



# Maritime Museums of Australia Project Support Scheme



## **GUIDELINES**

**2026-27**



## Key dates



## Introduction

The Maritime Museums of Australia Project Support Scheme (MMA PSS) was established in 1995, and provides funding support to incorporated not-for-profit organisations caring for Australia’s maritime heritage. MMA PSS is jointly funded by the Australian Government and the Australian National Maritime Museum (ANMM), and is managed by the ANMM with support from the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts.

## Objective

The objective of MMA PSS 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.
- 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 (excluding GST) and/or in-kind (non-cash) support is available to organisations for projects which 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 MMAPSS Selection Committee evaluates each project application against the below 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.**
- **Demonstrated viability of the organisation and proposed project.**

*\*For information about significance (including conducting significance assessments and developing a statement of significance), refer to the publication [Significance 2.0](#).*

Funding for projects will be awarded to cover the period from **31<sup>st</sup> May 2026 to 30<sup>th</sup> April 2027**, and projects must begin **on or after 31<sup>st</sup> May 2026**. Funding cannot be used for costs incurred before this date.

### Application priorities

- Publishing projects where access rights are limited or restricted by the owner of those rights will not be supported.
- Applications that seek funding for the purchase of equipment, computer hardware or software, printing, object cases or signage will be given a low priority.
- Applications for projects where an alternative funding source may provide for the majority of expenditure will be given a low priority.\*
- Applications for projects with an education focus and/or which involve intellectual development and input will be given a high priority.
- Preference will be given to applications that can demonstrate good and effective planning.
- Joint submissions are encouraged with one or more organisations.
- Applicants may submit an application for more than one project, although **each organisation is only eligible for one MMAPSS project grant per year.**

*\*This does not mean applicants should avoid seeking additional funding to complement a MMAPSS application. However, as MMAPSS primarily supports projects ineligible under other funding schemes, applications where other sources of support are readily available (and could cover the majority of costs) may be given a lower priority.*



### Applications for reformatting of original materials

Projects seeking funding for reformatting of original materials in their maritime collection (including audiovisual and digitisation projects), should consider the below requirements and specify the outcomes to be achieved:

- How will this project enable easier access to the collection?
- What will be done with the original objects after digitisation?
- What technical standards will be used to digitise the photographs, video or audio material into a file? (*Note: Such projects must comply with Australian copyright law.*)

### Copies of commissioned materials

Copies of documents, files, or software commissioned under your MMAPSS grant must be submitted to the ANMM with your final acquittal report. This is to increase accessibility for the purposes of record-keeping, education, exhibitions, advertising, promotional materials, online usage, and research and study.

## Maritime Museum Administrators' Course

### Overview

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

**This course aims to develop museological skills and knowledge, to increase standards of practice for the care and management of maritime collections**, as well as building a sense of community amongst maritime heritage practitioners in Australia.

Organisations can apply for more than one staff member or volunteer to participate.

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.

### Applications

The MMAPSS Selection Committee evaluates each course application against the below 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.**
- **Evidence of applicant's current skills and the skills to be achieved through the course.**



Preference will be given 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.

### Course schedule

The course ordinarily takes place in November of the relevant year, subject to the availability of ANMM resources.

A relevant program will be developed for a group of successful applicants for the week and organised thematically to help participants consolidate 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.

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.

## How to apply

The MMAPSS program uses the SmartyGrants management system for all stages of the program cycle. Interested parties should apply via the MMAPSS SmartyGrants portal, available on the [ANMM website](#) (while the current round is open).

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

When filling out your application online, **save regularly to avoid losing any data** (particularly if working with a slow internet connection).

If you experience technical difficulties, please contact the SmartyGrants support desk (during business hours) on **+61 3 9320 6888** or via email at [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

To discuss your application, or for other support, please contact the MMAPSS Coordinator via email at [mmapss@sea.museum](mailto:mmapss@sea.museum).

Applications must be received by the closing date and time: **3:00pm (AEDT) Tuesday 24<sup>th</sup> March 2026.**



## Eligibility criteria

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

- Be an **Australian, legally incorporated, not-for-profit organisation** (eg a museum, historical society, or community organisation).
- Be actively involved in **collecting, preserving, interpreting, and exhibiting Australia's maritime heritage**.
- Have a collection which is **accessible to the public**.

An organisation is **not eligible** if:

- The collection is privately owned.
- The collection is inaccessible to the public (such as a club where access is restricted to members only).
- It is a major national, state, or territory collecting institution.
- It has an outstanding acquittal from a prior MMAPSS grant.

Applicants to the MMAPSS Maritime Museum Administrators' Course must be a staff member or volunteer of an organisation which is eligible to apply for MMAPSS.

## Assessment process

Applications are assessed by the MMAPSS Selection Committee, which will convene **before May 2026**. The Selection Committee comprises representatives from the Australian National Maritime Museum, the Australian maritime heritage community, and the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts.

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 made. Funding will be awarded to as many of the highest-ranking applications as funds 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 also 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 **before the end of May 2026**.



## Acquittal process

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<sup>th</sup> April 2027.**

By submitting an application and on completion of a project or course attendance, **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 (see also *Termination of funding*).

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 (see also *Acknowledgement and publications*).
- Copies of any documents, media files or software commissioned under the MMAPSS grant as required in the letter of offer.

### Optional article for publication

After the project or course participation is completed, recipients are invited to provide a submission for ANMM publications such as [Signals magazine](#), [website stories](#), and social media.

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.



## Conditions of funding

### Accountability

MMAFSS 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. Recipients must also complete a Funding Agreement Form via the online SmartyGrants system.

Payment cannot be made until the ANMM receives the signed copy of your Funding Agreement Form. **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 30<sup>th</sup> May 2026 and upon 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 issue a tax invoice for the whole amount of the grant with GST added to it.\* This invoice must accompany the signed letter for payment of the grant.

*\*If a given supplier/contractor on your project is not registered for GST, do not add GST to their expense.*



## Purpose of funding

Projects and course attendances must be completed as outlined in the original application, or as modified by the ANMM (where applicable).

- Project expenses must not be invoiced to an office holder of the organisation receiving the grant (see also *Termination of funding*).
- 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<sup>th</sup> April 2027**.

Upon project completion, any funds remaining unexpended must be returned to the ANMM by the recipient.

**In exceptional circumstances, approval may be given by the ANMM (based on a written proposal) for funds to be used to extend the original scope of 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.

**Changes to details of the approved project must be agreed to in writing by the ANMM before any grant money can be allocated towards it.**

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**.

## 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.

## Acknowledgement and publications

The recipient undertakes to ensure they formally acknowledge the financial support received from the Australian Government and the ANMM in all media, publications, promotional material, publicity, and activities relating to a funded project or course attendance.



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, Sport and the Arts.*

## Further enquiries

For additional information and assistance, please contact the MMAPSS Coordinator:

**Email:** [mmapss@sea.museum](mailto:mmapss@sea.museum)

**Phone:** 02 8241 8369

Please note the above contact points are staffed Monday to Friday, during business hours.