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# National Services Te Paerangi

## Professional Development Grant

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### Criteria and information

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#### Purpose of the Professional Development Grant

A Professional Development Grant assists individuals from museums, galleries, and iwi groups in accessing specialised museum training programmes. These may be within New Zealand or international, but they must deliver long-term benefits for the individual and your organisation. The grant can cover travel costs and/or registration fees.

We welcome applications from non-profit organisations of all sizes and stages of development.

#### How much funding can you apply for?

We have a modest pool of \$7,000 to distribute each financial year, which runs from 1 July to 30 June. Applications are welcome for any amount up to a maximum of \$1,000, excluding GST. An organisation can make only one application per financial year.

Please apply at least 2 months prior to the commencement of the professional development opportunity. Applications will be considered at any time on their merit. However, we operate on a 'first come, first served' basis.

#### Who is eligible?

You must represent a legally constituted non-profit organisation, such as an incorporated society or a charitable trust. 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 work with a legally constituted 'umbrella' organisation to put in your application.

If, during the financial year, your organisation receives a Strategic Project Grant or a Helping Hands Grant, you are still eligible to apply for one Professional Development Grant.

#### Professional development expenses we support

- Travel and registration costs associated with professional development offered by National Services Te Paerangi and other organisations that provide museum- and/or gallery-specific training courses in New Zealand
- Travel and registration costs associated with attending museum- and/or gallery-specific training opportunities, including conferences, outside New Zealand.

#### Professional development expenses we don't support

- Miscellaneous expenses such as accommodation costs during the course of the training programme
- Travel and registration costs associated with professional development that is not museum- or gallery-specific
- Travel insurance.

## Examples of eligible professional development

- ICOM conferences
- Museum Association and related conferences and training opportunities
- Short courses on museum related topics.

## How do you apply?

Download and complete the application form and send to:

Professional Development Grant  
National Services Te Paerangi  
Museum of New Zealand Te Papa Tongarewa  
P O Box 467  
Wellington

or email to [natserv@tepapa.govt.nz](mailto: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.)

## Knowledge-sharing requirements

Professional Development Grant applicants must provide information about how their training opportunity will be shared with and/or benefit the sector and organisations that they work within. For example, you may choose to:

- deliver a presentation to regional museum staff
- write a blog post either for, or to be shared with, the NZMuseums website
- write a paper
- create a resource
- deliver a workshop.

Please note your chosen method on your application.

## Acknowledgement of National Services Te Paerangi

Grant recipients are required to acknowledge the support of National Services Te Paerangi. For example, you could include acknowledgement in your newsletter or on your website. The National Services Te Paerangi logo and guidelines for use can be provided to you.

## How will your application be assessed?

Your application will be assessed by National Services Te Paerangi staff.

You will be advised of the outcome within 15 days of our receiving your application.

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

## How is payment made?

Approved Professional Development Grant funds can only be paid to your organisation once final costs have been confirmed.

Please provide National Services Te Paerangi with an invoice from your organisation, accompanied by any supporting invoices or receipts from suppliers. Note that we require an invoice directly from your organisation. We are unable to pay direct to suppliers.