promotional material and activities relating to the funded projects and internships, recipients must acknowledge the financial support it has received

from the Australian Government. There are two permissible acknowledgement formats. The first is the complete acknowledgement:

“The Maritime Museums of Australia Project Support Scheme is funded by the Australian Government and managed by the Australian National Maritime Museum with the support of the Department of the Environment, Water, Heritage and the Arts.”

The second shorter acknowledgement may be used where a concise acknowledgement is needed, such as on exhibition labels or in some media releases:

“The Maritime Museums of Australia Project Support Scheme is supported by the Australian Government.”

Acquittal

Within four weeks of completion of the projects and internships, recipients must provide a full written Final Report on the project or internship, including a financial acquittal statement and receipts or certified copies of receipts for project or internship costs. The completion date of projects and internships will be determined in consultation with the funding recipient. This consultation will also determine whether a Progress Report will be required. In all cases projects and internships must be completed and acquitted by March 2010.

The Final Report must contain:

- a description of the project or internship as completed;
- a photographic record of the project or internship where appropriate;
- an evaluation as to whether the objectives of the project or internship were achieved; and
- an assessment of the value of the funding to the project or internship.

The financial acquittal statement should detail the total cost of the project or internship, how the funding was used and details of any funding provided by other bodies.

Further enquiries

For further information or to request an application form and/or assistance with completing an application form please contact the MMAPSS Coordinator:

Australian National Maritime Museum:
GPO Box 5131 SYDNEY NSW 2001
Tel: 02 9298 3743
Fax: 02 9298 3725
Email: mmapss@anmm.gov.au
Internet: www.anmm.gov.au