Thank you for your interest in submitting a proposal to Museums Victoria. As Australia's largest public museum organisation, we inspire audiences to engage in life’s deep mysteries and big questions. Our museums present unique and exceptional experiences for more than 2 million visitors each year, who come from all over Australia and around the world to be inspired and to learn about themselves and the universe we inhabit.

We welcome proposals from community groups, organisations, artists, performers and individuals to be considered for inclusion in our forward exhibition and public program.

Please complete this form and submit via email to askus@museum.vic.gov.au with requested support materials for consideration in the next program and exhibitions review round. It is recommended that program and event ideas are submitted with a 6-month lead time and exhibition ideas submitted with an 18-month lead time.

If you would like to arrange a time for an MV representative to discuss your project prior to submitting your proposal, please send your request via the email above.

**Indicative Timeframes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Submission Received | Review Date | Applicant Advised | For public programs and activities commencing from | For exhibitions activities commencing from |
| 10 Jul 25 – 06 Aug 25 | 20 Aug 25 | 01 Sep 25 | 01 Mar 26 | 01 Jul 26 |
| 07 Aug 25 – 03 Sep 25 | 17 Sep 25 | 01 Oct 25 | 01 Apr 26 | 01 Jul 26 |
| 04 Sep 25 – 08 Oct 25 | 22 Oct 25 | 01 Nov 25 | 01 May 26 | 01 Jul 26 |
| 09 Oct 25 – 05 Nov 25 | 19 Nov 25  | 01 Dec 25 | 01 Jun 26 | 01 Jul 26 |
| 06 Nov 25 – 03 Dec 25 | 17 Dec 25 | 19 Dec 25 | 01 Jul 26 | 01 Jul 26 |

**Useful Resources**

[Museums Victoria Strategic Plan](https://museumsvictoria.com.au/media/20439/2017-25_strategic_plan.pdf)

[Melbourne Museum Website](https://museumsvictoria.com.au/melbournemuseum)

[Immigration Museum Website](https://museumsvictoria.com.au/immigrationmuseum/)

[Scienceworks Website](https://museumsvictoria.com.au/scienceworks/)

**Submission Date** Select Date

**Contact Details**

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Project Name** |  |
| **Address** |  |
| **Mobile** |  |
| **Organisation**  |  |
| **Email** |  |
| **Applicant Type**  | Select One |

**Program Information**

|  |  |
| --- | --- |
| **Program Type** | [ ] Exhibition [ ]  Public Program [ ]  Activation |
| **Location**  | [ ] Melbourne Museum [ ]  Scienceworks[ ] Immigration Museum ☐ Location is flexible  |
| **Proposed Date/s** | Select Start Date☐ Dates are flexibleSelect End Date ☐ Dates are not flexible☐ Dates are flexible |
| **Program Access** | [ ]  Please confirm your program, exhibition or activation is open to the public. Enquiries for private or invitation-only programs, exhibitions or activations can be directed to our Venues and Events team:<https://museumsvictoria.com.au/venues-and-events/get-in-touch/>  |

**Project Outline**

|  |  |
| --- | --- |
| **Program or Exhibition Description**  | Up to 300 wordsBriefly describe your project, event or exhibition idea. Are there any key themes, issues or messages you are exploring?What is it about? Who is involved? What form will your project take? (performance, workshop, installation, screening, discussion, exhibition)What is the ideal space or setting for the project?How long will it run, and when would you like to present it? Does your idea respond to Museums Victoria collections, exhibitions, research or galleries? Please provide details. Does this program or exhibition align with a festival, celebration or special day? Please provide details. |
| **Audience** | Describe the audience that would attend this program or exhibitionHow many people do you expect to attend this program or exhibition?How will your program be inclusive of audiences? |
| **Marketing**  | What type of marketing and promotional activities are you planning |
| **Ticket Price** | Is your event free or ticketed? What are the ticket prices? |
| **Alignment**  | How does your idea align with Museums Victoria objectives? |
| **About You / Your Organisation**  | Tell us about you and your work. Please provide examples of previous work and links where possible. |

**Budget & Resources**

|  |  |
| --- | --- |
| **Funding**  | Do you require budget support from Museums Victoria to realise this project or exhibition? Please detail the financial support you are seeking.[ ] Funds required from Museums Victoria. Please specify:[ ] Fully funded by external organisation or individual [ ]  Partially funded by external organisation or individual [ ]  Seeking funding. Please specify what grants or philanthropic funding you are seeking:[ ]  Not yet funded  |
| **Venue**  | Do you know the museum and venue you would like to present this project? Are you seeking a full or partial waiver of venue hire fees?  |
| **Staffing**  | Do you have a producer to support the delivery of this project? Please provide some information about the resourcing and staffing support you require to deliver this project. |
| **Technical**  | Does your project require technical support? Please provide as much detail as possible about your technical requirements. [ ] Technical event staffing [ ]  Staging [ ]  Lighting [ ] Lectern [ ]  Microphone/s [ ]  Speakers [ ]  Other – please detail  |