



National Services Te Paerangi

Museum Hardship Fund Criteria and information

Purpose of the Museum Hardship Fund

The purpose of the Museum Hardship Fund is to provide a contestable grant designed to address the impact of forced closures and reductions as a result of COVID-19. The grants will support the protection of collections, enable ongoing access to those collections, contribute to the protection of jobs, and contribute to the continued viability of museums, galleries, and iwi, hapū and whānau groups caring for taonga.

Eligible organisations must be able to demonstrate hardship as a result of COVID-19. This should primarily be demonstrated through loss of income, but other measures can also be outlined. These include (but are not limited to):

- diminished public programme potential
- diminished levels of care for collections and public access to collections
- loss and potential loss of key staff.

We welcome applications from community-run and volunteer museums and galleries, iwi, hapū and whānau, whare taonga, and small to medium-sized museums, galleries and cultural organisations who care for taonga and collections.

How much funding can you apply for?

Over a period of two years, ending 30 June 2022, we have \$2.6 million to distribute. Each application is capped at \$25,000.00 excluding GST per organisation per annum. A successful application in one financial year does not prohibit an application in the following financial year.

The financial years run from 1 July 2020 to 30 June 2021, and 1 July 2021 to 30 June 2022. There are at least two funding rounds in each financial year.

Who is eligible?

All community-run and volunteer museums and galleries, iwi, hapū and whānau, whare taonga, and small to medium-sized museums, galleries and cultural organisations (including Council funded) who care for taonga and collections.

You must represent a legally constituted non-profit organisation, such as an incorporated society, charitable trust or iwi authority. If you have applied for a new status and are waiting for confirmation, just let us know in your application.

If your organisation does not hold legal status, you may need to work with an ‘umbrella’ organisation to put in your application.

Council-run museums or galleries that do not hold charitable status are able to apply for the Museum Hardship Fund under an umbrella organisation who has a direct relationship to the applicant. To satisfy the criteria, a council-run museum or gallery must be able to demonstrate their financial position by providing a detailed operating budget as a business unit of the Council. You must also inform us of any legacy funds or special purpose funds allocated for the use of the museum or gallery.

If your organisation has already been awarded a Helping Hands Grant, Professional Development Grant or Travel Subsidy Grant from National Services Te Paerangi within the current financial year you are still able to apply for the Museum Hardship Fund.

Please note that we are **not** able to accept applications from large metropolitan museums or galleries or from privately owned and operated museums, galleries and collections that do not hold charitable status.

Can whanau or hapū apply?

Yes, but through their legally constituted iwi organisation. We encourage whānau and hapū to frame their application within the broader iwi strategy and consider how it helps to develop the iwi as a whole.

For further information or to discuss your project, contact Paora Tibble, Pouwhirinaki ā-Iwi | Iwi Development Manager: PaoraT@tepapa.govt.nz | 029 601 0440

Applications we support

A. Compensation for hardship – funding will be allocated to compensate for hardship incurred as a result of COVID-19, for ongoing and operational costs.

Applications might include:

- rent, security costs, heating, insurance and other ongoing operational bills
- contribution to wages for key staff
- services of tradespeople for the critical maintenance of infrastructure
- the purchase of consumable materials that support best practice collections care and preventative conservation
- capital projects or capital items related to the protection of collections and / or making collections more accessible (up to a limit of \$10,000 excl. GST per application).

B. Sustainable practice – funding can also be applied towards work (which can be done by an independent contractor) that seeks to address organisational and or financial sustainability, such as:

- the development of a planning and policy documents for more effective and efficient museum operations
- a strategic review to reset organisational arrangements for a post-COVID-19 context

- development of promotion and marketing strategy and materials including online campaigns
- review of your current online offer and the development of a strategy to enhance and reach new audiences
- development of an educational strategy and resources
- review of governance structure
- review of target audiences and the development of a refreshed offer to maximise impact and visitation
- sustainability audits.

Projects we don't support

We are unable to support capital projects or items that are not related to the protection of collections and/or making collections more accessible.

We are also unable to fund:

- the acquisition of artworks or artefacts
- projects and COVID-19 recovery support covered by other funders, including:
 - capital items and projects – funded by Lottery WWI Commemorations and Environment & Heritage Grants or MCH via the Regional Cultural and Heritage Fund
 - oral history – funded by National Library of New Zealand
 - educational programmes – funded by the Ministry of Education
 - operations of some cultural organisations already funded via the Strategic Tourism Assets Protection Programme and Budget 2020 allocation
- purchases or bills that have already been paid or projects or reports that have already been completed
- loan repayments.

Examples of Museum Hardship Fund applications that would be considered eligible

- A whānau is concerned about the condition of the original portraits of their tūpuna hanging on the walls of their local marae. Due to the COVID19 lock-down restrictions, the whānau were unable to access the marae to open the doors and ventilate the area resulting in the photographs being subject to high temperatures and humidity. As a result, they now require urgent attention and the whānau are seeking funds to assist in their taonga conservation initiatives. Normally the whānau would apply for funds from a local grant provider. However the local grant giver has been oversubscribed and closed applications. The whānau are looking at making an application for the Museum Hardship Fund, but because they do not hold legal status as a legal entity they will have to apply through their Iwi authority. They are applying for funds to assist them in making additional copies of the portraits, buy conservation materials to protect the originals, and to purchase high quality frames to allow the tūpuna portraits to be hung up again on the walls of the marae.
- A museum or gallery has just received their insurance bill for the year ahead – they have also asked their power supplier to estimate their power costs for the next six months. Combined these fixed costs are a very big drain on their financial resources which have already reduced significantly due to decreased income from admissions and programmes. The museum has

been notified that anticipated grant income will not be available due to local funders delaying normal funding rounds. They are applying for the bill that is due now and for the estimated bills.

- A museum has been paying rent on an off-site store to house collections and their annual rent and security services bill is now due. The regional council has reduced operational funding and admission, retail and venue hire income is significantly less. They are applying for their storage site rent and security service to be covered.
- A museum wants to undertake a conservation survey of the collection because some deterioration and pest activity that went undetected during the COVID19 level 4 restrictions has now been noticed. They want to put new collection care processes in place and plan a new storage area. They are applying for providers to do this work. Their local sponsor cannot support this work at this time so they are applying for funds.
- A hapū has just hired someone to work on cataloguing whakapapa files held at the Iwi Rūnanga office to enable better access to all of the information held within the files. They were planning to hold a series of fundraising events and markets to help pay the kaimahi wages. All their planned events were cancelled due to COVID19 restrictions. Past fundraising events were really successful and they can easily demonstrate the opportunity cost. They are applying for a portion of the wages.
- A museum or gallery determines that they don't have an adequate framework for governance as a result of COVID-19 restrictions, and they are questioning their sustainability. They want to get a suitable contractor in to look at how their whole museum operation can be more robust and sustainable. They need assistance to clearly define their future direction.
- A museum or gallery has a part time staff member who cares for collections. A significant part of their role is responding to enquiries about the collections and making them available to researchers and family historians. The organisation is in a traditionally high tourism area and has always funded all their activities through admission charges and tours with no funding support from their local government. They have applied for the wage subsidy to cover the wages of the part time worker but that is now running out. They are applying for the wages to be covered for a 12 month period.

How do you apply?

Before applying, you must contact your local Museum or Iwi Development Adviser to discuss your proposed application:

If you have any questions about the application process, please email our Kaiwhakahaere Ratonga Pūtea | Funding Advisor in the first instance.

Your Museum and Iwi Development Adviser are also familiar with the criteria.

Kirsty Timu, Kaiwhakahaere Ratonga Pūtea | Funding Advisor, Museum Hardship Fund
Kirsty.timu@tepapa.govt.nz | 029 770 4106

Sally August, Kaiwhanake Whare Taonga | Museum Development Adviser, North Island
Sally.August@tepapa.govt.nz | 029 601 0370

Judith Taylor, Kaiwhanake Whare Taonga | Museum Development Adviser, South Island
juditht@tepapa.govt.nz | 029 601 0410

Paora Tibble, Pouwhirinaki ā-Iwi | Iwi Development Manager
Paora.Tibble@tepapa.govt.nz | 029 601 0440

Download and complete the application form and send to:

Museum Hardship Fund
National Services Te Paerangi
Museum of New Zealand Te Papa Tongarewa
P O Box 467
Wellington

or email to natserv@tepapa.govt.nz

Please don't post or email your application to a particular staff member. (In the absence of the named staff member, your application would be delayed.)

How will your application be assessed?

All applications received will be screened by National Services Te Paerangi for completeness. Once it has been accepted as complete your application will be assessed by National Services Te Paerangi staff and three external advisers.

Applications will be assessed against the following criteria:

- Demonstrated loss of income (including hardship experienced as a proportion of operating budget).
- Demonstrated diminished public programme potential.
- Demonstrated diminished levels of care for collections and public access to collections.
- Demonstrated potential and actual loss of key staff.
- Explanation of how organisational sustainability is at risk.
- Reasonable proof that you are unable to access other funding and/or professional support from other sources.

You will be advised of the outcome within one month after the closing date for applications.

All decisions made by the assessment panel are final, and no correspondence will be entered into.

If your application is successful you will enter into a contract for funding which will determine the use of the funds and the accountability reporting required.

How is payment made?

Payment is made once the Museum Hardship Fund application is approved and a funding contract is finalised and upon National Services Te Paerangi receiving your invoice. Note that we require an invoice directly from your organisation. We are unable to pay directly to suppliers.