

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course

## Application

### Form Preview

## Information about MMAPSS

### Guidelines

**Before starting this application you should ensure you have read and understood the [MMAPSS 2025-26 Guidelines](#).**

### Objective of the MMAPSS Administrators Course:

Funding of **up to \$3,000** is available to support accommodation and travel costs for staff and/or volunteers of eligible organisations to attend a week-long training course at the Australian National Maritime Museum.

The aim of this course is to develop museological skills, share knowledge, make connections with colleagues, and grow a community of maritime museums and heritage organisations in Australia.

The course is likely to be held **23rd - 28th November 2025**.

The Selection Committee will evaluate each course attendee application 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 skills to be achieved through the course.

### Who is MMAPSS for?

#### **MMAPSS will support applicants (staff or volunteers) from an organisation that:**

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

#### **MMAPSS will fund course attendees who are staff or volunteers from organisations that:**

- protect, preserve, interpret and promote Australia's maritime heritage
- increase standards of practice for the care and management of maritime objects and/or collections of significance

**Your organisation's collection must include objects or interpretation that contributes to an understanding of Australia, its people, and developments which have influenced its maritime history.**

**Applicants must be Australian Citizens or Permanent Residents.**

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course

## Application

### Form Preview

*You may apply for more than one staff member or volunteer to attend the course, but you will need to submit a separate application for each applicant.*

Refer to the [MMAPSS Guidelines](#) to ensure your organisation meets the eligibility requirements.

Applicants are encouraged to discuss their application with the MMAPSS Coordinator by calling **02 8241 8369** or via email at [mmapss@sea.museum](mailto:mmapss@sea.museum).

## Course details

Successful applicants will attend the week-long course as part of a group.

The schedule for this course will take into account the needs of successful applicants, as well as the availability of ANMM staff and resources. You can view an example program in a sample course brochure [here](#).

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

## Important dates

Applications to this round are open from 28 February 2025. Applications close **3PM Tuesday 25 March (AEDT)**.

**Funding outcomes are expected to be advised by May 2025.**

The course is likely to be held **23rd - 28th November 2025**.

This funding application is for expenses incurred from 31 May 2025. The 2025-26 MMAPSS grants cannot fund any expense that has occurred before 31 May 2025.

Funding will be paid on the basis of receipts for expenses related to the course.

The course must be completed and your expenses acquitted by 30 April 2026.

## Privacy statement

If you would like to clarify how the Australian National Maritime Museum uses and stores your personal details please visit the [Privacy Policy Page](#), navigate to the 'Collection of personal information' section, and read the *Privacy Policy* and *Data Breach Procedures*.

## Applicant organisation eligibility information

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

\* indicates a required field

### Organisation eligibility

**Is your organisation: \***

- ☐ an Australian legally incorporated not-for-profit organisation, such as a museum, historical society, or community based organisation, or
- ☐ an organisation applying through an auspicing body
- ☐ none of the above

**Is your organisation actively involved in collecting, preserving, interpreting and exhibiting Australia's maritime heritage? \***

- ☐ Yes
- ☐ No

Your organisation is still eligible if it only holds one or a few objects/stories with significance to Australia's maritime heritage in its collection.

**Is your collection accessible to the public? \***

- ☐ Yes
- ☐ No

MMAPSS will not fund collections that are privately owned or not accessible to the public, such as a club where access is restricted to members only.

Your answer has indicated that you are ineligible under the program

You have indicated that your organisation is not eligible under the MMAPSS grant program.

You are strongly encouraged to discuss this with the MMAPSS Coordinator by calling **02 8241 8369** or emailing [mmapss@sea.museum](mailto:mmapss@sea.museum).

For more information about eligibility, please refer to the [MMAPSS Guidelines](#).

**Is your organisation currently at risk of insolvency or insolvent? \***

- ☐ Yes
- ☐ No

Your answer has indicated that you are ineligible under the program.

You have indicated that your organisation is at risk of insolvency or insolvent.

This makes you ineligible for the MMAPSS program.

### Certified financial statement proving solvency

You must provide a current financial statement proving solvency. This could include a recent balance sheet.

This document must be certified by a senior representative responsible for your organisation's business finances. This could be a:

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

- Certified Practising Accountant;
- Chief Financial Officer;
- Chief Executive Officer;
- President;
- Treasurer; or
- Other representative accountable to your organisation, Board, etc.

Certification must be in the form of a [Commonwealth Statutory Declaration](#).

**Upload your Statutory Declaration and financial statement (e.g. a balance sheet) here. \***

Attach a file:

PDF format preferred.

## Reporting compliance

**Do you have any outstanding reports, acquittals, or serious breaches relating to any Australian Government funding, including MMAPSS? \***

☐ Yes ☐ No

**Outline which program you have an outstanding report for and why: \***

Word count:

Must be no more than 100 words

## Applicant organisation details

\* indicates a required field

In this section please provide the details of the organisation to which you belong.

- Please note that if you are not incorporated and are applying through an auspic body, relevant details including the ABN should be provided in this section.

**Applicant organisation name: \***

Organisation Name

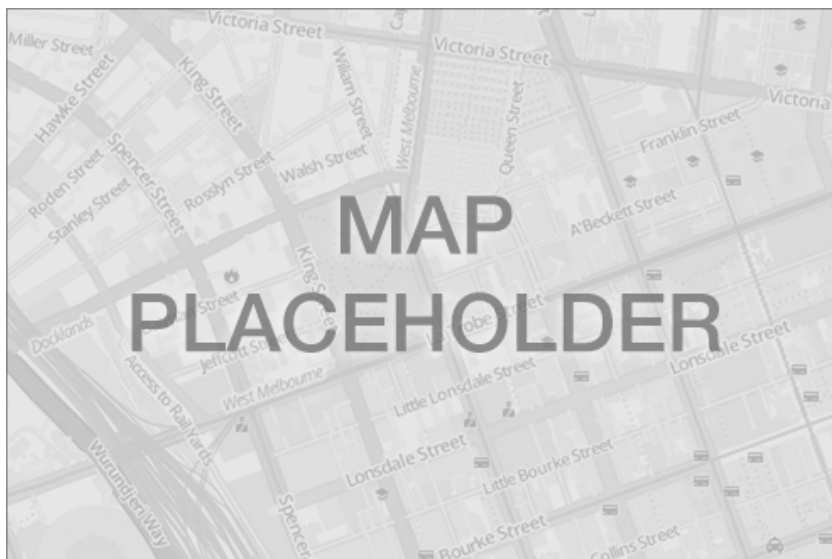
Must be the full legal name of the applicant organisation

**Applicant organisation primary address \***

Address

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview



Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Electorate of Applicant organisation

This field will automatically populate based on the address provided.

### Website

### Applicant Head of Organisation \*

Title First Name Last Name

Details of the Head of your organisation, or a senior representative.

### Head of Organisation position \*

### Office phone number \*

### Mobile Phone Number

### Office email \*

### Postal address \*

Address

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview


Suburb State Postcode

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### ABN \*

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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	

### Are you registered for GST? \*

☐ Yes ☐ No

### Organisation Type

#### Which best describes your organisation? \*

- |  |   |
|--|---|
| <input type="radio"/> Maritime museum    | <input type="radio"/> Community Museum                            |
| <input type="radio"/> Local government   | <input type="radio"/> Aboriginal and Torres Strait Islander group |
| <input type="radio"/> Historical Society | <input type="radio"/> Other:                                      |

--

### What is your organisation's annual turnover? (to the nearest \$10,000): \*

\$ 

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Annual turnover is defined as the total income you receive in the financial year in the course of running your business.

### Is your organisation an Indigenous or Non-Indigenous organisation? \*

☐ Indigenous ☐ Non-Indigenous

Indigenous organisation: Any organisation where 50 per cent or more of its Board Directors are Aboriginal or Torres Strait Islander people.

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

Please select one definition below that best describes how your Indigenous organisation is structured:

**Tier 1** - An incorporated Aboriginal or Torres Strait Islander organisation with at least 51% Indigenous ownership **and** at least 51% Indigenous control via its governing body that is either:

- Tier 1a - a Community-controlled\* organisation where the above thresholds are mandated by its governing rules or legislation;
- Tier 1b - not a Community-controlled\* organisation but meets the above 51% Indigenous ownership and 51% Indigenous control thresholds.

**Tier 2** - Another organisation, with at least 50% Indigenous ownership or 50% Indigenous control

### Select tier \*

☐ Tier 1a

☐ Tier 1b

☐ Tier 2

\*Community-controlled means an Indigenous organisation with majority Aboriginal and/or Torres Strait Islander ownership and control, and that is operated for the benefit of Aboriginal and Torres Strait Islander communities.

## Course applicant details

\* indicates a required field

### Course applicant name

### Course applicant eligibility

#### Are you an Australian Citizen or Permanent Resident? \*

☐ Yes

☐ No

#### What is the status of your engagement with your Organisation? \*

☐ Volunteer

☐ Other:

☐ Paid Employee / Staff

### Contact details

In this section please provide details about the person applying to attend the course.

#### Course applicant \*

Title

First Name

Last Name

#### Course applicant position \*

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

**Course applicant mobile phone number \***

Must be an Australian phone number.

**Course Applicant other phone number**

Must be an Australian phone number.

### Emergency contact details

Emergency contact name	Emergency contact relationship	Mobile number	Alternative number
<input type="text"/>	<input type="text"/>	Must be a number.	Must be a number.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your answer has indicated that you are ineligible to apply for the MMAPSS Course.

You must be either a volunteer or a staff member of the applicant organisation.

You are encouraged to discuss and confirm this with the MMAPSS Coordinator by calling 02 8241 8369 or emailing [mmapss@sea.museum](mailto:mmapss@sea.museum).

Your answer has indicated that you are ineligible to apply for the MMAPSS Course.

You must be either an Australian Citizen or Permanent Resident.

### Course applicant workplace Information

**Do you identify as a person with disability?**

☐ Yes

☐ No

☐ Other:

**Do you have any medical conditions the museum should be aware of to assist you as a course participant?**

☐ Yes

☐ No

**Please let us know if there are any adjustments we can make, or assistance we can provide to ensure you can participate:**



# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

**Please tell us briefly about the medical conditions that the museum needs to be aware of if you are successful in your application:**

Must be no more than 50 words.

### Course applicant diversity information

**Do you identify as having Aboriginal or Torres Strait Islander origin?**

☐ Yes

☐ No

**Are you from a Culturally and Linguistically Diverse (CALD) background?**

☐ Yes

☐ No

**Do you speak more than one language fluently?**

☐ Yes

☐ No

Which languages do you speak fluently?

### Organisation collection and structure

\* indicates a required field

#### Organisation history and structure

**Briefly describe the history of your organisation: \***

Word count:

Must be no more than 50 words.

**Briefly describe your organisation structure and list its office-bearers: \***

Word count:

Must be no more than 50 words.

**How many paid staff does your organisation employ (expressed as full-time equivalent)? \***

E.g. Someone who works full time would be represented as 1. Someone working two days per week would be represented as 0.4.

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

**Briefly describe the programs and activities of your organisation: \***

**Provide details of visitor numbers to your organisation for the 2023 and/or 2024 calendar year: \***

If your visitation was negatively impacted for a specific reason, please note this and also make reference to an 'ideal' year.

## Volunteers

**Does your organisation have volunteers? \***

☐ Yes

☐ No

**Number of volunteers: \***

Must be a number.

## Collection Ownership

**Briefly describe your organisation's collection, including quantity and type(s) of material \***

Word count:

Must be no more than 100 words.

Provide a link your website or collection data base if you have one.

**Does your organisation own the collection? \***

☐ Yes

☐ No

You have indicated that your organisation does not own the collection.

**Please expand on your answer above: \***

Word count:

Must be no more than 100 words.

Who owns the collection?

## Policies and plans

**Does your organisation have a collection development policy? \***

☐ Yes

☐ No

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

**Please upload your collection development policy: \***

Attach a file:

PDF is the preferred file format. Try to keep files to a maximum of 5MB each but files can be up to a 25MB each if need be. You can select multiple files at once to upload.

**Does your organisation have a conservation policy? \***

☐ Yes

☐ No

**Please upload your conservation policy \***

Attach a file:

PDF is the preferred file format. Try to keep files to a maximum of 5MB each but files can be up to a 25MB each if need be. You can select multiple files at once to upload.

**Does your organisation's collection include a vessel? \***

☐ Yes

☐ No

**Does your organisation have a vessel management plan or a conservation management plan for the vessel(s)? \***

☐ Yes

☐ No

**Please upload your vessel or conservation management plan \***

Attach a file:

PDF is the preferred file format. Try to keep files to a maximum of 5MB each but files can be up to a 25MB each if need be. You can select multiple files at once to upload.

**Does your project involve a vessel listed on the Australian Register of Historic Vessels?**

☐ Yes

☐ No

The Australian Register of Historic Vessels can be found at: <https://www.sea.museum/en/collections/arhv>

**Please provide the link to your vessel's ARHV record.**

Must be a URL.

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

### Criteria 1 - Evidence of value and relevance to the applicant and the applicant's organisation

\* indicates a required field

#### Role and duties summary

**Please describe your role, and the duties you perform within your organisation: \***

Word count:

Must be no more than 200 words.

#### Benefits of the course

**What benefits will your participation in the course provide to your organisation? \***

Word count:

Must be no more than 200 words.

### Criteria 2 - Quality of course participation in terms of its aims, objectives, and rationale

\* indicates a required field

#### Course focus areas

**Please describe the activities you wish to participate in and/or observe during the course: \***

Word count:

Must be no more than 150 words.

Are there any specific questions that you want the answer to?

**Which area(s) of the museum are you most interested to spend time with? \***

- |   |   |
|---|---|
| <input type="checkbox"/> Conservation                         | <input type="checkbox"/> Front of House                         |
| <input type="checkbox"/> Registration (Collection Management) | <input type="checkbox"/> Sponsorship and Partnerships           |
| <input type="checkbox"/> Education                            | <input type="checkbox"/> Volunteer Management                   |
| <input type="checkbox"/> Curatorial                           | <input type="checkbox"/> Security                               |
| <input type="checkbox"/> Exhibitions and Collections          | <input type="checkbox"/> Work Health and Safety                 |
| <input type="checkbox"/> Travelling Exhibitions               | <input type="checkbox"/> Maritime Archaeology                   |
| <input type="checkbox"/> Design                               | <input type="checkbox"/> Members Management                     |
| <input type="checkbox"/> Public Programs and Site Activation  | <input type="checkbox"/> Preparators (Exhibition Build / Props) |

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

- ☐ Marketing
- ☐ Digital and Social Media
- ☐ Fleet (vessels)
- ☐ Venues

Try to focus on 4 areas.

- ☐ Editor (Publications)
- ☐ External Relations (including media)
- ☐ Research and Planning
- ☐ Library

## Current projects you want to discuss with museum experts

**Please describe a particular project(s) or object(s) you are working on, or would like to work on, which you can use as a point of discussion during the course.**

For example, if you want to spend time with the:

- **Conservation team:** is there a specific object you want advice on? Are you able to attach photos? Will you be able to bring examples with you as talking points?

OR

- **Exhibition design team:** Can you prepare and attach photos of your space which describe any challenges and your plans for development?

Word count:

Must be no more than 300 words.

## Current project/object documents

You are encouraged to upload photos or relevant documents to this application which help describe the projects or objects you would like to discuss during the course.

Attach a file:

Document name/description

PDF is the preferred file format. Try to keep files to i.e. Object name/photo of current condition a maximum of 5MB each but files can be up to a 25MB each if need be. You can select multiple files at once to upload.

## Key dates

*MMAPSS Course Participant grants cannot be used for expenses before 31 May 2025. Course participation must be completed by 30 April 2026.*

The course is likely to be held **23rd - 28th November 2025**.

Successful applicants will be scheduled to attend the week-long course program with a group of participants from heritage institutions around Australia.

Selection of course participants and the schedule created for them will take into account the ANMM's resources and availability to accommodate participants.

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

*When planning the dates for this course, we want to be mindful of your availability. If you are unable to attend for any or all of the above dates, please let us know in the next section.*

### Dates you cannot attend

#### **Are there any key dates or times you *cannot* participate in the course?**

Are there date ranges when you would not be able to attend? i.e. during school holiday times.

You can add multiple periods of time.

##### Summary of dates unavailable

Word count:

Must be no more than 50 words.

##### Date unavailable start

Must be a date.

##### Date unavailable finish

Must be a date.

## Criteria 3 - Evidence of the applicant's current skills, and skills to be achieved through participation in the course

### Existing skills

#### **What level of skills and experience do you have in the area(s) that you wish to explore during this course?**

Word count:

Must be no more than 150 words.

### New skills

#### **What specific skills would you like to acquire through this course?**

Word count:

Must be no more than 150 words.

### Any other information

Please feel free to add any additional information you would like to provide about yourself:

Word count:

Must be no more than 150 words.

eg other relevant courses you have undertaken.

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course

## Application

### Form Preview

## Budget

The museum is pleased to be able to provide funding to successful MMAPSS delegates to participate in this unique opportunity.

Awards of **up to \$3,000 each** are available, to help cover the cost of transport, accommodation, and some meals. Each applicant's needs will be assessed by the Selection Committee, and an amount awarded in a Letter of Offer.

### Please note:

- The award will not be paid to you before the course.
- The museum's preference is to **reimburse your spending after the program**. To receive this reimbursement, you will need to submit an online acquittal form, itemising your expenses.
- **Please keep a copy of all relevant receipts**, as these are required to process your reimbursement.
- A portion of the funding awarded to you may be used by the MMAPSS Coordinator on your behalf, to pay for your accommodation and travel to Sydney (if required, and with your agreement).

*You are encouraged to make sure your organisation is able to contribute some costs to support your travel.*

## Co-contribution and income from other sources (excluding MMAPSS funding)

It is not compulsory for your organisation to contribute funds, nor is it compulsory for you to seek income from other sources. However, these may strengthen your application as they demonstrate your ability to attend as well as a commitment from other parties.

*Will there be any other sources of funding supporting your participation in the course, excluding the amount of MMAPSS funding requested? eg will your own organisation make a contribution to the costs if \$3,000 does not cover them all?*

### Include:

- **Your own organisation's funds;**
- **funds contributed by financial partners;**
- **in-kind (non-cash) support; and**
- **any funds from other grant programs.**

Estimated costs are fine, and you can include in-kind (non-cash) estimates. For example, if a volunteer will cover your position while you are away, you may list this as a form of in-kind support from your organisation.

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

Name of funding source or financial partner	New or existing?	Funding source/ financial partner category:	Cash or in-kind?	Amount:	Confirmation of support:
Who is providing the support?	Is this a pre-existing relationship?	What category does this source/partner fall into?	Is the support monetary, or are you being provided resources at no cost?	Must be a dollar amount. Must be a dollar amount.	Is this support locked in?

### Total amount from co-contribution and other income sources:

\$

This number/amount is calculated.  
Can be zero

### Budget table - Estimated course participation costs

If you require MMAPSS financial assistance with your travel and accommodation, please outline the costs you will spend the grant on.

**In the 'Expenditure item details' field, please include descriptions** (eg 'Flight from Adelaide to Sydney')

Please estimate how much each item will cost.

*For example: If you are driving, the ATO rate for motor vehicle allowance is 88 cents per kilometre for the 2024-25 income year.*

Expenditure item:	Supplier name:	Expenditure category:	Contribution from MMAPSS grant:	Contribution from other income sources:	Total expenditure for this item:	Comments or notes:
What are you purchasing? eg 'Accommodation for x5 nights'.	Who are you purchasing from? eg 'Best Western Hotel Sydney'	What category does this expense fall under?	How much of this item's cost are you requesting from MMAPSS? Must be	How much of this item's cost are you paying using non-MMAPSS money? Must	This number/ amount is calculated.	



# MMAPSS 2025 - 2026 Maritime Museum Administrators Course

## Application

### Form Preview

			a dollar amount. Must be a dollar amount.	be a dollar amount. Must be a dollar amount.		

**Total contribution from MMAPSS grant:**

\$

This number/amount is calculated.

**Total contribution from organisation or other income sources:**

\$

This number/amount is calculated.

**Total expenditure:**

This number/amount is calculated.

## Supporting documentation

\* indicates a required field

You can provide additional supporting information by uploading documents or providing links to web-based material. Photographs are encouraged.

Please **only** include supporting documentation for your course participation.

Notes on uploading documents and files:

- PDF files are the preferred format for documents.
- URL web links are the preferred way to submit multimedia (eg images and videos).
- **Do not submit links to cloud storage sites** (eg Dropbox, Google Drive, OneDrive).

*Note: You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time.*

## Letters of support

### Evidence of support from the Head of your Organisation

You must attach a letter of support endorsing your application from the Head of your Organisation.

OR, if *you* are the Head of your Organisation, a letter of corroboration from another position holder such as a Vice-President, Secretary, or Treasurer.

### Letter of support from the Head of your Organisation \*

Attach a file:

PDF is the preferred file format. Try to keep files to a maximum of 5MB each.

## Resume

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

**Please attach a copy of your current resume. \***

Attach a file:

PDF is the preferred file format. Try to keep files to a maximum of 5MB each.

## Referees

**Please provide the name and contact details of two referees, one from your organisation and another of your choice:**

**Referee 1 \***

Title

First Name

Last Name

**Referee 1: Position and organisation \***

**Referee 1: Mobile phone number**

Must be an Australian phone number.

**Referee 1: Primary email**

Must be an email address.

**Referee 2 \***

Title

First Name

Last Name

**Referee 2: Position and organisation \***

**Referee 2: Mobile phone number**

Must be an Australian phone number.

**Referee 2: Primary email**

Must be an email address.

## Other uploads

If you have any other documentation relevant to your project, please upload it here:

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course Application

## Form Preview

### File to upload:

### Description of file:

PDF is the preferred file format. Try to keep files to a maximum of 5MB each but files can be up to a 25MB each if need be. You can select multiple files at once to upload.	

### Links to other supporting material

If you have links to other supporting documentation to upload, please do it here. Examples may include a website, social media account, media coverage, education kit, photographs, and other multimedia.

Please provide URL web links, or social media handles.

### URL web link or social media handle:

### Description of link:

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## Applicant declaration

\* indicates a required field

All criteria below must be confirmed.

### I, the Applicant Contact, am authorised by my organisation to complete this application and certify that: \*

- ☐ If successful, I understand that some course application and participation information may be published for reporting or promotional purposes.
- ☐ If successful, I may be required to complete an Australian Federal Police National Police Check (NPC) and advise the museum of any subsequent substantive changes to my criminal history.
- ☐ I 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.

### Certification \*

☐ I, the undersigned, assure the Australian National Maritime Museum that the statements made in this application are true and correct, and that I/we have read and agree to abide by the Maritime Museums of Australia Project Support Scheme (MMAPSS) 2025 - 2026 Guidelines.

At least 1 choice must be selected.

### Date of certification \*

Must be a date.

### Feedback (optional)

# MMAPSS 2025 - 2026 Maritime Museum Administrators Course

## Application

Form Preview

**How many minutes did it take to complete the application form?**

Must be a number.

**What did you find most difficult?**

**How could we improve this application form?**