

Cultural Heritage Organisations

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Program guidelines

This program supports Tasmanian cultural heritage organisations to deliver high quality activities that:

- strengthen Tasmania's robust, diverse, and vibrant cultural heritage sector,
- engage and inspire audiences and the wider community, and,
- preserve Tasmania's movable cultural heritage.

For more information, please visit [Cultural Heritage Organisations](#).

To apply for support from our museum professionals see [Roving Curators](#).

Eligibility

This program is for Tasmanian museums, galleries or collections that:

- manage a publicly owned, publicly accessible, permanent collection of movable cultural heritage objects or artworks; and,
- have (or be working towards) regular opening hours.

Privately owned collections, federal government collections, Tasmanian Government Business Enterprises and Tasmanian Government Departments are not eligible to apply.

Applicants must also meet Arts Tasmania's [general eligibility requirements](#).

Eligible costs and activities

Organisations can request grant funds towards eligible costs and activities.

Permanent, fixed-term or casual employees of any part of the [Culture, Arts and Sport Division](#) of the [Department of State Growth](#) (with regular hours that exceed 0.3 of a full-time load) cannot apply to or 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 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 your income in a financial year and may be subject to tax. You must determine your own taxation liabilities. We suggest you consult your financial adviser or contact 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 contact for the grant.

Name *	Title	First Name	Last Name
	<div></div>	<div></div>	<div></div>
Position *	<div></div>		
Email *	<div></div>		
Phone *	<div></div>		

Organisation chair

This person will be the formal contact for the grant.

Name *	Title	First Name	Last Name
	<div></div>	<div></div>	<div></div>

Position *

Email *

Phone Number

Activity details

* indicates a required field

Activity title *

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

Activity dates

Activities can commence from 1 July 2025.

Enter your 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 cultural heritage sector such as curators, administrators, or other professionals.

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

CRITERION

THINGS PEERS MAY CONSIDER

Quality

- Is the activity conceptually strong?
- Why is the activity important?
- Are the people involved experienced, or show the potential to develop and grow?

Planning

- Is the activity financially feasible?
- Is the timeline reasonable and achievable?
- What partnerships are in place to help the activity?

Benefit

- How does the proposed activity benefit the applicant, the artist, or the community?
- What is the audience experience?

For more information on assessment, please see [how decisions are made](#).

This part of the application is where you will describe the activity to the peers.

Tell us about your activity. Why is it important? *

Word count:
no more than 800 words

Tell us about your museum or collection. What does it do, and who is involved? *

Word count:
no more than 400 words

Aboriginal or Torres Strait Islander cultural content

If your activity involves Aboriginal or Torres Strait Islander content, your application must provide evidence of how you are working with the Aboriginal community.

Please refer to the Australia Council for the Arts' [Protocols for using First Nations Cultural and Intellectual Property in the Arts](#).

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 or Torres Strait Islander cultural content? *

- ☐ Yes
☐ No

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

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Collection details

* indicates a required field

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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 will be required to provide a letter of support from the owner(s) on Page 5 of this application.

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

Collection owner

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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.

Collection professional	Role	FTE equivalent	CV or biography
For example - Dr Jane Doe	For example - Curator	For example - 0.5 FTE	Maximum 1 page per person

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 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.

Archival materials

If applying for funds towards archival materials, please obtain a quote and attach it to **page 5** of this application.

Cash costs

These are costs that you need 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 activity. These are costs that you don't spend cash on but are provided by you or others 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 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 your 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

You need to provide support material as part of your application. Some material is required, and some is optional.

We require:

- 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)
- letters of support from collection owners (if relevant)

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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 www.arts.tas.gov.au/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

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.

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. *

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 [Arts and Disability](#).

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 and Torres Strait Islander 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

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 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
Must be a number.	Must be a number.	Must be a number.	Must be a number.

Other roles

This includes roles like administrators, technicians, front of house staff and any one else who isn't a museums professional.

Paid - full time	Paid - part time	Unpaid - full time	Unpaid - part time
Must be a number.	Must be a number.	Must be a number.	Must be a number.

Certification

* indicates a required field

Assessment of applications

Staff from the Department of State Growth 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 the 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. Such involvement needs to be within a set of safeguards that protect children from exploitation and harm.

If you are successful in receiving support from Arts Tasmania, and your activity involves people under the age of 18, you will be obligated to abide by the Australia Council for the Arts' protocols for working with children and any relevant laws and regulations that apply in Tasmania or other jurisdictions where the supported activity is taking place.

Details on the requirements in Tasmania are available at: www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people www.justice.tas.gov.au/working_with_children

The Australia Council for the Arts' protocols for working with children are available at: www.australiacouncil.gov.au/funding/children-in-art-protocols

Logos and acknowledgement

If your application is successful, your organisation must acknowledge the 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 of State Growth 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 of State Growth, 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 the section on the assessment of applications and accept the terms. *

☐

I have read and understood the section on appealing a decision and accept the terms. *

☐

I have read and understood the section on acknowledging support from the Tasmanian Government if this application is successful. *

☐

I have read and understood the sections on Confidentiality and the Right to Information Act and accept the terms. *

☐

I understand that Arts Tasmania reserves the right to publish and/or promote the names, activity titles and awarded grant amounts of all successful applicants across all media, and that this information will also be published on the Arts Tasmania website. *

☐

If successful, I agree to the conditions of grant including holding current public liability insurance. *

☐

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)

Contact Email *

Must be an email address.

Contact phone number

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

Once your 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 application. If you do not immediately receive this email please contact us.

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