

# Roving Curators - September 2024

## Form Preview

### Eligibility

\* indicates a required field

This program gives museums, galleries, and collections access to our museum professionals for up to 25 days.

**Before making an application, you need to contact our [Roving Curators](#) to discuss the planned activity.**

As the applicant, your organisation must:

- manage publicly owned, publicly accessible, permanent collections 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 for the program.

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

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

☐ Yes

**I confirm that I have spoken to the Roving Curators about applying to this program. \***

☐ Yes

### Help with your application

**Before making an application, you need to contact our [Roving Curators](#) to discuss the planned activity.**

We also 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](mailto:grants@arts.tas.gov.au)

You can book an online meeting to discuss your application using [Bookings](#).

To apply for funding for cultural heritage activities, see [Cultural Heritage Organisations](#)

To view the results of previous rounds, see [Past Decisions](#).

### Organisation's details

\* indicates a required field

### Applicant details

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### 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 your legal name.

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

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

### Museum's contact details

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**Street address \***

Address

  

This must be a street address for contractual purposes.

**Postal address \***

Address

  

**Email \***

**Phone**

**Website**

Museum contact person

This is the person we will correspond with about this application.

**Name \***

Title

First Name

Last Name

**Position \***

**Email \***

**Phone**

Museum Chair or formal contact

**Name \***

Title

First Name

Last Name

**Position \***

**Email \***

**Phone Number**

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### Activity details

\* indicates a required field

#### Number of Roving Curator days requested \*

Must be full days.

Before you make an application, you must contact an [Arts Tasmania Roving Curator](#) to discuss the planned activity.

They will provide you with an information sheet that must be signed and attached to this application.

#### Roving Curator information sheet \*

Attach a file:

A maximum of 1 file may be attached.

#### Activity title \*

Your title should be short but descriptive. If successful, this may appear in a published list of grants on the Arts Tasmania website.

#### Activity dates

Activities can commence from 1 March 2025.

Enter your approximate start and end dates below.

Expected start date \*

Expected finish date \*

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

The peers will use the following criteria to assess your application:

- quality
- planning
- benefit

For more information, visit [criteria](#) and [how are decisions made](#).

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

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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

### Location of activity

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

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

#### Location

Address

Any, but at least one field is required.

### 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.

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**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**

--

## Support material

**\* indicates a required field**

Support material can be provided as web links or electronic files.

We require:

- combined CV or biography for all professionals involved (no more than two pages)
- combined CV or biography for all volunteers involved (no more than two pages)

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- your current Collections Policy (if you have one)
- letters of support from collection owners (if relevant)

You may also include:

- excerpts from your significance assessment, interpretation plan, preservation needs assessment or disaster preparedness plan that are relevant to this project
- up to five items of support material (including images or quotes)
- your Disability Action Plan
- your plans for working together with the Tasmanian Aboriginal community
- up to two relevant letters of support.

For more information see [www.arts.tas.gov.au/support\\_material](http://www.arts.tas.gov.au/support_material)

## 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

## Web links

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

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

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

## 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.

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If you are unsure about this requirement please contact Arts Tasmania at [grants@arts.tas.gov.au](mailto:grants@arts.tas.gov.au)

**Does this activity involve Aboriginal or Torres Strait Islander cultural content? \***

- ☐ Yes  
☐ No

**Please attach your organisation's plans for working together with Tasmanian Aboriginal people and organisations:**

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. \***

**Select any other areas of practice for your activity. You may select as many areas as are relevant.**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Aboriginal arts and cultural practice   | <input type="checkbox"/> Curatorial writing            | <input type="checkbox"/> Opera              |
| <input type="checkbox"/> Classical ballet                        | <input type="checkbox"/> Design                        | <input type="checkbox"/> Orchestras         |
| <input type="checkbox"/> Classical music                         | <input type="checkbox"/> Experimental practice         | <input type="checkbox"/> Physical theatre   |
| <input type="checkbox"/> Collaborative/devised theatre           | <input type="checkbox"/> Fiction                       | <input type="checkbox"/> Poetry             |
| <input type="checkbox"/> Community arts and cultural development | <input type="checkbox"/> Interactive gaming            | <input type="checkbox"/> Popular dance      |
| <input type="checkbox"/> Contemporary dance                      | <input type="checkbox"/> Museums and cultural heritage | <input type="checkbox"/> Screen             |
| <input type="checkbox"/> Contemporary music (art music)          | <input type="checkbox"/> Music theatre                 | <input type="checkbox"/> Text based theatre |
| <input type="checkbox"/> Contemporary music (popular)            | <input type="checkbox"/> Non fiction                   | <input type="checkbox"/> Visual arts        |
| <input type="checkbox"/> Cross-artform                           |  |   |

**Select the activity type or types that relate to your activity. \***

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Collection management | <input type="checkbox"/> Exhibiting | <input type="checkbox"/> Policy development and planning |
|--|-------------------------------------|--|

**Does this activity involve people with disability? \***

- ☐ Yes  
☐ No

For more information see [Arts and Disability](#).



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**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 and conservators and any one else who is a museums professional.

Paid - full time	Paid - part time	Unpaid - full time	Unpaid - part time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Must be a number.	Must be a number.	Must be a number.	Must be a number.

### Certification

\* indicates a required field

#### Assessment of applications

Peers from the Cultural and Creative Industries Expert Register will assess all 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 relating to the assessment process for programs, please visit: [www.arts.tas.gov.au/funding/how\\_are\\_decisions\\_made](http://www.arts.tas.gov.au/funding/how_are_decisions_made)

You can view past decisions at: [www.arts.tas.gov.au/funding/decisions](http://www.arts.tas.gov.au/funding/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.

The grounds for appeal are available at: [https://www.arts.tas.gov.au/funding/appealing\\_a\\_decision](https://www.arts.tas.gov.au/funding/appealing_a_decision)

#### 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 [Service Tasmania here](#).

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

#### 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

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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 the 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 Confidentiality and the Right to Information Act and accept the terms.
- Arts Tasmania reserves the right to publish and/or promote the names (including the name of your group), activity titles and awarded grant amounts of all successful applicants across all media. This information will also be published on the Arts Tasmania website.

### I agree \*

☐ Yes

### Name of authorised person \*

Title First Name Last Name

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

### Position \*

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

### Contact Email \*

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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.**