

Community Heritage Grants



COMMUNITY HERITAGE GRANTS – 2023 ROUND GUIDELINES (March 2023)

What are the Community Heritage Grants?

The Community Heritage Grants (CHG) program supports community-based organisations to identify and care for Australian cultural heritage collections which are publicly accessible, locally held and nationally significant. Since 1994, this long running program has provided over \$8.4 million in funding to over 1,600 collection management projects across Australia.

CHG is an Australian Government partnership between the Department of Infrastructure, Transport, Regional Development, Communications and the Arts; and four national collecting institutions - the National Archives of Australia; the National Film and Sound Archive; the National Museum of Australia and the National Library of Australia (who manages the program on behalf of the partners).

CHG is open to a wide range of non-profit, incorporated organisations who hold nationally significant collections. It focuses on supporting small, local groups with limited funding staff, who would benefit from access to professional cultural heritage expertise. We particularly welcome applications from Indigenous and multicultural organisations.

CHG assists organisations over multiple years to progress through three stages to:

1. better understand their collection and articulate its significance,
2. identify its storage and preservation needs collection care recommendations, and
3. implement practical improvements.

CHG also seeks to increase the knowledge and skills of paid and volunteer staff and their ability to care for heritage collections with all Australians. Applications for training projects are welcomed at any stage.

How does it work?

The annual round offers cash grants of up to \$20,000, for a staged program where organisations apply for funding in the following order:

Stage	Grant activity
1	<p>Significance Assessment</p> <p>An experienced heritage consultant reviews the collection onsite in consultation with staff. The consultant then prepares a significance assessment report which explains the meaning and value of the collection based on industry recognised significance criteria. This report includes recommendations assist staff to identify items of national significance, interpret the collection and plan future collection management activities.</p> <p><i>The standard CHG fee for significance assessments is \$5,500, plus any travel expenses.</i></p>
2.	<p>Preservation Needs Assessment</p> <p>A qualified Conservator assesses the physical condition of collection items and current housing and storage facilities, in consultation with staff. The Conservator will prepare a report and make recommendations, including conservation treatment, improved collection housing and storage and digitisation.</p> <p><i>The standard CHG fee for preservation needs assessments is \$5,500, plus any travel expenses.</i></p>
3.	<p>Collection Management and Conservation activities</p> <p>Funding is available for organisations to implement priority recommendations from the Preservation Needs Assessment report.</p>
Other	<p>Collection Management Training projects Collection Management Software</p> <p>Organisations can apply for funding for training projects or Collection Management Software at any time.</p>

Organisations applying for the second and third funding stage and training projects can submit applications at a later closing date and complete an abridged application form (conditions apply)

How do we learn more about the program?

All applicants must read the Guidelines and the following supporting documents before applying:

- Community Heritage Grants home pages on the National Library of Australia website, including the project summary document from previous rounds
- Community Heritage Grants Sample Application Form
- Community Heritage Grants sample Grant Deed

- For New Applicants – **Questionnaire: Are You Ready for a Significance Assessment?**

If you would like to discuss your project or have any queries, please email the CHG Team at chg@nla.gov.au

The CHG Team will respond to your query and may contact your organisation to discuss your application

Overview of CHG Round Timeline

Tuesday 7 March 2023 – CHG 2023 Round Opens
<i>See How to Apply</i>
May – June 2023 – CHG 2023 Round closes
Monday 8 May For all significance assessments (and any other activities from new applicants). Thursday 1 June For preservation needs assessments and collection management activities, where the previous CHG stage has been completed in the past five years. Applications also close for training projects. <i>See Eligible Organisations, Eligible Projects, Available Funding</i>
May – August 2023 – Applications are assessed
<i>See Assessment Process, Assessment Criteria</i>
September 2023 – Recommended projects are finalised and approved
<i>See Assessment Process</i>
September – October 2023 – Advice on grant outcomes
<i>See Advice on CHG 2023 Round Outcomes</i>
October – November 2023 – Grant agreements and payments
<i>See Successful Grant Applicants</i>
November 2023 onwards – Project delivery and completion
<i>See Successful Grant Applicants</i>

Eligible Organisations

The Community Heritage Grants program is open to not-for-profit, incorporated organisations that own or manage a collection of nationally significant material, which is accessible to the general public (either by appointment, via online platforms, or on temporary or permanent exhibition).

An organisation that wishes to apply for funding but which manages, rather than owns, the collection, must provide written permission from the legal owner of the collection with their application. Applicants who have agreements or partnerships with other organisations to store, care for or exhibit the collection, must also provide details and a letter of support.

Examples of not-for-profit, incorporated organisations which are encouraged to apply are:

- Archives
- Art galleries
- Community groups that have collection items (including but not limited to sporting clubs, craft and visual arts guilds, design groups, performing arts and literary groups, disability groups, health organisations, ex-service organisations, progress and professional associations, agricultural societies, and environmental groups)
- Historical societies
- Indigenous groups
- Libraries
- Local government / council
- Multicultural groups
- Museums
- Religious groups
- Cultural heritage professional associations (for training projects)

We particularly welcome applications from:

- **Community-based organisations with limited or no paid staff and/or limited resources**
- **Indigenous and multicultural organisations.**

Previous CHG funded recipients must have completed their projects and acquitted their grants by

Friday 5 May 2023

to be eligible to apply for funding in the 2023 Round. This includes 2022 Round grants recipients who wish to apply and progress their CHG journey more quickly.

Eligible Projects

There are two categories of eligible projects. More guidance can be found at Attachment A.

Collection Preservation Projects

CHG grants are structured in a three-stage process (see Attachment A for more details). We strongly recommend that applicants follow this sequence and only apply for one stage in each round:

1. Significance Assessment
2. Preservation Needs Assessment
3. Conservation and Collection Management Activities.

Funding is available for **Cataloguing and Collection Management Software** at any stage.

Training Projects

Organisations may apply for training projects funding at any time. Training topics might include, but are not limited to:

- collection care and handling
- cataloguing and use of cataloguing software
- disaster preparedness
- collection management
- assessing significance.

Organisations are encouraged to work in partnership with other groups to extend the outreach and outcomes of training projects.

Professional organisations are eligible to apply for training projects, even if they do not have their own collection. However, applications should include information about the people and the collections that will benefit from the training.

Ineligible Projects and Costs

The following projects and costs are ineligible for CHG funding:

- In-house salaries and volunteer labour costs, including per hour project management costs.
- Labour costs to carry out rehousing
- Publishing projects
- Exhibition research, interpretation and signage, and design
- Heritage trails
- Collection acquisition or collection projects
- Oral histories – recording or transcribing
- Memorials and plaques
- Building works, capital works, repairs and improvements to existing buildings
- Security systems and fire alarms
- Digitisation and microfilming of newspapers or magazines
- Family history research
- Emergency activities
- Activities that are in progress or have been completed
- Private collections

- Software development and website development
- Computer hardware and/or digitisation equipment (eg cameras, scanners, audio-visual equipment)
- Stationery and office supplies
- Contingency costs

Available funding

Cash grants of up to \$20,000 (including GST) are available for eligible projects in each annual round. Organisations are welcome to contribute their own funding or seek/contribute funding from other grant programs to support activities.

Consultancy costs for significance assessments and preservation needs assessments will be funded at the standard rate of \$5,500 (excluding GST). Please note that this is based on costs for an assessment of a small to medium sized collection (approximately 600 documents and/or artefacts) and entailing a site visit (2 days) and the preparation of a written report (4-5 days).

If your organisation has a larger collection, multiple collections or collections over multiple locations you may need to prioritise parts of or a specific collection for the assessment. Alternatively, your organisation could consider providing additional funds for the consultant to undertake a more detailed collection assessment. Please contact the CHG Team to discuss further.

Applicants must include quotes for all planned expenses including:

- significance and preservation assessments
- training projects
- proposed expenditure for conservation and collection management activities, including digitisation.

If your nominated consultant is travelling to assess your collection, applicants should also apply for additional funding for travel, accommodation, and travel allowance. Information on standard rates is available on the ATO website in the [ATO Taxation Determination 2022/10](#) and the ATO Cents per kilometre method if the consultant is travelling by car. Travel costs are not usually awarded to organisations in large metropolitan cities where for a standard significance or preservation needs report, an appropriate assessor could be recruited locally.

Assessment process

Assessment of CHG applications is a staged process, drawing upon internal and external expertise:

- Eligibility check of organisations, projects and costs. Applicants are advised of ineligible projects or costs at this time (CHG Program Team)
- Significance Assessment and ranking for new applications (external assessors)
- Project Assessment and ranking for all applications (CHG Program Team)
- Shortlisted applications are considered by the CHG Expert Panel, who include the external assessors and collection management and conservation specialists from partner institutions (NLA, NMA, NAA and NFSA). The Expert Panel provide additional advice on shortlisted projects, reconsider applications against the program criteria and provide recommendations. Occasionally, the Expert Panel may recommend part funding or suggest variations to the proposed project.

- Recommendations are reviewed and finalised by the CHG Program Team
- The Director-General of the National Library of Australia provides final approval.

The [Assessment Reports from recent rounds](#) are available from the CHG website and provide useful guidance on the type of information assessors are seeking.

You application will be assessed on the following criteria

Collection Preservation activities

National Significance of the Collection

The assessor will review all significance assessments and new applications for the national significance of the collection, in line with the criteria outlined in: [Significance 2.0: A Guide to Assessing the Significance of Collections](#) (2009).

These include:

- 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;
- scientific or 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.

Project Feasibility Assessment

The CHG Team assess applications from project management perspectives taking into account:

- Value for money
- Clear, feasible project plan
- Benefit of CHG funded activities to the collection including preservation and access.

Indigenous cultural material

The CHG Program supports the application of Indigenous Cultural and Intellectual Property (ICIP) protocols in managing Indigenous cultural material.

Applicants should indicate if the grant activity involves a collection with predominantly Indigenous cultural material. Where necessary, the CHG Team may seek further information from the applicant on the management of the Indigenous cultural material as part of the assessment process.

Program Aims

The Expert Panel also considers the overall CHG program aims to maximise support for community-based organisations with limited access to other funding and professional support, encourage new applicants to begin their CHG journey, assist organisations to care for collections at risk in a timely fashion and ensure a widespread distribution of funds across all states and territories. The Panel considers the following questions:

- Is the project budget and number of activities requested reasonable considering the available CHG funds?
- What are the needs of the collection and organisation? For example:
 - Is the collection at risk of deterioration without immediate treatment?
 - What staff, expertise and funding resources are already available? Does the applicant have trained staff who could undertake these activities independent of CHG?
- Does each round provide the widest possible coverage of all states and territories?

Training Projects

The CHG Team reviews training projects on the:

- quality and appropriateness of training
- value for money
- credentials of trainers
- potential outreach and impact of training, including number of participating staff and organisations.

How to Apply

The CHG Program Team uses the online SmartyGrants grants management system for all applications and grants. Apply via the CHG SmartyGrants links from the CHG website. Applications submitted will receive an automatic acknowledgement, and a CHG application number that will be quoted in all future correspondence.

When completing your grant application online, remember to regularly save to avoid losing any data, especially if you are using a slow internet connection. If you experience technical difficulties in completing your online application, please contact the SmartyGrants support desk on (03) 9320 6888 or via email service@smartygrants.com.au. Assistance is available 9am-5pm (AEST), Monday to Friday.

For other information regarding CHG or to discuss your application, contact the CHG Program Team via email: chg@nla.gov.au. The CHG Team will respond to your query and if required, contact your organisation to discuss in more detail.

Closing Dates

- Midnight (AEST), Monday 8 May– significance assessments and activities from new applicants
- Midnight (AEST), Thursday 1 June - applications close for preservation needs assessments, collection management activities, where organisations have completed the previous CHG stage in the past five years (ie since 2018). Applications also close for training projects.

If you unsure which closing date is applicable please contact the CHG Team.

Access to the CHG Round on SmartyGrants will cease at these specified times. Completed applications must be submitted on or before the closing date as late or incomplete applications cannot be accepted.

Advice on CHG 2023 Round Outcomes

Ineligible applicants will be advised by the CHG Program Team in May - June 2023, following eligibility checks. All eligible applicants will be advised via email on the outcomes of the 2023 Round in September - October 2023.

Unsuccessful applicants will be provided with feedback and offered an opportunity to discuss the outcome. Where possible, advice will be provided on ways to improve the application or alternative options to consider. Applicants reapplying after an unsuccessful grant application should address all previous feedback and are encouraged to contact the CHG Team before starting a new application.

Successful Grant Applications

Conditions of Grant

All successful applications must sign the Grant Deed agreeing to comply with the grant terms and conditions. A sample Deed can be found on the CHG website. This is a legal document that details the approved project, lists the conditions of the grant and the responsibilities of the recipient. All grant recipients are offered grants on the same terms and conditions.

All projects funded in 2023 must be completed within 12 months of notification of the grant. Recipients must agree to use the grant for the purposes for which it is given and adhere to the approved project plan.

Payments

The Grant Acceptance Form, including the Grant Deed, banking details and Declaration Form, will be available through SmartyGrants. Instructions will accompany the letter advising of the grant offer. Grant payments will be made in November 2023, on receipt of your completed payment documentation and a signed Grant Deed.

Reporting and acquittal

Recipients must provide two reports on their project to be submitted via SmartyGrants:

- brief mid-year Progress Report, due in April 2024
- Final Project Report on completion, due in November 2024.

The final project report requires a summary of the project's achievements (to be included on the CHG website), an expenditure table, copies of all receipts, an acquittal statement, and a copy of any documents commissioned under the CHG program, such as significance or preservation needs assessment reports and training materials.

Attachment A – Guidance on Eligible Projects

Collection Preservation Projects

Cataloguing and Collection Management System (CMS) Software

In order to apply for collection preservation projects, collections need to be documented and accessible. Funding is available to support organisations to obtain Cataloguing and Collection Management System software at any time, although in the early stages organisations may wish to consider using simple cataloguing systems such as spreadsheets, prior to investing in more specialised software.

Applications for software purchases or one-off subscription costs should detail:

- the number of objects/ items in the collection and how they are currently registered or catalogued;
- details of the proposed software, and of the purchase or subscription including number of users, storage size, collection formats, connectivity;
- why this CMS is the best fit for your collection and organisation, including comparison with other systems;
- how ongoing expenses that are not eligible for CHG funding (computer hardware, recurrent subscription costs; upgrades; technical assistance) will be covered by the organisation; and
- how staff will be trained, including a training plan and consideration of long-term support options.

Further information:

Museums & Galleries of NSW, [Collection Management Systems](#)

Staged Collection Preservation Funding Process

1. Significance Assessments

Significance assessment is the process of research and understanding the meanings and values of items and collections.

The assessment process explores all the elements that contribute to meaning, including history, context, provenance, related places, memories, and comparative knowledge of similar items. It goes beyond a conventional catalogue description to explain the why and how the item is important and what it means. The results of the analysis are synthesised in a statement of significance. This is a readable summary of the values, meaning and importance of the item.

The assessment process helps collection managers to make reasonable judgements about the important of items and collections and their meaning for communities. This in turn enables collecting organisations to manage collections to conserve their significance and make their meanings accessible to users and the community in many different circumstances.

Excerpt from Significance 2.0 – A Guide to Assessing the Significance of Collections (2009)

A significance assessment helps explain the meaning and value of a collection and provides further information for its management and interpretation. This appraisal by an external consultant, using industry recognised significance criteria, tailored to the needs of the organisation, is extremely

valuable in assisting your staff/members to prioritise collection items, interpret your collection and should form a sound basis for future collection management activities.

The following publications are essential reading to help organisations understand the significance assessment process:

[Significance 2.0 - A Guide to Assessing the Significance of Collections \(2009\) - 2nd revised edition \(online version\)](#)

[Sharing our stories - Guidelines for Heritage Interpretation Chapter 5](#) (PDF, 1.46MB)

Consider whether your organisation, staff/members and collection are ready to undertake an effective, productive significance assessment, including whether the collection is sufficiently documented and accessible. To understand what preparation is required, new applicants are encouraged to complete the questionnaire [Are You Ready for a Significance Assessment?](#)

Once you are ready for significance assessment, consider a suitable consultant to undertake the assessment. Depending on the type of collection, this may be a historian, archivist, museum curator, heritage librarian, or other 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.

Your collection must be assessed as being of national significance by an external consultant, if you wish to apply for further funding.

What to include in application:

- Any previous relevant collection assessments, statements of significance, etc.
- If available, letters of support and references.
- Details of nominated consultant and a quote for your collection.
- If applicable, funding for travel, accommodation and travel allowance.

Further information:

More information on recruiting an appropriate consultant, preparing for significance assessments and the recommended template for the final report can be found on the [CHG website](#).

2. Preservation Needs Assessments

After significance assessment of your collection, you may then apply for a preservation needs assessment (PNA).

A preservation needs assessment looks at the physical condition of a collection and the suitability of current housing and storage facilities and makes recommendations for the development of a prioritised conservation program.

A preservation needs assessment must 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 experience in their field. The CV for the nominated consultant should be attached if available.

What to include in your application:

- A copy of the full significance assessment report.
- Any other previous relevant collection assessments, statements of significance, etc.
- Details of nominated consultant, including a quote for your collection.
- If applicable, funding for travel, accommodation and travel allowance.

Further information:

More information on recruiting an appropriate consultant, preparing for preservation needs assessments and the recommended template for the final assessment report can be found on the [CHG website](#).

3. Conservation and Collection Management Activities

When you have had a preservation needs assessment of your collection, you may then apply for funding to undertake the projects recommended in the report.

Please note that if your digitisation project will facilitate the preservation and continued access to fragile, at risk, and nationally significant, audio-visual material (as confirmed by the significance assessment report), then you may apply for funding WITHOUT having to undertake the preservation needs assessment step. If this option is being considered, carefully read the guidelines below and contact the CHG Team for further advice.

Based on the key recommendations of the preservation needs assessments, applicants should apply for the project/s that involve the most at risk and highly significant items in priority order. Please clearly state if your organisation has already completed other recommended priority activities.

Quotes must be provided for all proposed conservation and collection management projects. Treatment quotes should include the title of the object or item, description of binding and text (including significant and/or unique markings), condition, treatment proposal – with outcome statement (treatment in sequential steps), and cost (incl/ex GST).

Conservation treatments and collection housing and storage

Eligible activities may include:

- **Collection rehousing and storage** – the purchase of storage materials such as archival-quality boxes, folders, envelopes, packing materials and sleeves appropriate to the material to be rehoused. Rehousing can also include the purchase of specialist shelving or storage equipment such as object cases, and map or plan cabinets.
- **Conservation treatment** – 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** – the purchase, installation or improvement of systems to control or monitor temperature, humidity, light and air quality, such as air conditioners, freezers, dehumidifiers, data loggers, window blinds or tinting.

Digitisation

Digitisation is an important strategy in preserving collections and improving accessibility through online networks. Collections can range from archives, books and paper records, textiles, paintings, drawings, and objects, through to photographs, films, and sound recordings (both analogue and digital). Digitising audio-visual and born-digital material can require additional steps to the process of digitising “hard copies” or objects.

Digitisation of Collection Material

Applications for Digitisation of original materials should include a **Digitisation Plan** that details:

- how images will be scanned, back-up procedures, and access to the digitised items in local systems, as well as larger systems like Trove
- ongoing management of digital copies (describing the file formats to be used for the preservation and access files, and what metadata will be included)
- nominated digitisation providers, including commercial suppliers
- copyright arrangements including:
 - confirmation that projects comply with relevant Australian copyright law.
 - confirmation that copyright for materials are owned by your organisation or you have permission to duplicate the materials from the rightful copyright owner.
 - how the content will be accessed, including permissions from the copyright owners, or Indigenous Cultural and Intellectual Property (ICIP) owners.

Digitisation / reformatting of Audio-visual and Born-digital projects

For audio-visual and born-digital projects, digitisation may require the reformatting of original material including copying audio tapes and audio-visual material or producing microfilm, digital or photographic print copies. Reformatting may also include projects that migrate digital data from older carriers (such as floppy disks etc.) or digital file format migration.

If you are applying for funding for copying of audio-visual materials or digital data from physical digital carriers (eg floppy discs), please provide a **Digitisation Plan** that details:

- how the project will enable easier access to the collection
- how will original tapes or other carriers be managed, following digitisation or reformatting
- what technical standards will be used to copy and encode the video or audio material into a file, specifically the technical standards that will be used for the resultant digital files
- how the new digital content will be accessed (onsite, online, loan DVDs etc.) and preserved, including backup copies
- any disaster planning arrangements.

Recipients of digitisation funding are encouraged to upload images to their publicly accessible websites or relevant social media services (such as Flickr), and to contribute their digitised collections to [Trove](#).