

# Community Heritage Grants 2009 Guidelines

## What are Community Heritage Grants?

The Community Heritage Grants (CHG) program aims to preserve and provide access to nationally significant, Australian cultural heritage material held by community groups across the country, by providing cash grants of up to \$15 000.

The program is funded by the Australian Government and managed by the National Library of Australia, with support provided by the Department of the Environment, Water, Heritage and the Arts; the National Archives of Australia; the National Film and Sound Archive and the National Museum of Australia.

Since 1994, 661 projects across Australia have received over \$2.8 million in funding.

## Who can apply?

The following organisations are encouraged to apply:

Archives	Migrant community groups
Art galleries	Museums
Community groups	Professional associations
Genealogical societies	Public libraries
Historical societies	Religious groups
Indigenous groups	

## Is your collection eligible?

To be eligible, the collection must be:

- owned or managed by a not-for-profit, incorporated organisation
- accessible to the general public (access can include research access, web access, temporary or permanent exhibition and open days)
- nationally significant

Collections that are not owned by the managing organisation need permission from the legal owner to be eligible.

Previous CHG recipients need to have completed and acquitted their projects by 1 June 2009 to be eligible to apply in 2009. All conditions of a previous grant must have been met.

## What types of projects are funded?

### **Collection preservation projects**

Funding priority will be given to projects that are being carried out in a logical order prioritised as follows:

**1. Significance assessments:**

<http://www.nla.gov.au/chg/SignificanceAssessments.html>

**2. Preservation needs assessments:**

<http://www.nla.gov.au/chg/PreservationAssessment.html>

**3. Conservation and preservation activities** resulting from the prioritised recommendations of a preservation needs assessment, such as:

- Collection rehousing and management
  - Conservation activities, including cleaning, conservation treatment or rebinding
  - Purchase and installation of environmental monitoring equipment
  - Reformatting of original material for preservation and access purposes and ongoing planning for the collection's maintenance (includes audiovisual and digitisation projects)
- **Purchasing cataloguing or collection management software** is also eligible and can be applied for at any time

### **Training projects**

Organisations may apply for training projects at any time.

Training topics might include, but are not limited to:

- Collection care and handling
- Cataloguing
- Disaster preparedness
- Collection management
- Assessing significance

Organisations are encouraged to work in partnership with other groups in their area to apply for joint training projects.

Organisations can apply for more than one activity if the combined value is no greater than \$15 000.

### **The following projects are ineligible for CHG funding:**

- Publishing projects
- Exhibition research, interpretation and signage
- Collecting projects
- Oral histories
- Capital works
- Microfilming of newspapers or magazines
- Family history research
- In-house salaries and volunteer labour costs
- Emergency activities
- Activities that are in progress or have been completed
- Private collections

## **CHG Intensive Preservation Workshop**

In addition to a cash grant, first time recipients are invited to send one representative to the Awards Ceremony and an intensive preservation workshop held in Canberra in November 2009. The workshops are conducted by the National Library of Australia, the National Archives of Australia, the National Film and Sound Archive and the National Museum of Australia.

The CHG program will arrange and meet the costs of travel and accommodation for the workshop. If organisations decide not to send a representative to the workshop, the resultant savings cannot be converted to cash and added to the project grant.

Organisations receiving training grants may be offered a place at the Canberra workshop at the discretion of the assessment panel.

### **How do organisations apply?**

Applicants can submit their applications by:

Post:           The Coordinator  
                  Community Heritage Grants  
                  National Library of Australia  
                  Canberra ACT 2600

Email:         [chg@nla.gov.au](mailto:chg@nla.gov.au)

Online:        [www.nla.gov.au/chg/apply/html](http://www.nla.gov.au/chg/apply/html)

**Note:** Applicants submitting electronically must also post a signed printed copy to the address above. If you are submitting by email, please email application attachments where possible.

**All applications must be received by 5pm Friday 5 June 2009**

All applications received by the closing date will be acknowledged in late June. The acknowledgement will indicate your application number, which you should quote in all future correspondence.

## **How are applications assessed?**

Competition for Community Heritage Grants is very strong. Funding varies from year to year and it is not possible to fund all worthwhile projects.

Each eligible project is considered on its merits and in accordance with program priorities.

Applications will be assessed by two external consultant assessors. The first consultant assesses the national significance of the collection by looking mainly at your answers to section 6 & question 3.3 on your Application Form.

Those collections which are judged as nationally significant are short listed and are sent to a second consultant who assesses the project's feasibility, value-for-money and the degree to which the project will benefit the collection, with most consideration given to answers to questions 3.5, 3.6, 4.1, 4.3 and section 5.

Training projects will be assessed primarily on the merits of the proposal: this includes the expected benefits, the quality and appropriateness of the training proposed, the credentials of the trainers, and the perceived value-for-money of the proposal, with most consideration given to questions 3.5, 3.6, 4.1, 4.3 and section 5. However, the national significance of the collection material that will benefit from the training is still important to the assessment, with consideration given to section 6 & question 3.3.

All final short-listed applications undergo final consideration and funding recommendation by a panel of expert assessors comprising historians, preservation specialists, representatives from cultural collecting organisations and the CHG partners. The assessment panel considers the reports of the two external assessors and assesses your application as a whole.

The decision of the assessment panel is final.

### **Please note!**

At times the assessment panel may offer funding for a project that differs from that requested in the application if they feel that the organisation would benefit from an alternative project.

Organisations can choose to accept or reject the offer of a grant on this basis. However, once a grant is accepted, the organisation must adhere to the funded project as set out in their Deed of Agreement.

## **What happens when a grant is approved?**

Successful applicants will be notified in September. Unsuccessful applicants will be notified in writing on 10 November.

Grant payments will be made on receipt of payment documents and a signed Deed of Agreement. An example of the Deed can be found on the CHG website at <http://www.nla.gov.au/chg> . This is a legal document that details the approved project, lists the conditions of the grant and the responsibilities of the recipient.

All projects funded in 2009 must be completed within 12 months i.e. by 10 November 2010. Recipients must use the grant for the purposes for which it is given and must adhere to the approved project plan.

## **Reporting and acquittal**

Organisations must provide two reports on their project: a brief mid-year progress report, due May 2010, and a final project report on completion, due 10 November 2010. Example report templates from the previous grant round can be viewed at [www.nla.gov.au/chg](http://www.nla.gov.au/chg)

The final report must include a summary of the project's achievements, copies of all receipts, an acquittal statement, and a copy of any documents commissioned under the CHG program, such as significance assessments or preservation needs assessments. Training project reports should include any course materials produced.



# Community Heritage Grants 2009

## Instructions for Completing the Application Form

### Before you start:

- Read the CHG Guidelines
- Check the CHG website at <http://www.nla.gov.au/chg> for information on preservation, types of projects previously funded and *Tips for a Successful CHG Application*
- Read the 2008 Assessment Report to give you an idea of what the CHG Assessors are looking for in your application:  
<http://www.nla.gov.au/chg/documents/2008CHGAssessmentReport.doc>

### Section 1: Applicant Details

#### 1.1 Name of your organisation

This should be your organisation's legal name, i.e. the name that appears on official documents and legal papers, such as a certificate of incorporation.

To check your organisation's legal name, search the Australian Business Register website at <http://www.abr.business.gov.au>

#### 1.7 Organisation's ABN

An ABN is an eleven-digit number assigned by the Australian Taxation Office (ATO) to the applicant and/or administering organisation. To check your organisation's ABN go to the Australian Business Register website at <http://www.abr.business.gov.au/>

If your organisation does not have an ABN, you will need to attach a completed Statement by a Supplier form to your application. If this form is not completed, CHG is required to withhold 46.5% of the total grant awarded. Forms are available at: <http://www.ato.gov.au/content/downloads/nat3346.pdf>

#### 1.8 GST registration

Community Groups and other non-profit organisations with a turnover of \$100 000 or more, and other organisations with a turnover of \$50 000 or more, are required by law to be registered for the GST.

To obtain information about the GST, check the Australian Taxation Office website at <http://www.ato.gov.au/>

If your organisation is not registered for GST, consult your financial adviser about the implications of receiving a CHG.

#### 1.9 Federal electorate

This information is collected for parliamentary reporting purposes.

If you are unsure of your federal electorate, please call the Australian Electoral Commission on 13 23 26, or visit their website at <http://apps.aec.gov.au/esearch/>

## **Section 3: Description of the Organisation and its Collection**

### **3.3 Describe your organisation's entire collection**

Provide a comprehensive description of the entire collection. Include the number of items and types of material in the collection. You may wish to attach some pictures of some of your most significant items. This description will assist the assessors to understand the scope, breadth and depth of your collection and will assist with the assessment of the significance of your collection.

### **3.5 Describe how your collection is managed and used**

Provide comprehensive details regarding who manages your collection, i.e. staff, volunteers, a local council or administrative body. Tell us if your collection is catalogued or indexed and how it is stored and/or exhibited. Provide information on how your collection is made available to the public and who uses it.

### **3.6 Describe any current or projected preservation activities**

This question should provide the assessors with an idea of the urgency of your funding request. Tell us if you have a preservation policy, whether your collection is in good or bad condition and why it might be at risk of deterioration. Attach your preservation policy if you have one.

## **Section 5: Your Proposed Project**

You can apply for more than one project provided the combined value is no more than \$15 000 and you are confident that your organisation can complete all projects within one year.

### **5.3 Project Description**

Tell us how you will spend your grant money. Include details of the specific collection, the type of project, how you will manage the project and the expected outcomes. Explain how the project might improve access to the collection. Please read more about our priority projects below to assist you with answering this question:

### ***Significance Assessment***

A significance assessment is the process of studying and understanding the importance of your collection and is recommended as the first stage of an ongoing collection management process.

This appraisal can be useful in assisting your organisation to prioritise collection items, interpret your collection and should form a sound basis for future collection management activities.

Depending on the type of collection you have, the appropriate consultant may be an historian, an archivist, a museum curator, a heritage librarian or similar expert with experience in preparing significance assessments. They will produce a written report that provides a statement of significance and a prioritised list of recommendations for future collection management.

Organisations that find it difficult to get a quote for a significance assessment should nominate a fee of **\$ 4 000** (GST-exclusive). If you are not in a major city you should also add the estimated cost of the consultant's travel to your location and two days expenses. Applicants are welcome to supply quotes if there are special circumstances that would make the standard grant for a significance assessment insufficient.

For further information on significance assessments see <http://www.nla.gov.au/chg/SignificanceAssessments.html>

### **Preservation Needs Assessment**

A preservation needs assessment is a way of determining how a collection might best be preserved. It describes the current condition of the collection, storage and environment and makes a prioritised list of recommendations for improvements and future preservation management. A preservation needs assessment should be conducted by a conservator who qualifies as a professional member of the Australian Institute for the Conservation of Cultural Materials (AICCM) or who has equivalent practical qualifications in their field.

It is recommended that a preservation needs assessment be conducted after a significance assessment has been completed, as the significance report will inform the preservation needs assessment and your preservation priorities.

The survey report must adhere to the AICCM Preservation Needs Assessment Template, which is available from the CHG website: <http://www.nla.gov.au/chg> or AICCM: <http://www.aiccm.org.au/public/content/ViewCategory.aspx?id=150>

Organisations that find it difficult to get a quote for a preservation needs assessment should nominate a fee of **\$4 000** (GST-exclusive). If you are not in a major city you should also add to the project budget the estimated cost for the conservator to travel to your location and two days expenses. Applicants are welcome to supply quotes if there are special circumstances that would make the standard grant for a preservation needs assessment insufficient.

For further information on preservation needs assessments, see <http://www.nla.gov.au/chg/PreservationAssessment.html>

### **Conservation and preservation activities**

These activities should result from the prioritised recommendations of a preservation needs assessment and should be applied for in priority order:

- Collection rehousing

Eligible rehousing projects include the purchase of storage materials such as archival-quality boxes, folders, envelopes, packing materials and sleeves appropriate to the material to be rehoused.

Rehousing may also include the purchase of specialist shelving or storage equipment such as map or plan cabinets, or special format materials.

- Conservation activities

Eligible projects include physical treatments such as:

- cleaning and collection maintenance
- archival-quality binding, matting, boxing, framing and other protective measures for storage or display
- conservation treatment or rebinding of highly significant items by qualified conservators.

- Environmental control and/or monitoring equipment

Eligible projects include the purchase, installation or improvement of systems to control temperature, humidity, light and air quality, e.g., air conditioners, dehumidifiers and data loggers.

- Reformatting of original material for preservation and access purposes and ongoing planning for the collection's maintenance

Eligible projects include copying audio tapes and audiovisual material or producing microfilm, digital or photographic print copies for preservation and access.

#### Audiovisual projects

If you are applying for a project proposing the copying of audiovisual materials you should clearly indicate what outcomes are to be achieved, including:

- How the project will enable easier access to the collection
- What is proposed for the original tapes after digitisation
- What technical standards will be used to copy and encode the video or audio material into a file, and
- how the new digital content will be accessed (website, loan DVDs etc) and preserved.

For more information on audiovisual materials preservation, see <http://www.nfsa.afc.gov.au/preservation/>

#### Digitisation projects

If you are applying for a digitisation project you must answer the following questions in your project description:

1. Has the collection been subjected to a preservation needs assessment and does digitisation emerge as a priority recommendation of that survey?
2. Does the project comply with relevant Australian copyright law?
3. Has the original material been preserved first? Describe how you have preserved it.
4. Has the material been described and arranged eg. catalogued, captioned or indexed? If not, how will this be done before digitisation?

5. How will you scan the material? Will you use in house equipment and people or outsource it to a commercial digitisation service?
6. How will you manage the digital files you create, including backup procedures?
7. When digitised, how you will provide public access to the digital images, eg., Will you make the images available on your website?

Recipients of all digitisation projects are encouraged to upload any images produced on to Picture Australia: <http://www.pictureaustralia.org/index.html>

Where to go for more information on digitisation:

- Australian Copyright Council information sheets:  
<http://www.copyright.org.au/publications/infosheets.htm>
- Capture your collections - A digitisation course for remote and regional museums and galleries:  
[http://www.collectionsaustralia.net.au/sector\\_info\\_item/10](http://www.collectionsaustralia.net.au/sector_info_item/10)
- Digitisation: To Outsource or Not?:  
<http://www.tasi.ac.uk/advice/managing/pdf/outourcing.pdf>
- Digital practice: Guidelines for digitising images in NSW public libraries:  
<http://pandora.nla.gov.au/pan/63415/20060919/www.sl.nsw.gov.au/pls/publications/pdf/digital.pdf>
- Managing web resources for persistent access:  
<http://www.nla.gov.au/guidelines/persistence.html>
- Recommended Practices for Digital Preservation:  
<http://www.nla.gov.au/preserve/digipres/digiprespractices.html>

### ***Cataloguing or collection management software***

If you are applying for cataloguing software, you will need to tell us:

- which software system you have chosen
- why this software package best suits your collection needs
- whether the total price includes training in its use
- whether there are any ongoing expenses (eg. software upgrades, technical assistance) and whether your organisation can afford these expenses

### ***Training Workshops***

Organisations are encouraged to apply for training workshops that involve more than one organisation. Please tell us who will be conducting your training, how many participants will be involved, who the participants will be and the benefits of the training workshop to the organisations involved.

The following people can assist you with organising your training project:

## **Archives-management training**

Kim Eberhard  
Vice President  
Australian Society of Archivists  
PO Box 638, Virginia QLD 4014  
Phone: 1800 622 251 (free call)  
Email: [office@archivists.org.au](mailto:office@archivists.org.au)

## **Cultural heritage collection management training**

### New South Wales

Sarah-Jane Rennie  
Manager, Sector Development  
Museums and Galleries New South Wales  
43–51 Cowper Wharf Road  
Woolloomooloo NSW 2011  
Phone: 02 9339 9908  
Freecall (regional NSW) 1800 114 311  
Email: [sarahjaner@mgnsw.org.au](mailto:sarahjaner@mgnsw.org.au)

### Queensland

Ann Baillie  
Manager, Training & Professional  
Development  
Museum & Gallery Services Queensland  
Level 3, 381 Brunswick Street  
Fortitude Valley QLD 4006  
Phone: 07 3215 0845 (direct); 07 32150820  
(general)  
Freecall (within QLD) 1800 680 433  
Email: [ann.baillie@magsq.com.au](mailto:ann.baillie@magsq.com.au)

### South Australia

Amanda James  
Senior Community History Officer  
History Trust of South Australia  
GPO Box 1836, Adelaide SA 5001  
Phone: 08 8203 9874  
Email: [ajames@history.sa.gov.au](mailto:ajames@history.sa.gov.au)

### Tasmania

Tony Marshall  
Manager (Access)  
Tasmanian Archive and Heritage Office  
State Library of Tasmania  
91 Murray Street  
Hobart TAS 7000  
Phone: 03 6233 7498  
Email: [tony.marshall@education.tas.gov.au](mailto:tony.marshall@education.tas.gov.au)

### Victoria

Euan McGillivray  
Community Collections Training  
Museums Australia (Victoria)  
Melbourne Museum  
Carlton Gardens  
PO Box 385  
Carlton South VIC 3053  
Phone: 03 8341 7340; Freecall 1800 680 082  
Email: [emcgillivray@mavic.asn.au](mailto:emcgillivray@mavic.asn.au)

### Western Australia

Clare-Francis Craig  
Acting Manager  
Museum Assistance Program  
Western Australian Museum  
49 Kew Street  
Locked Bag 49  
Welshpool DC WA 6986  
Email:  
[Clare-Frances.Craig@museum.wa.gov.au](mailto:Clare-Frances.Craig@museum.wa.gov.au)  
Phone: 08 9212 3775; Toll-free 1800 023 333

Executive Officer  
Museums Australia WA (Inc)  
PO Box 224  
Northbridge WA 6856  
Phone: 08 9427 2770  
Email: [ma\\_wa@museum.wa.gov.au](mailto:ma_wa@museum.wa.gov.au)

## 5.5 Proposed Project Budget

You must show the costs of all activities, services and materials proposed for the project and who will contribute to meeting the costs. This includes all in-kind contributions and volunteer labour, which should be calculated at \$25 per hour. It is important to include these expenses, as this is viewed by the assessors as your organisation's contribution to the project.

Quotes must be attached to support each of your budget items. The only exception is if you are applying for the standard fee of \$4 000 for a significance assessment or preservation needs assessment. Remember to add on travel expenses for your consultant if you are in a regional area.

All applications must clearly identify the GST component of the grant request in a column C. The CHG program will pay GST-registered applicants a GST-inclusive amount. You will then be responsible for remitting this GST amount (equal to 1/11<sup>th</sup> total grant) to the ATO. If your organisation is not registered for GST, please consult your financial adviser regarding the tax implications of receiving a grant.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Task, Activity or Materials</b>	<b>Organisation's Contribution</b>	<b>Grant Request Excluding GST</b>	<b>GST</b>	<b>Grant Request Including GST (B+C)</b>	<b>Project Total (A+D)</b>
Preservation Needs Assessment of entire collection by consultant conservator		<b>4000</b>	400	<b>4400</b>	4400
Purchase of 100 storage boxes @ \$22.00 ea. (inc. GST)		<b>2000</b>	200	<b>2200</b>	2200
Physical rehousing of collection material by staff & volunteers—estimated 50 hours @ \$25.00 per hour	1250				1000
Provision of staff advice/assistance to consultant—estimated 3 hours @ \$25.00 per hour	75				60
<b>TOTAL</b>	1325	<b>6000</b>	600	<b>6600</b>	7925

## Section 6: National Significance

You must attempt to describe the significance of your collection material as best you can, even if you are applying for a significance assessment.

The significance of your collection will be compared to all other CHG applicants. Only collections of national significance are eligible for a CHG.

### Tips for answering this question:

- The more information you provide about your collection, the easier it is for the assessors to determine its significance
- Make sure your answer refers to the collection material you are seeking funding for, i.e. don't write about the significance of your textile collection if you are seeking funding for the conservation of your rare books
- Identify specific collection items that are significant and tell us how they contribute to a national story, or national values
- Mention collections or items that are rare or unique, or that tell a unique story about Australia's past
- Detail any prominent Australians represented in your collection and the collection items that relate to them
- Try to relate your answer back to the significance criteria:
  - Historic
  - Aesthetic
  - Scientific / research
  - Social / spiritual

Further explanation of significance criteria is available in *Significance: a guide to assessing the significance of cultural heritage objects and collections*:  
[http://www.collectionsaustralia.net/sector\\_info\\_item/5](http://www.collectionsaustralia.net/sector_info_item/5)

- Attach supporting documents such as photographs, publications, reports or testimonials that justify your claims
- Read the 2008 Assessment Report to get general feedback from the assessors about significance. The report is available at [www.nla.gov.au/chg](http://www.nla.gov.au/chg)

## Question 6 Examples:

### GOOD EXAMPLE

*This example outlines the number and type of materials in the collection. It highlights specific items of significance and clearly states how items in the collection are associated with aspects of Australian history.*

The Eskbank House collection contains more than 5 000 items, including over 2 000 pieces produced or associated with Lithgow Pottery, 80 items relating to the Lithgow Woollen Mills, furniture, a fully restored Hansom Cab, books, jewellery, household paraphernalia and a photograph and document book relating to Sir Joseph Cook, Prime Minister of Australia from 1913-1917.

The items in the Sir Joseph Cook collection have national significance because of their association with the former prime minister. The rest of the collection provides insights into the development and history of the ceramic and textile industries in Australia due to its association with Lithgow Pottery (Australia's oldest commercial pottery) and the Lithgow Woollen Mills (one of the oldest tweed and cloth manufacturers in Australia).



### POOR EXAMPLE

*This example gives no indication of what is in the collection. It could be any collection in any organisation in Australia. Back up your statements with evidence. Tell us why your collection is one of a kind. Tell us what the artefacts are and how they relate to the history of your community and Australia. Don't assume that the assessors will know your collection.*

This collection is one of a kind and consists of a vast number of artefacts which have been collected since the inception of the organisation. The collection is important because it describes the history of our community.

It is vital that this collection is preserved for future generations.

