

# Maritime Museums of Australia Project Support Scheme (MMAPSS)

2024–2025  
Guidelines



Australian Government

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MARITIME MUSEUM

## Introduction

The Maritime Museums of Australia Project Support Scheme (MMAPSS) was established in 1995 and provides funding support to incorporated not-for-profit organisations caring for Australia’s maritime heritage. MMAPSS is jointly funded by the Australian Government and the Australian National Maritime Museum (ANMM) and managed by the ANMM with the support of the Office for the Arts.

## Objective

The objective of MMAPSS is to assist eligible organisations 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; and
- provide quality public access to objects and/or collections of maritime significance through display, interpretation and community involvement.

## Projects

Funding of up to \$15,000 is available to eligible organisations for projects that will increase standards of practice for the care and management of maritime objects and/or collections of significance. The object or collection must contribute to an understanding of Australia, its people and developments which have influenced its maritime history.

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

- evidence of the 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;
- relevance to a specified target audience and the community in general; and
- demonstrated viability of the organisation and the proposed project.

\*For information about conducting significance assessments and developing a statement of significance, refer to the Collections Council’s publication *Significance 2.0* which can be viewed online at <https://www.arts.gov.au/what-we-do/museums-libraries-and-galleries/significance-20>

Applications that seek funding for the purchase of equipment, computer hardware or software, printing, object cases or signage will be given a low priority.

Publishing projects where access rights are limited or restricted by the owner of those rights will not be supported.

Applications for projects with an education focus and/or which involve intellectual development and input will be given a high priority. Preference will also be given to applications that can demonstrate good and effective planning.

Joint submissions are encouraged with one or more organisations, and applicants may submit an application for more than one project, although each organisation is only eligible for one MMAPSS project grant per year.

**Funding for projects will be awarded to cover a 11-month period from 31 May 2024 to 30 April 2025 for projects beginning on or after 31 May 2024. Funding cannot be used for costs incurred before this date.**

Applications that seek funding for the reformatting of original material in their maritime collection, including audio-visual and digitisation projects, should consider the following requirements and specify the outcomes to be achieved:

- How will the project enable easier access to the collection?
- What is proposed for the original objects after digitisation?
- What technical standards will be used to digitise the photographs, video or audio material into a file?

(Note that such projects must comply with Australian copyright law.)

The ANMM will require copies of documents, files (i.e. video and photographic) and software commissioned under the MMAPSS grant to be submitted with the final report to increase accessibility for the purposes of recordkeeping, education, exhibitions, advertising, promotional materials, online usage, and for research and study.

## Martime Museums Administrators' Course

Funding of up to \$3,000 on an acquittal basis is available to support the accommodation and travel costs of staff and/or volunteers to participate in a week-long training course to develop museological skills and knowledge to increase standards of practice for the care and management of maritime collections. Organisations can apply for more than one staff member or volunteer to participate in the course.

The aim of this week-long training course is to share knowledge, develop museological skills, make connections and build a sense of community among the maritime museums and heritage organisations of Australia.

This course must be undertaken at a time that is agreed to by the ANMM, likely to be in November 2024. Applicants may nominate areas of interest in any sphere of maritime museum operation, such as conservation, curatorial, temporary exhibitions, registration, fleet services, external relations, education and visitor programs, members and volunteer management, library, front of house, design or marketing. Successful applicants will also be sent an online survey to assist with the program development and to maximise participant learning, enjoyment and safety during the program. A relevant program will be developed for a group of successful applicants for the week and organised thematically to help participants to consolidate their knowledge of particular areas of maritime museum

operations. Throughout the week, the program will include participation in a range of seminars, workshops and on-water experiences.

Selection of participants and the schedule created will take into account the ANMM's resources and availability to accommodate the participants. The course will be scheduled to be undertaken as part of a group.

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

- evidence of value and relevance to the applicant and the applicant's organisation;
- quality of the application in terms of its aims, objectives and rationale; and
- evidence of applicant's current skills and the skills to be achieved through the course.

The Selection Committee will give preference to applications that:

- describe an organisational project or goal that will benefit from skills and experiences gained through the course;
- clearly identifies outcomes that will be shared back to the participant's organisation.

During the course, participants will be required to comply with all reasonable directions issued by the ANMM and to conform to all existing policies, procedures and work practices including Work Health and Safety. Participants may also be required to provide a Working With Children Check number if the course program is identified to have a requirement to work with children.

## Eligibility

To be eligible to apply to MMAPSS, an organisation must:

- be an Australian legally incorporated not-for-profit organisation, such as a museum, historical society or community-based organisation;
- be actively involved in collecting, preserving, interpreting and exhibiting Australia's maritime heritage; and
- have a collection that is accessible to the public.

An organisation is not eligible if:

- the collection is privately owned;
- the collection is not accessible to the public, such as a club where access is restricted to members only;
- it is a major national, state or territory collecting institution; or
- it has an outstanding acquittal from a previous MMAPSS grant.

Applicants to the Maritime Museums Administrators' Course must:

- be a staff member or volunteer of an organisation which is eligible to apply to MMAPSS

MMAPSS provides funding support for projects and course participants that would not be eligible for other sources of funding. Projects and Course Participants deemed eligible to apply for other funding schemes will be considered a low priority.

## Assessment process

Applications will be assessed by May 2024 by the MMAPSS Selection Committee, which will comprise representatives from the Department of Infrastructure, Transport, Regional Development and Communications and the Arts, the Australian National Maritime Museum and the maritime heritage community. The Selection Committee's decision is final.

On the basis of the Selection Committee's assessments, applications will be short-listed and 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. The ANMM may offer an award of funding based on a modified project outcome.

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 via email of the outcome of their applications by approx. **29 May 2024**.

## Acquittal

Recipients must provide an acquittal report on their project to be submitted via SmartyGrants. **In all cases, projects and course attendances must be completed and acquitted by 30 April 2025.**

By submitting an application and on completion of the projects and internships, recipients must provide a full written final acquittal report on the project or course attendance, including a financial acquittal statement with copies of all receipts for project or course attendance costs. Failure to supply documentation may result in the grant being terminated (refer also Termination of funding, page 7). The completion date of projects and course participation will be determined in consultation with the funding recipient. This consultation will also determine whether a progress report will be required.

The final report must contain:

- a description of the project or course participation as completed;
- a photographic record of the project or course participation where appropriate;
- an evaluation of how the objectives of the project or course participation were achieved;
- an assessment of the value of the funding to the project or course participation;
- a financial acquittal statement detailing the total cost of the project or course participation, how the funding was used, and details of any funding provided by other bodies. This must include copies of receipts for project or course participation costs.
- a publicity and media report that details formal acknowledgement of the Australian Government and the ANMM in relation to the project (refer also Acknowledgement and publications, page 7);
- copies of any documents, media files or software commissioned under the MMAPSS grant as required in the letter of offer.

## Article for publication

After the project or course participation is completed, recipients are invited to provide a 300–1200-word submission for the ANMM's publications such as *Signals* magazine and the ANMM website stories [www.sea.museum/about/grants-and-awards/funding-for-maritime-heritage/stories](http://www.sea.museum/about/grants-and-awards/funding-for-maritime-heritage/stories). Submissions will need to include images ideally 3MB or larger to allow for use in print media as required. If recipients would like to take the opportunity to promote their project and share their experience with other similar organisations, the submission could detail the project or course participation, provide an assessment of the value of the funding, and emphasise the long-term outcomes of the project to your organisation. Publication is not guaranteed and guidance and assistance will be given to writers of the submission by museum staff.

## How to apply

The MMAPSS Team uses the Smartygrants grants management system for all stages of the program cycle. Interested applicants should apply via the MMAPSS Smartygrants pages, following the links from the ANMM's website [www.sea.museum/grants](http://www.sea.museum/grants)

Applications submitted will receive an automatic acknowledgement, and a MMAPSS application number, which must be quoted in all future correspondence.

When completing your grant application online, remember to save regularly during data entry, to avoid losing any data. This is particularly important if you are using a slow internet connection. If you experience technical difficulties in completing your online application, please contact the SmartyGrants support desk on 03 9320 6888 or via email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au). Assistance is available 9 am–5 pm (AEST), Monday to Friday.

For other information regarding MMAPSS or to discuss your application, contact the MMAPSS Coordinator via email: [mmapss@sea.museum](mailto:mmapss@sea.museum). The MMAPSS Coordinator will respond to your query and if required, contact your organisation to discuss in more detail.

Applications must be received by the closing date and time:

- **3 PM (AEST) Tuesday 9 April 2024**

## 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.

### Commonwealth Child Safe Framework – Statement of Compliance

If the project or any part of the project or course attendance activity involves the recipient employing or engaging a person (whether as an officer, employee, contractor or volunteer) that is required by State or Territory law to have a working with children check to undertake the Activity or any part of the Activity, the recipient agrees:

- a) to comply with all State, Territory and Commonwealth law relating to the employment or engagement of people who work or volunteer with children in relation to the Activity, including mandatory reporting and working with children checks however described; and
- b) if requested, provide the Commonwealth, at the Grantee's cost, with an annual statement of compliance in such form as may be specified by the Commonwealth.

### **Formal acceptance**

All successful applicants (Recipients) will be sent a Letter of Offer from the ANMM which will detail the terms and conditions of the grant, and must complete a Funding Agreement Form via the online grants management system SmartyGrants. Payment cannot be made until the ANMM receives the signed copy. This signed copy must be received by the ANMM within fifteen (15) business days of the date of the letter of offer or withdrawal of the funding may occur without further notice.

### **Payments**

The Letter of Offer, banking details and Declaration Form will be available for completion through SmartyGrants. Grant payments will be made from 31 May 2024 and on receipt of your completed payment documentation and a signed letter of offer.

### **GST**

Under the GST regulations, recipients are required to quote their Australian Business Number (ABN), unless they can claim exemption.

Recipients that are registered for GST must also issue a tax invoice for the whole amount of the grant plus the GST applicable added to it (unless the supplier or contractor that you engage to work on your project, and that will be paid by the grant, is not registered for GST, in this case GST is not applied). This invoice must accompany the signed letter for payment of the grant.

### **Purpose of funding**

Projects and internships must be completed as outlined in the original application, or where applicable, as modified by the ANMM.

- Project expenses must not be invoiced to an office holder of the organisation receiving the grant (see also Termination of funding, page 7).
- Funds cannot be used for the payment of salaries and wages or to pay for services provided by a person who holds a position with the recipient organisation.
- Funding cannot be used for the acquisition of objects.
- Funds must be expended and projects and course participation completed by 30 April 2025.

If at the completion of the project any funds remain unexpended, the recipient is required to return the funds to the ANMM. In exceptional circumstances approval may be given based on a written proposal for the funds to be used to extend the original scope of the project. If approval is not given or should the recipient choose not to use any remaining funds, the recipient undertakes to return these to the ANMM within 30 days.

### **Alterations to the project**

The ANMM will detail the terms and conditions, including any required modifications to the original project application, in the Letter of Offer. The ANMM may require copies of documents, files (i.e. video and photographic) and software

commissioned under the MMAPSS grant to be submitted with the final report. Any significant alteration to the original application must be approved by the ANMM. Changes to the details of the approved project must be agreed to in writing by the ANMM *before* any grant money can be allocated towards it.

### **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, the recipient undertakes to return any unexpended funds 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. The ANMM may also use details of projects in any of its publicity. The ANMM has the right to publicise the project, including the right to request and reproduce written/pictorial content for promotional/non-commercial purposes. The recipient undertakes to ensure the Australian Government and the ANMM are formally acknowledged in all media and publicity relating to the project.

### **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. The appropriate acknowledgement is:

*'The Maritime Museums of Australia Project Support Scheme is funded by the Australian Government through the Australian National Maritime Museum and the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.'*

## Further enquiries

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

Australian National Maritime Museum

p: 02 9298 3777

e: [mmapss@sea.museum](mailto:mmapss@sea.museum)

w: [www.sea.museum/grants](http://www.sea.museum/grants)

## Key dates

