

# 2020 Community Heritage Grants Application Form

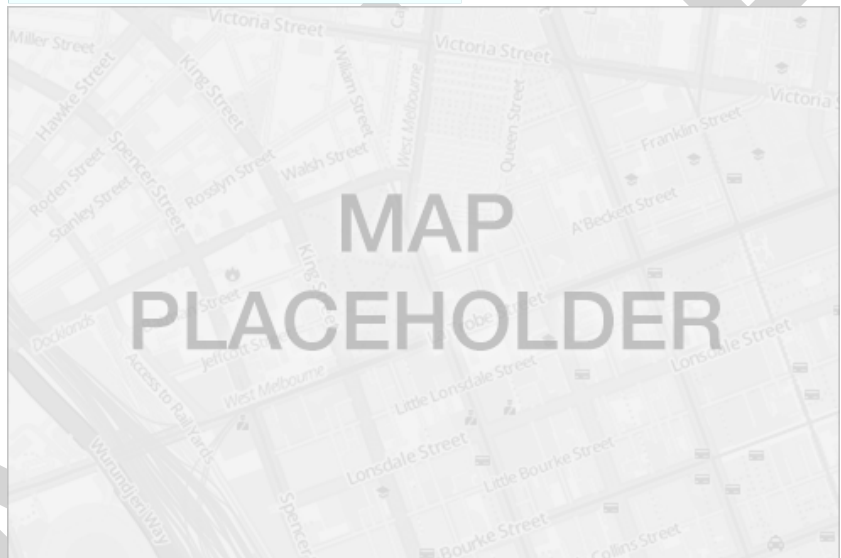
## Form Preview

### Applicant Details

**Legal name of your organisation**

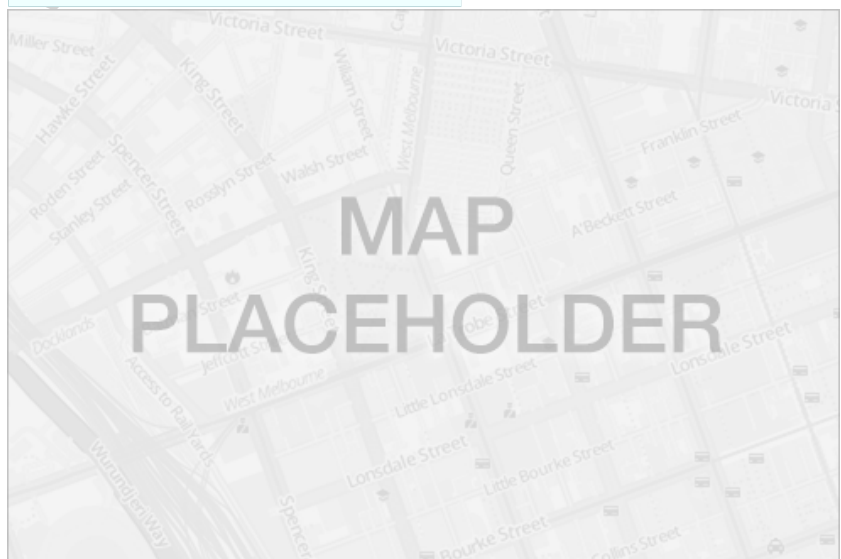
**Street address**

Address

**Postal address**

Address

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**Phone number**

Must be 8 digits - e.g. 01 2345 6789 or 0123 456 789

**Organisational email address**

**Website**

Must be a URL

**Facebook**

If your organisation has a Facebook page include the URL here.

**Twitter**

If your organisation is on Twitter include the URL here.

**ABN (The ABN must relate to the organisation supplying the invoice for payment of the grant.)**

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	

**Name of your federal electorate**

## Contact Details

**Provide details of the person within the organisation who will be accountable for the management, reporting and financial control of the project. Please note that these details may be published on the Library's website in the CHG Final Project Report.**

**Contact name**

Title

First Name

Last Name

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**Position within organisation**

**Postal address**

Address



**Phone number (business hours)**

Must be 8 digits - e.g. 01 2345 6789

**Mobile phone**

Must be 8 digits - e.g. 0123 456 789

**Email address**

## Your Organisation

\* indicates a required field

**Tick one box ONLY which best describes your organisation: \***

- |  |   |
|--|---|
| <input type="radio"/> Archive              | <input type="radio"/> Multicultural community group |
| <input type="radio"/> Art gallery          | <input type="radio"/> Museum                        |
| <input type="radio"/> Community group      | <input type="radio"/> Professional association      |
| <input type="radio"/> Genealogical society | <input type="radio"/> Public library                |
| <input type="radio"/> Historical society   | <input type="radio"/> Religious group               |
| <input type="radio"/> Indigenous group     | <input type="radio"/> School                        |
| <input type="radio"/> Local authority      | <input type="radio"/> Other:                        |

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If your organisation type is not listed please include in the 'Other' box.

### Describe your organisation's history. \*

Word count:  
Must be no more than 500 words.

## Your Organisation's Budget

### Funding Budget

#### Estimate below the sources of funding your organisation expects to receive in 2020/21.

This table should reflect funding for YOUR organisation, NOT the parent body of your organisation.

Click on **Add More** for extra lines.

Source of funding	\$ (AUD)
Membership / subscription	\$
Admission fees	
Fundraising	
Donations	
Funding from your parent body (if applicable)	
Local government	
State government	
Federal government	
Grants	
Private	
Other	

### Budget Totals

#### Total Income Amount

\$

This number/amount is calculated.

**If your organisation has received additional cash or in-kind support for your proposed CHG project (perhaps from a parent organisation or interested group), please provide verification of the details.**

**Attach letter or other verification**

Attach a file:

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• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

**If your organisation does not receive a CHG grant, will this project, or part of it, go ahead? If yes, provide details.**

**Has your organisation previously received a Community Heritage Grant?**

- Yes  
 No  
 Unsure

Must be no more than 1 choice selected

**If Yes, please record previous CHG application number(s) if known (eg 2019/123)**

**If your organisation has received any grants (other than CHG) for preservation activities in the last five years, provide details of the latest two projects for which grants were awarded.**

**Project 1 - Source of grant:**

**Project 1 - Grant period:**

**Project 1 - Description of project funded:**

**Project 1 - Amount received (A\$):**

**Project 2 - Source of grant:**

**Project 2 - Grant period:**

**Project 2 - Description of project funded:**

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### Project 2 - Amount received (A\$):

## Type of Project

\* indicates a required field

If you are applying for more than one project, use **separate application forms** for each project.

The combined value of projects applied for in a single round must be no more than \$15,000 (inc GST) and you must be confident you can complete the projects in one year.

### Are you applying for funding for a training project? \*

- Yes  
 No

If Yes, the next section you will need to complete is Your Proposed Training Project.

## Your Proposed Project

\* indicates a required field

**This section is for all projects other than training projects.**

### Project Title \*

Must be no more than 25 words, eg, significance assessment or preservation needs assessment of the (name) collection; archival storage materials; digitisation etc.

### Project Category (tick the boxes that best describes your proposed project/s): \*

- |  |  |
|--|--|
| <input type="checkbox"/> Significance assessment       | <input type="checkbox"/> Conservation treatments                   |
| <input type="checkbox"/> Preservation needs assessment | <input type="checkbox"/> Digitisation of film & audio tape         |
| <input type="checkbox"/> Archival storage              | <input type="checkbox"/> Digitisation of documents and photographs |
| <input type="checkbox"/> Equipment                     | <input type="checkbox"/> Microfilming                              |
| <input type="checkbox"/> Cataloguing software          | <input type="checkbox"/> Other: <input type="text"/>               |

Must be at least 1 choice selected

**IMPORTANT:** You **MUST** read the [CHG GUIDELINES](#) to ensure your project is aligned with the 3 Step Process.

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## Form Preview

**Attach Significance assessment, Preservation needs assessment and/or any previous, relevant statements of significance and assessments, as applicable. Also attach any references or letters in support of your project. DO NOT scan one page at a time. Please upload whole document.**

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

**Describe recently completed preservation activities (including ALL PNA report prioritised and recommended activities).**

Word count:

No more than 500 words recommended.

### Project Description

**Describe the type of project you wish to undertake, referring to the specific collection material to which the project relates. \***

Word count:

Must be no more than 500 words.

**How will you manage the project? \***

Word count:

Must be no more than 250 words.

**What are the expected outcomes of your project? \***

Word count:

Must be no more than 500 words.

**How will the project improve access to the collection? \***

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Word count:

Must be no more than 500 words.

**What is the physical format of the material that relates to your application? \***

- Documents
- Artefacts
- Audiovisual
- Other:

Examples of **documents** include archival records, maps, manuscripts, photographs and pictures. Examples of **artefacts** include furniture, leather items, textiles, toys and machines. Examples of **audiovisual** include sound recordings, videos, film and digital files.

### Digitisation

**Complete the following questions if you are applying for digitisation funding.**

**If your proposed project involves the digitisation of original materials (for example, archives, books, objects) for preservation and access, provide information about your overall digitisation plan.**

Word count:

Must be no more than 500 words. Show that consideration has been given to preservation of original materials before digitisation; that there is a budgeted plan (with supporting quotes) for the digitisation process; that ongoing management of the digital copies has been addressed; that the project complies with copyright law; and that consideration has been given to arrangements for scanning, back up procedures and access to digitised records in local systems (as per CHG Guidelines, Section 3.1 Step 3 Digitisation - Digitisation of original materials paragraph).

**If your project involves reformatting of original material (including copying of audio tapes and audio-visual material, producing microfilm, digital or photographic print copies, or migrating digital data from older carriers) provide more information about the process and outcomes.**

Word count:

Must be no more than 500 words. Outline how access will be easier, what is proposed for the original materials after digitisation, technical standards which will be used to copy and encode the video or audio material into a file, and how the new digital content will be accessed and preserved. Refer to CHG Guidelines for the requirements for audio-visual and born-digital projects (as per CHG Guidelines, Section 3.1 Step 3 Digitisation - Reformatting of original material paragraph).



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## Form Preview

### Digitisation plan

Attach a file:

- Click on the Browse button
- Select the file on your computer
- Click Open and you will then see the file uploaded.

### Software Purchase

**Complete the following questions if you are applying for funding to purchase cataloguing and collection management software.**

**Describe how objects in your collection are currently registered and catalogued.**

Word count:

Must be no more than 500 words.

**Describe the software that you wish to purchase.**

Word count:

Must be no more than 500 words. Provide the name of the software, details of what it does (e.g. cataloguing, collection management), how it will benefit your collection and why it is the best solution for your collection and the best value for money. Describe how you will manage ongoing expenses such as licence fees. Also provide details of other software that you have researched/trialled, including shareware.

**Describe your software training plan, how staff will be trained and your long term training support options. Show that you have considered how you will manage software upgrades.**

Word count:

Must be no more than 500 words.

### Your Proposed Training Project

**Training Project Title**

Must be no more than 25 words

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**Describe the training project your organisation wishes to undertake.**

**Word count:**

Must be no more than 500 words. Include the name of the course, name and qualifications of course presenters, topics to be covered, costs and number of attendees.

**Attach CV of trainer.**

**Attach a file:**

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

**How will the training benefit your organisation and your collection? Will it benefit other organisations?**

**Word count:**

Must be no more than 500 words. It is not necessary to have a collection to apply for training funding. However, information about the people and the collection/s that will benefit from the training is important. If you do have a collection, you must answer both the Your Collection and the National Significance sections.

**Have you formed a partnership with any other organisation to apply jointly to host the training course? If yes, provide details.**

**Word count:**

Must be no more than 500 words.

**Why is the training appropriate for your organisation? Provide details.**

**Word count:**

Must be no more than 500 words.

**How does the training represent best value for money?**

**Word count:**

Must be no more than 500 words.

### How will the training project be managed?

Word count:  
Must be no more than 500 words.

## Project Budget

### Project budget table

#### **DETAIL YOUR PROPOSED PROJECT BUDGET EXPENDITURES IN THE TABLE BELOW.**

Please note the following when completing your budget table:

- **Significance assessments and preservation needs assessments will be funded at the standard rate of \$4,500 (excluding GST) and THIS AMOUNT SHOULD BE INCLUDED IN THE PROJECT BUDGET TABLE.**
- Grant total requested by an organisation **MUST NOT** exceed **\$13,630 ex GST / \$15,000 inc GST** in one calendar year. This maximum limit applies to the combined value of all applications submitted by the one organisation in a single year.
- Your budget items should directly correlate to items mentioned in your project description (**Your Proposed Project** or **Your Proposed Training Project**).
- **Requested budget items must be eligible.** Ineligible items include collection valuations, project management fees, salaries/wages, office equipment/fitout.
- Attach quotes to support all other budget expenditure including associated travel and accommodation costs for assessors. If your organisation is not located in a major city you need to include the cost of the consultant's travel to your location plus two days expenses. Information about calculating expenses can be found in [ATO Tax Determination 2019/11](#) and the [ATO Cents per kilometre method](#) if your consultant will drive to your organisation.
- For conservation activities and collection management projects, itemise all proposed treatments, storage, equipment and software purchases.
- If your proposed project depends on additional funds provided by your own organisation, this should be detailed in the "additional cash or in-kind support" question of the **Your Organisation's Budget** section.
- Click on **Add More** if extra lines are needed..

#### **Requested Project budget items (tasks, activities and materials), Grant request (excluding GST)**

	\$

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### Project budget totals

#### Total grant request (excluding GST)

\$

This number/amount is calculated.

**Quotes are not required for significance assessments and preservation needs assessments as these are funded at the standard rate of \$4,500 (ex GST). ATTACH QUOTES FOR ALL OTHER REQUESTED BUDGET ITEMS INCLUDING ANY REQUIRED TRAVEL AND TRAINING PROJECTS**

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

### Your Collection

\* indicates a required field

**Describe in detail your organisation's entire collection, including the size and the types of material. \***

Word count:

No more than 1000 words recommended. It is not necessary for the applicant to have a collection to apply for training funding. However, information about those likely to attend and their collection/s that will benefit from the training is important. If you do have a collection, you must answer both the Your Collection and the National Significance sections.

**Attach supporting documents if applicable.**

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

**Describe how your collection is managed, including who manages or is responsible for the collection, if it is catalogued or indexed and how it is stored and exhibited.**

Word count:

No more than 500 words recommended.

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### Attach supporting documents if applicable.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

### Describe how your collection is made available to the public and who uses it.

Word count:

No more than 500 words recommended.

### If your collection is digitised, is it available in Trove?

- Yes  
 No  
 Not digitised

Must be no more than 1 choice selected

### Describe any current or planned preservation activities, including condition of items, deterioration risks, urgency of treatment.

Word count:

No more than 500 words recommended.

### Attach supporting documents such as Preservation Policy or photographs of items most in need of treatment (limit of 6).

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

### Does your organisation own the collection?

- Yes  
 No

Must be no more than 1 choice selected

### If no, your application must include a signed letter of consent from the legal owner and their contact details below.

#### Owner name

Title

First Name

Last Name

#### Organisation (if applicable)

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### Owner Phone Number

### Attach letter of consent.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

## National Significance of Your Collection

When describing national significance, you may consider whether your collection meets the following criteria:

- historical significance: whether it is associated with an important historical event, or contributed to changing the course of Australian history;
- whether nationally prominent people are represented;
- research value;
- social, spiritual or cultural impact;
- provenance: whether its previous owners or how it was used is documented;
- uniqueness; and
- condition of the material; whether it is complete or intact.

### Why do you think your collection is of national significance?

#### Word count:

Must be no more than 750 words. It is not necessary for the applicant to have a collection to apply for training funding. However, information about those likely to attend and their collection/s that will benefit from the training is important. If you do have a collection, you must answer both the Your Collection and the National Significance sections.

### Attach supporting documents such as photographs of the most significant items (limit of 6), details of publications, reports or testimonials that justify your claims.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

## Declaration

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\* indicates a required field

All applicants must print a copy of the Declaration Form below. This must be signed by the Director/President of the organisation and the Project Manager if different from the Director/President. The document should then be scanned and uploaded to this grant application as an attachment.

- [Declaration Form](#)

**Attach signed Declaration Form: \***

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

## Attachments Checklist

Attachments included with your application help our assessors to understand your collection and fully assess your application.

**Attach any reports referred to in this application.**

**Tick all the listed documents that you have attached to this application:**

- Significance Assessment
- Preservation Needs Assessment
- Details of COMPLETED priority projects listed in PNA & SA
- Photographs
- Letters of support (for the project) / References
- Quotes
- Letter of approval from collection owner
- Preservation Policy
- In-kind support letter
- Collection description documents

**List and attach any other relevant documents.**

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

## Feedback

\* indicates a required field

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### How did you hear about Community Heritage Grants? \*

- |   |   |
|---|---|
| <input type="checkbox"/> CHG flyer - emailed    | <input type="checkbox"/> NLA website                            |
| <input type="checkbox"/> CHG flyer - paper copy | <input type="checkbox"/> Politician's mailout                   |
| <input type="checkbox"/> Funding workshops      | <input type="checkbox"/> Previous recipient                     |
| <input type="checkbox"/> Internet research      | <input type="checkbox"/> Professional network (inc. consultant) |
| <input type="checkbox"/> Local government       | <input type="checkbox"/> Social media                           |
| <input type="checkbox"/> Local media            | <input type="checkbox"/> Word of mouth                          |
| <input type="checkbox"/> Museums & libraries    | <input type="checkbox"/> Other: <input type="text"/>            |
| <input type="checkbox"/> Newsletter             |   |
- Please tick all applicable boxes

### Have you used SmartyGrants previously? \*

- Yes  
 No
- Must be no more than 1 choice selected

### How would you rate this online application process? \*

- Excellent  
 Good  
 Satisfactory  
 Unsatisfactory

### Did you experience any difficulties in completing this application? \*

- Yes  
 No
- Must be no more than 1 choice selected

If yes, explain here.

Please provide any additional comments and/or suggestions here.

Thank you for your feedback on the CHG application process.