Cultural heritage organisations

* indicates a required field

Program guidelines

This program enables cultural heritage organisations to deliver projects or annual programs that:

- preserve Tasmania’s moveable cultural heritage
- develop and share high-quality cultural heritage experiences
- create opportunities for Tasmanian volunteers and museum professionals
- connect with and inspire audiences, and the wider community.

It also provides funding towards the purchase of materials for collection management.

Organisations can submit one application per round.

For more information, please visit Cultural heritage organisations.

To apply for support from Arts Tasmania's museum professionals see Roving Curators.

Eligibility

This program supports Tasmanian cultural heritage organisations, including galleries and museums, with permanent collections that are publicly owned and publicly accessible. Applicants must meet Arts Tasmania’s general eligibility requirements.

Applications will not be accepted from:

- privately owned collections
- federal government collections
- Tasmanian Government Business Enterprises, and;
- Tasmanian Government Departments.

Organisations in receipt of multi-year support from Arts Tasmania are not eligible to apply to other Arts Tasmania programs for the term of the multi-year agreement.

Eligible costs and activities

Organisations can apply for funding towards activities that improve access to, and care for, collections such as:

- archival materials
- education and public programs
- marketing and promotion including graphic design and printing costs
- permanent, temporary, or touring exhibitions
- product development
- software licenses
- wages and fees for museum professionals.

Arts Tasmania expects that museum professionals are paid fairly for their work. For more information, please visit wages and fees.

Permanent, fixed-term or casual employees of any part of the Creative Industries, Sport and Visitor Economy Division of the Building Tasmania with regular hours that exceed 0.3 of a full-time load) cannot receive payment through Arts Tasmania's programs.

Overdue acquittals

If your organisation has received support from Arts Tasmania in the past and the acquittal for this support is now overdue, it is not eligible to receive more support until all overdue acquittal reports are submitted and approved.

I confirm that I have read and understood the eligibility requirements for this program. *

○ Yes

Help with your application

We encourage you to talk to our grants team about your application before the closing date.

You can contact us on 03 6165 6666 or grants@arts.tas.gov.au

You can book an online meeting to discuss your application using Bookings.

To view the results of previous rounds, see past decisions.

Organisation details

* indicates a required field

Organisation's legal name *

Organisation Name

This should match the ABN provided. For example, the legal name of the Shepparton Art Museum in Victoria is Greater Shepparton City Council.

Museum's name

If different to the organisation's legal name.

Street address *

Address

This must be a street address for contractual purposes.

Postal address *

Address

Email *

Phone

Website

Does your organisation have an ABN (Australian Business Number)? *
- ○ Yes
- ○ No

Tax requirements

Grants paid by Arts Tasmania may be considered part of income in a financial year and may be subject to tax. You must determine your organisation's own taxation liabilities. We suggest consulting a financial adviser or contacting the Australian Taxation Office on 13 28 66.

Australian Business Number (ABN)

Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

If this ABN is not registered in Tasmania, please explain why:

Contact person

This person will be Arts Tasmania's main contact person for the grant.

Name * Title First Name Last Name

Position *

Email *

Phone *

Organisation chair

This person will be the formal contact for the grant.

Name * Title First Name Last Name

Position *

Email *

Phone

Activity details

* indicates a required field

Activity title *

Please give your activity a title - for example 'interpretation project' or 'exhibition program'. If your organisation's application is successful, this title will be listed on the Arts Tasmania website.

Activity type

- ○ Purchase of materials or equipment for collection management
- ○ Cultural heritage activity
- ○ Annual program of cultural heritage activities

Activity dates

Activities can commence from 1 July 2027.

Enter the approximate start and end dates below.

Expected start date * **Expected finish date** *

Assessment criteria

Arts Tasmania uses peer assessors from the Cultural and Creative Industries Expert Register. Peer assessors are people who work in, or are engaged with, the arts and cultural sectors such as curators, administrators, or other professionals.

All eligible applications to this round will be assessed by a panel of museum professionals against the criteria of:

QUALITY

Does the activity:

- include strong ideas and/or processes?
- develop the capacity of the Tasmanian cultural heritage sector? (where relevant)
- include experienced volunteers and personnel, or those with potential to develop and grow?

PLANNING

Is the activity:

- timely, relevant, and achievable?
- properly budgeted (with appropriate wages and fees)?
- supported by confirmed resources such as venues, funding, or equipment?
- supported by strong partnerships or collaborations?

BENEFIT

Does the activity:

- enable opportunities for Tasmanian museum professionals?
- connect with Tasmanian audiences? (where relevant)
- connect with the wider community? (where relevant)
- develop or access new audiences, networks, or markets? (where relevant)

For more information on assessment, please see how decisions are made.

Tell us about your activity.

Please include information on:

- what will be delivered with grant funds
- key concepts, ideas, or themes
- key dates or milestones
- why this activity matters (to your organisation, the sector, audiences, or community)
- how it will benefit your organisation, or the community
- the target audience and their expected experience (if applicable).

About your activity *

Word count:
no more than 800 words

Tell us about your organisation and any others involved in the activity.

Please include information on:

- your organisation and its history
- any others involved in the activity
- why your organisation has chosen to work with those involved
- the relevant skills or expertise of those involved
- any other partnerships in place to support the activity.

You don't need to duplicate information provided in attached CVs or biographies in this section.

Organisations can use this section to explain how the activity aligns with broader organisational strategies or goals.

About your organisation *

Word count:
no more than 400 words

Location

Please list the locations where the activity will take place (town/suburb).

Use the + and - buttons at the right hand side to add and remove rows.

Address
Address

Any, but at least one field is required.

Aboriginal cultural content

If your activity involves Aboriginal cultural content, you must provide evidence of how you or your organisation are working with the Aboriginal community.

This includes:

- evidence that cultural protocols and Indigenous Cultural and Intellectual Property (ICIP) will be respected

- detail around any paid roles that support Aboriginal people to lead activities that involve cultural content or knowledge letters of confirmation from any Aboriginal professionals involved
- evidence of plans to engage with the Aboriginal community in a meaningful, collaborative, and culturally safe way.

Relevant resources:

- Creative Australia's Protocols for using First Nations Cultural and Intellectual Property in the Arts.
- Creative Workplaces information on First Nations relations.

The Tasmanian Government's Office of Aboriginal Affairs can provide advice on working with Tasmanian Aboriginal people and organisations.

If you are unsure about this requirement please contact Arts Tasmania at grants@arts.tas.gov.au

Does this activity involve Aboriginal cultural content? *
○ Yes
○ No

Please attach plans for working with Aboriginal people and organisations:	**Description**

Children and young people

If your organisation's planned activity involves children or young people (under the age of 18), either as active participants or a target audience, it must put measures in place to ensure their safety and wellbeing, in line with Tasmania's Child and Youth Safe Standards. This means abiding by all relevant laws and regulations that apply in Tasmania, and any other jurisdictions where the activity is taking place.

Anyone working with children or young people in Tasmania is required to hold a current Registration to Work with Vulnerable People (RWVP). People under the age of 16 years are not required to be registered.

For further guidance, please refer to:

- the Tasmanian Government's Child and Youth Organisations Framework (applies to businesses, organisations and sole traders)
- the Tasmanian Government's Keeping Children Safe resource
- Creative Workplaces' information around national laws and standards for children and young people.

If you are unsure about this requirement, please contact Arts Tasmania at grants@arts.tas.gov.au

Does this activity involve children or young people (under the age of 18)? *
○ Yes
○ No

Please provide evidence of the measures in place to ensure the safety and wellbeing of the children or young people involved in this activity.

This can include evidence of current RWVPs for key personnel, evidence of relevant training undertaken by team members, safety policies or risk management plans.

Attachments	Description

Collection details

* indicates a required field

To be eligible for support, museums must have a publicly accessible collection, and must have, or be working towards, regular opening hours.

Tell us the museum's opening hours below.

For example:

- Open Mon - Fri 11:00 am - 6:00 pm
- Sat 11:00 am - 5:00 pm

Museum opening hours *

How many visitors came to the museum in the last year? *

Must be a number.
Can be approximate.

How many objects are in the collection? *

Must be a number.
Can be approximate.

What percentage of the collection is currently accessioned and/or catalogued? *

Must be a number.
Can be approximate.

Policy documents

Please list the policy documents relevant to your collection, including the year they were last updated.

Use the + and - buttons at the right hand side to add and remove rows.

Document type	Year updated
For example - Collection Policy, Disaster Preparedness Plan or Exhibition Policy.	For example - 2017.

Collection ownership

Does your museum own the majority of objects in its collection? *

- ○ Yes
- ○ No

Please list other significant owner(s) of the objects in your collection below.

You must provide a letter of support from, or evidence of an agreement with, each significant collection owner.

Use the + and - buttons at the right hand side to add and remove rows.

Collection owner	Letter or agreement with collection owner

Collections professionals

To be eligible for operational support, museums must be managed by one or more paid collections professional(s) whose hours total one full time position (36 hours per week).

Please list the names and roles of the collections professionals engaged by your museum below, and attach their current CV or biography.

Use the + and - buttons at the right hand side to add and remove rows.

Name	Role	Full time equivalent (FTE)	CV or biography
For example - Dr Jane Doe	For example - Curator	For example - 0.5 FTE	Maximum 1 page per person

Financial information (materials and equipment)

* indicates a required field

Note: if your organisation is registered for GST, figures should be GST exclusive. If it is not registered for GST, figures should include GST.

Please list all of the items your organisation plans to purchase with grant funds.

You can include materials, equipment, freight, installation and GST. You can also upload relevant documents such as quotes.

Use the + and - buttons at the right hand side to add and remove rows.

Item	Amount (AUD $)	Supporting documents
	Must be a dollar amount.	

Budget notes

If you need to provide more information, please provide it here.

If the total value of the items to be purchased exceeds the cap of $2,500, please list other sources of income below.

Budget notes

Word count:
Must be no more than 100 words.

Your grant request

We have calculated your organisation's Arts Tasmania grant request based on the information entered above.

If the amount is correct, continue to the next page. If not, review the figures above.

Arts Tasmania grant request *

This number/amount is calculated.

Supported organisations will receive confirmation of the grant amount based on the financial information provided. The amount may vary from the figure above.

Financial information

Note: if your organisation is registered for GST, figures should be GST exclusive. If it is not registered for GST, figures should include GST.

Expenses

List all expected costs for your organisation's activity by selecting from the **Item** drop-down menu and entering the dollar amount in **Expense amount**.

Use the **Description** column to explain what the cost covers and how it was calculated.

Cash costs

These are costs that your organisation needs to spend cash on. You can enter as many items as you need to.

Use the + and - buttons at the right hand side to add and remove rows.

Item	Expense amount (AUD $)	Description
	$	

Total cash costs

$

This number/amount is calculated.

In-kind costs

In-kind contributions add to the overall value of your organisation's activity. These are costs that it don't spend cash on but are provided free of charge or at a discount.

This section does not contribute to the grant request.

Use the + and - buttons at the right hand side to add and remove rows.

Item	Expense amount (AUD $)	Description
	$	

Total in-kind costs

$

This number/amount is calculated.

Total expenses

$

This number/amount is calculated.
Total cash costs + Total in-kind costs.

Income

List all expected income for your organisation's activity by selecting from the **Item** drop-down menu and entering the dollar amount in **Income amount**.

Use the **Description** column to explain where the income is coming from.

You can include more detail on any unconfirmed income in the **Budget notes** section.

You do not need to include the Arts Tasmania grant request in this list. It is automatically calculated at the bottom of this page based on the information you have entered.

Cash income

List all expected cash income (both confirmed and unconfirmed). You can enter as many items as you need to.

Use the + and - buttons at the right hand side to add and remove rows.

Item	Income amount (AUD $)	Description	Confirmed
	$		

Budget notes

If you need to provide more information than fits in the description fields above please provide it here.

Budget notes

Word count:
Must be no more than 100 words.

Your grant request

We have calculated your organisation's Arts Tasmania grant request based on the information entered above.

If the amount is correct, continue to the next page. If not, review the figures above.

Total cash expenses

$
This number/amount is calculated.

Total cash income

$
This number/amount is calculated.

Arts Tasmania grant request

$
This number/amount is calculated.

Supported organisations will receive confirmation of the grant amount based on the financial information provided. The amount may vary from the figure above.

Support material

Support material

Support material

Your organisation needs to provide support material as part of its application. Some material is required, and some is optional.

We require:

- a combined CV or biography for all volunteers involved (no more than two pages)
- up to five items of support material (including images or quotes)
- your organisation's current Collections Policy (if it has one)

You may also include:

- your organisation's guiding documents (strategic or business plan, marketing plan, disability action plan and/or reconciliation action plan)
- relevant excerpts from your organisation's significance assessment, interpretation plan, preservation needs assessment or disaster preparedness plan
- evidence of collaborations or partnerships
- up to five relevant letters of support.

Support material can be provided as web links or electronic files. Please make sure that all links and files provided can be opened on all types of computers.

Peer assessors are only required to view five items of support material. This includes all web links and attachments.

For more information, see support material.

Web links

Please make sure that any web links you provide are active and easily accessible. Include passwords if required.

Avoid providing links for membership only or subscription sites like social media and paid streaming services where possible.

Use the + and - buttons at the right hand side to add and remove rows.

Link	Description	Password (if required)
Must be a URL.		

Attachments

Support material can be provided in any of the following formats:

- Video (MP4, QuickTime, Windows Media)
- Audio (MP3 Windows Media)
- Images (JPEG, PowerPoint)
- Written material (Word, PDF)

Each file should be no larger than 5 MB.

Use the + and - buttons at the right hand side to add and remove rows.

Attachments	Description

Statistics

* indicates a required field

Statistical information is used to improve Arts Tasmania's programs and processes.

Please identify the main or primary area of practice for your activity. *
- ○ Aboriginal arts and cultural practice
- ○ Art music
- ○ Classical ballet
- ○ Classical music
- ○ Collaborative/devised theatre
- ○ Community arts and cultural development
- ○ Contemporary dance
- ○ Contemporary music
- ○ Contemporary music (art music)
- ○ Contemporary music (popular)
- ○ Cross-artform
- ○ Curatorial writing
- ○ Craft/design
- ○ Design
- ○ Experimental practice
- ○ Fiction
- ○ Interactive gaming
- ○ Museums and cultural heritage
- ○ Music theatre
- ○ Non fiction
- ○ Opera
- ○ Multi-artform
- ○ Orchestras
- ○ Physical theatre
- ○ Poetry
- ○ Popular dance
- ○ Screen
- ○ Text based theatre
- ○ Visual arts

Select the activity type or types that relate to your activity. *
- ☐ Collection management
- ☐ Exhibiting
- ☐ Policy development and planning

Does this activity involve people with disability? *
- ○ Yes
- ○ No

For more information see Disability and access.

Does this activity involve people from a culturally and linguistically diverse background? *
- ○ Yes
- ○ No

For more information see Cultural diversity.

Does this activity involve people from an Aboriginal or Torres Strait Islander background? *
- ○ Yes
- ○ No

For more information see Aboriginal arts and cultural content.

How did you first find out about this opportunity? *
- ○ Arts Tasmania's newsletter
- ○ Arts Tasmania's website
- ○ Contact with a staff member
- ○ Social media
- ○ Word of mouth
- ○ Other:

Employment statistics

This information helps us to understand the financial impact of our grants. It is not used in the assessment of your application.

Roles

How many paid and unpaid roles are involved in your organisation's activity?

Museum roles

This includes roles like curators, conservators and any one else who is a museums professional.

Paid - full time	Paid - part time	Unpaid - full time	Unpaid - part time

Other roles

This can include roles like administrators, technicians, front of house staff and anyone else who isn't a museums professional.

Paid - full time	Paid - part time	Unpaid - full time	Unpaid - part time

Certification

* indicates a required field

Assessment of applications

Staff from the department will review all applications to ensure organisations are eligible to apply. We may contact your organisation to ask for more information if eligibility is unclear.

Peers from the Cultural and Creative Industries Expert Register will assess all eligible applications and make a recommendation for funded activities to the Minister for Arts. The Minister will make a decision based on that recommendation.

Decisions made by the Minister for the Arts are final and can only be appealed if the grounds for appeal are met.

For more information, please visit how are decisions made and past decisions.

Appealing a decision

Arts Tasmania may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

For more information, please read the grounds for appeal.

Working with children

Arts Tasmania is committed to encouraging the involvement of young people and children in the arts, both as participants in the creative process and as audience members. Safeguards to prevent exploitation and harm must be in place for any activities that involve children.

If you receive support from Arts Tasmania, and the supported activity involves people under the age of 18, you are obligated to abide by all relevant laws and regulations that apply in Tasmania, and any other jurisdictions where the supported activity is taking place.

If this application is successful, all people involved with this activity will be required to provide a copy of their Registration to Work with Vulnerable People (RWVP) card to Arts Tasmania.

Details on the requirements in Tasmania are available at Keeping Children Safe.

Logos and acknowledgement

If your application is successful, your organisation must acknowledge the Tasmanian Government in all promotional material and publications associated with the supported

activity. This can include posters, online advertisements, books, CDs, or exhibition catalogues.

For more information please visit logos and acknowledgements.

Right to information

Information you provide to the department and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

Personal information collection

You are providing personal information to the department, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the Department for the purpose of assessing your application and related activities. Failure to provide this information may result in your application not being assessed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

Certification

I certify that:

All details supplied in this application form are correct. *
○

I have read and understood all information provided as part of this application form, and agree to all terms *
○

Details of authorised person

Please enter your details to show that you are authorised to apply on behalf of your organisation.

Name *

Title | First Name | Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Email *

Must be an email address.

Phone

We may contact you to verify that this application is authorised by the applicant organisation

Once your organisation's application is complete and you do not wish to make any further changes, please press the 'Submit' button. You will receive a confirmation email which lets you know we have received your organisation's application. If you do not immediately receive this email please contact us.

You can print or download a copy of your organisation's application after it has been submitted.