**FAQs Regional Collections Access Program**

**What is the Regional Collections Access Program?**

The Victorian Government's Regional Collections Access Program (RCAP) provides support for equipment and infrastructure upgrades and specialist expertise at regional* Victorian museums and galleries to increase their ability to attract and present high quality exhibitions and works.

In supporting museums and galleries to appropriately care for and store cultural collections, RCAP will enable activities such as the loaning and touring of collection items from local, state, national and international lending institutions.

This will help regional galleries and museums to attract more visitors and provide access to more art and cultural collections.

*For this program, this includes all galleries and museums in all regional Local Government Areas, as well as eligible interface LGAs (see below question 'What galleries and museums are eligible to apply?').

**How is the program being delivered?**

RCAP is being administered and delivered by Regional Arts Victoria (RAV) in partnership with the Australian Museums and Galleries Association Victoria (AMaGA Victoria) and the Public Galleries Association of Victoria (PGAV).

Applicants can get in touch with representatives from AMaGA Victoria and PGAV (contacts available here) to discuss their application.

For full program details and to apply visit the **RAV website**.

**What funding is available?**

Three tiers of funding are available through the Regional Collections Access Program:
- Tier 1: Grants of up to **$40,000** are available to support equipment purchase and installation
- Tier 2: Grants of up to **$150,000** are available to support small-medium scale capital and/or maintenance projects
- Tier 3: Grant of **$150,000+** are available for medium-large scale capital and/or maintenance projects

**What galleries and museums are eligible to apply?**

RCAP is open to galleries and museums in regional Local Government Areas (LGAs) as well as in the following 10 Interface LGAs:

- Cardinia Shire Council
- Casey City Council
- Hume City Council
- Melton Shire Council
- Mitchell Shire Council
- Mornington Peninsula Shire
- Nillumbik Shire Council

- Whittlesea City Council
- Wyndham City Council
- Yarra Ranges Council

Applicants must be members of AMaGA Victoria, PGAV or Royal Historical Society of Victoria (RHSV). (See below for more on eligibility).

## What types of projects are eligible to apply for funding through this program?

RCAP supports the purchase of equipment and/or infrastructure upgrades which will:

- o Safeguard collections and improve collection care and/or
- o Enhance facilities to enable borrowing and exhibiting of local, state, national or international collections.

Examples include equipment purchase and installation; project management or specialist expertise in support of project outcomes; cultural spaces for collections such as First Peoples' cultural spaces; small to medium capital and/or maintenance works (Tier 2); and medium to large capital and/or maintenance works (Tier 3). Further examples are included in the Program Guidelines. If your project is not listed, please contact the relevant **Program Manage**r to discuss further.

## What is meant by 'cultural spaces'?

In the context of this program, 'cultural spaces' can mean dedicated spaces:

- o Where cultural collection material can be accessed in a safe and culturally appropriate way by the community it belongs to; and/or
- o That provide safe, inclusive, welcoming and appropriate collections facilities for visitors to your venue from cultural communities.

Note, any applications that relate to cultural spaces, including First Peoples' cultural spaces, must provide evidence of support from the relevant community (see 'Working with First Peoples cultural content and communities' in the Program Guidelines for more information).

## Are there priority projects or organisations that will be given greater consideration?

No. Applications are not prioritised or scaled based on the type of organisation or project. Submissions will be assessed and scored on the strength of the application and responses given to the weighted criteria.

When finalising the successful applications, the assessment panel may give priority consideration to organisations who have **not** received grant funding for infrastructure updates from State Government within the last five years to promote equitable distribution of support.

## Can I apply for funding to undertake a feasibility study or hire a consultant to develop a future project?

No. Funding requests must be related to the delivery of the proposed project.

## APPLICATION PROCESS

**How do I apply?**

Visit the **RAV website** to apply for the program. Full program details, including guidelines and FAQs are available on this page. Applicants are encouraged to contact representatives from AMaGA Victoria and PGAV (contacts available **here**) to discuss their application.

**Can I preview the application submission form?**

Yes. You can preview the application form on the Program's SmartyGrants portal before you start your application. To do this, please select 'Preview the form' or 'Download preview form' at the top of the page.

**How will my application be assessed?**

Eligible applications will be assessed by a panel of gallery and museum industry representatives. The panel will score submissions on the strength of each application and responses given to the weighted assessment criteria.

Where applications include First Peoples collections and spaces, applications will be reviewed by First Peoples industry representatives.

**Who do I contact if I'm having trouble submitting my application through the SmartyGrants system?**

If you require support to access the online application process or cannot access the online form, please contact grants@rav.net.au

**Can I submit a hard-copy application?**

Hard copy applications will not generally be accepted. Please contact grants@rav.net.au if you need to submit a hard-copy application.

**How will I know if my application has been submitted successfully?**

You will receive a confirmation email from SmartyGrants when you submit your application.

**Can I edit my application after I have submitted it?**

No. Applications cannot be changed after submission.

**Can I withdraw my application after submission if I have changed my mind, or if our organisation's circumstances change?**

Yes. You should contact a Program Manager if you wish to withdraw your submission.

**Can I submit more than one application, or apply for more than one Tier?**

No. You cannot apply for more than one Tier, and only one application can be submitted per applicant (including under auspice).

A single application can include sub-projects, or a number of small projects that make up one application.

Auspice bodies may apply on behalf of multiple applicants.

**Will I receive feedback on my unsuccessful application?**

No. Due to the anticipated large volume of applications, individualised feedback will not be offered to unsuccessful applicants.

## AVAILABLE FUNDING

**How many grants will be awarded within each tier?**

There is no fixed number of grants available within each tier and successful applications across all tiers will be funded from the total funding pool. The number of successful applications across each tier will depend on the competitiveness of the applications received which will be assessed and scored according to weighted assessment criteria.

**What is the maximum amount of funding I can apply for under Tier 3?**

While there is no cap on the amount that can be requested for Tier 3, we anticipate strong competition and a high volume of applications. Prior to submitting an application, Tier 3 applicants are required to have a meeting with a Program Manager to discuss their proposed funding request.

**If our application is successful, will we receive the maximum amount we asked for?**

Some successful applications may not receive the full amount requested. In these circumstances, a Program Manager will contact you to discuss your submission.

**Should we include GST in our grant application and budget?**

No. Your funding request should not include GST. Successful applicants registered for GST will be asked to add GST to their grant allocation should they be successful.

**Can we include a contingency amount in our budget?**

Yes. We recommend you factor at least 10% contingency in your budget to cover unexpected costs, or variations to quotes and changes to the market that may occur while applications are assessed.

**Will there be future funding rounds for RCAP?**

Regional Collections Access Program is currently a one-off program.

## ELIGIBILITY

**Can we apply if we are based in Melbourne, but our project will be delivered in a regional or interface LGA?**

No. Applicants and facilities must be based in a regional or interface LGA.

**My project has already started. Can I apply for funding?**

No. Projects that commence before 31 May 2022 are not eligible for funding.

**Can I apply if I have recently received funding through another Victorian Government grant program?**

Yes. You can still apply if you have previously received Victorian Government grant funding.

Please note: if you have received funding for infrastructure upgrades within the last five years through the Victorian Government this will be taken into consideration by the assessment panel when making final decisions. This will assist in ensuring an equitable distribution of the available funding.

**My organisation receives organisational or multi-year funding from Creative Victoria. Am I eligible to apply?**

Yes. You can still apply if you receive organisational or multi-year funding from Creative Victoria, provided you meet the eligibility requirements for RCAP.

**My organisation is not currently a member of PGAV, AMaGA Victoria or RHSV – can we sign up for membership before submitting an application?**

This will depend on the type of membership you are eligible for.

Organisations who are eligible for membership with either AMaGA, RHS or PGAV must have applied and been approved for membership two weeks prior to RCAP's closing date.

To learn more please visit the relevant organisation website:

PGAV: https://pgav.org.au/Become-a-Member~729

AMaGA Victoria: https://www.amaga.org.au/join-amaga

RHSV: https://www.historyvictoria.org.au/membership/


## PROGRAM TIMELINE

**When will I know if my application has been successful?**

Applicants will be advised of outcomes by 31 May 2022.

**If successful, how soon can my project commence?**

Your project cannot commence until you have received notification of your successful application and have entered into a Funding Agreement with Regional Arts Victoria.

This anticipated to be no later than 31 May 2022.

**If successful, when must we finish our project?**

All funded projects must be completed and acquitted by 30 June 2023.

**If we are successful, what happens if our project is impacted by circumstances out of our control, such as COVID-19?**

If successful projects are impacted by unforeseen circumstances, grant recipients should contact their relevant Program Manager as soon as possible to discuss their specific situation.


## SEEKING ADVICE/HELP:

**Should I talk to someone before I submit my application?**

Applicants to Tier 3 **must** meet with the relevant Program Manager before submitting their application. It is an eligibility requirement for Tier 3 applications to have met with the relevant Program Manager by no later than 14 February 2022.

Though not a requirement, applicants to Tier 1 and 2 are welcome and encouraged to contact a Program Manager before applying to discuss eligibility and to ask questions.

For Program Manager contact details visit: **this link**.

**Can someone complete or review my application for me?**

No. Staff from RAV and partner organisations are unable to complete an application on your behalf or review draft applications.

If you need assistance, we accept applications via auspice organisations. See the Program Guidelines for more information.

**How can we give our application the best chance of success?**

Grant programs are highly competitive and not every project that applies will be funded. While success is not guaranteed, there are things you can do to help strengthen your application:

o Read the Program Guidelines carefully to be confident that you and your project are eligible and meet RCAP's objectives;
o Speak with the relevant Program Manager beforehand to ask questions (note, applicants to Tier 3 must meet with a Program Manager to be eligible to apply);
o Respond to all four criteria questions outlined in the Assessment Criteria table of the Program Guidelines;
o Provide support material to help bring your project to life. This can include quotes, plans, drawings, letters of support or visitor feedback (note applicants to Tier 3 must provide high level implementation plans). Support material will greatly assist the assessment panel to understand your project.
o Prepare your application beforehand in a Word document or similar program so that you can proofread and check each section meets the 500 word limit before you copy and paste into the RCAP SmartyGrants application portal.

For more tips and tricks, you can visit http://www.rav.net.au/funding-opportunities/grant-tips/ and https://creative.vic.gov.au/showcase/top-tips-for-grant-applications.