



Community Heritage Grants 2024

Celebrating 30 years

COMMUNITY HERITAGE GRANTS – 2024 ROUND GUIDELINES

Opening Date	5 March 2024
Closing Date	9 May 2024 (new applicants) 4 June 2024 (repeat recipients & training projects)
Max grant	\$20,000 (including GST)
How to apply	Via SmartyGrants Platform <ul style="list-style-type: none">Repeat recipients and training applicants can use links from CHG websiteFirst time applicants should contact the CHG Program Team to confirm they are eligible, prior to receiving a link.
Contact	<ul style="list-style-type: none">All applicants must read the Guidelines and further information provided on the CHG website.If you have other queries or wish to discuss your project, contact CHG Program Team (at National Library of Australia) via chg@nla.gov.au

Community Heritage Grants is an Australian Government partnership between the Office for the Arts; and four national collecting institutions - the National Archives of Australia; the National Film and Sound Archive of Australia; the National Museum of Australia and the National Library of Australia (who manages the program on behalf of the partners). Since 1994, this long running program has provided over \$8.9 million in funding to over 1,650 collection management projects across Australia.

What are the Community Heritage Grants?

The Community Heritage Grants (CHG) is a staged grants program that supports community-based organisations to identify and care for Australian cultural heritage collections which are publicly accessible, locally held and nationally significant.

CHG is open to a wide range of non-profit, incorporated organisations who hold nationally significant collections, with a strong focus supporting small, local groups with limited funding and staff, who would benefit from access to professional cultural heritage expertise. The program also seeks to build the knowledge and skills of paid and volunteer staff and their ability to care for heritage collections. 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 sequence across multiple CHG rounds. We strongly recommend that applicants only apply for one stage/project in each round. See also Eligible and Ineligible Projects headings and Attachment A – Guidance on Eligible Projects.



Stage	Eligible Grant activities
1	<p>Significance Assessment (SA) An experienced heritage consultant reviews the collection onsite, in consultation with staff, and prepares a significance assessment report which explains the meaning and value of the collection based on industry recognised significance criteria. <i>Standard CHG fee for a SA is \$5,500, plus any travel expenses.</i></p> <p><i>If you a new applicant take the questionnaire - Are You Ready for A Significance Assessment? The questionnaire will help explain what preparation is required.</i></p>
2.	<p>Preservation Needs Assessment (PNA) A qualified conservator assesses the physical condition of collection items and current housing and storage facilities, in consultation with staff. They prepare a report and make recommendations, including conservation treatment, improved collection housing and storage and digitisation. <i>Standard CHG fee for a PNA is \$5,500, plus any travel expenses.</i></p>
3.	<p>Collection Management and Conservation activities Funding is available for organisations to implement priority recommendations from the PNA report.</p>
Other	<p>Collection Management Training projects Collection Management Software Organisations can apply for funding for these projects at any time.</p>

Example of the CHG journey

A (fictional) volunteer managed museum in regional WA has a mixed collection of artefacts, artworks and photographs. They have a permanent building and regular opening hours and many volunteers have completed collection management training. They have also made good progress cataloguing the collection. This is their CHG journey – it’s a long term, capacity building commitment and typically takes 4- 6 years to complete all three stages.

2016 Round Museum secures funding for a SA. Funding includes the standard fee for the consultant and travel fees.

2018 Round Museum receives CHG grant for PNA, including standard fee and travel.

2019 Round As the PNA project is completed by April 2019, museum is able to apply in the 2019 Rd – this time seeking funding for new shelving and archival boxes, identified as an urgent priority in the PNA.

2021 Round Working their way through the PNA recommendations, Museums applies for a second collection management activity – this time for conservation treatment for an important artwork.

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).

- Organisations that manage, rather than own 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 with heritage collections*
- Historical societies
- Indigenous groups
- Libraries
- Local government / council
- Multicultural groups
- Museums
- Religious groups
- Cultural heritage professional associations (for training projects)

** 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.*

We particularly welcome applications from the program's high priority target groups:

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

Previous CHG funded recipients must have completed and acquitted their grants by **Tuesday 7 May 2024** to be eligible to apply for funding in the 2024 Round. This includes CHG 2023 Round grant recipients who wish to apply and progress their CHG journey.

Eligible Projects

Collection Preservation Projects

As noted above, grants are structured in a three-stage process:

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. See Attachment A for more details on eligible activities.

Training Projects

Organisations may apply for training projects funding at any time. Organisations are encouraged to work in partnership with other groups to extend the outreach and outcomes of training projects.

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

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 for rehousing or cataloguing projects
- Publishing projects including printed books or online projects
- Exhibition research, interpretation and signage, and design
- Heritage trails
- Collection acquisition or collection commissioning projects
- Private collections
- Oral histories – recording or transcribing
- Memorials and plaques
- Building works, capital works, repairs and improvements to existing buildings
- Collection storage rental fees
- 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
- Software development and website development
- Computer hardware and/or digitisation equipment (e.g. cameras, scanners, audio-visual equipment)
- Stationery and office supplies
- Contingency costs
- Administration costs

The CHG professional development journey is generally unsuited to one-off commemorative projects such as books, physical or online exhibitions for anniversaries or special events.

CHG Round Application Timeline

Tuesday 5 March 2024 – CHG 2024 Round Opens
<i>See How to Apply</i> CHG 2023 Round recipients must complete and acquit their projects by Tuesday 7 May in order to apply in the 2024 Round.
May – June 2024 – CHG 2024 Round closes
Midnight Thursday 9 May For all significance assessments (and any other activities from new applicants). Midnight Tuesday 4 June For CHG repeat recipients who have completed previous CHG stage (i.e. significance or preservation needs assessment) in the past five years (since 2019). Applications also close for training projects.
May – August 2024 – Applications are assessed
<i>See Assessment Process, Assessment Criteria</i> Ineligible applicants will be contacted during this phase.
September 2024 – Recommended projects are finalised and approved
<i>See Assessment Process</i>
September – October 2024 – Advice on grant outcomes
All eligible applicants will be advised via email on the outcomes of the 2024 Round. Unsuccessful applicants are provided with feedback and invited to discuss in more detail. Where possible, staff will provide advice on ways to improve the application or alternative options to consider.
October – November 2024 – Grant agreements and payments
<i>See Successful Grant Applicants</i>
November 2024 – October 2025 – Project delivery and completion
<i>See Successful Grant Applicants</i>

How to Apply

The CHG Program Team uses the online SmartyGrants grants management system for all applications and grants. Repeat recipients and training applicants can apply via the SmartyGrants links from the CHG website.

First time applicants should contact the CHG Program Team to confirm that their project is eligible, prior to receiving a link. Please send an email to chg@nla.gov.au stating the name of your organisation, proposed project and anticipated budget items (estimates are fine).

Applications submitted will receive an automatic acknowledgement, and a CHG application number that is quoted in all future correspondence.

For other information regarding the program or to discuss your application, including whether to apply as a new applicant or repeat recipient, contact the CHG Program Team via email: chg@nla.gov.au. The CHG Program Team will respond to your query and if required, contact your organisation to discuss in more detail.

If you experience technical difficulties in completing your online application, please contact **SmartyGrants support desk: phone(03) 9320 6888 or via email service@smartygrants.com.au**

Assistance is available 9am-5pm (AEST), Monday to Friday.

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 are funded at the standard rate of \$5,500 (excluding GST). The fee is based on costs for an assessment of a small to medium sized collection (approximately 600 – 1,000 items) and entailing a site visit (2-3 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 Program Team to discuss further.

Applicants must include quotes for all planned expenses including significance and preservation assessments, training providers, travel expenses for consultants and proposed expenditure for conservation and collection management activities, including digitisation and other training costs.

If your nominated consultant is travelling to assess your collection, applicants should apply for additional funding for travel, accommodation, and travel allowance. Travel costs are not usually awarded to organisations in large metropolitan cities where an appropriate assessor could be recruited locally for a standard significance or preservation needs report.

Assessment process

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

CHG Program Team	Eligibility check of organisations, projects and costs. Applicants are advised of ineligible projects or costs at this time.
External assessors	New applications - significance and project feasibility assessment
CHG Program Team	Project feasibility assessment for all other applications
CHG Expert Panel	Shortlisted applications are considered by the CHG Expert Panel, a group of external assessors and collection management and conservation specialists from partner institutions (NLA, NMA, NAA and NFSA). Members provide specialist advice on projects, reconsider applications against the program criteria and provide recommendations. The Expert Panel may recommend part funding or suggest variations to the proposed project.
CHG Program Team	Recommendations are reviewed and finalised
NLA Director-General	Considers recommendations and 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.

Assessment Criteria

Collection Preservation activities

National Significance of the Collection

The assessors 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.

This is an important assessment stage and applicants should refer to [Significance 2.0](#) (including guidance on writing a statement of significance and examples of statements) to build a strong case

for their national significance of their collection. A [Guide to addressing the significance criteria in the application](#) is provided on the CHG website.

Project Feasibility Assessment

The CHG Program Team assess applications for project feasibility, taking into account:

- value for money;
- clear, feasible project plan; and
- 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 applicable, the CHG Team may seek further information 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 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; and
- potential outreach and impact of training, including number of participating staff and organisations.

Successful Grant Applications

Conditions of Grant

All successful applicants must sign the standard Grant Deed agreeing to comply with the grant terms and conditions. A sample Conditions of Grant can be found on the CHG website. The Grant Deed is a legal document that details the approved project and project plan and is linked to the Conditions of Grant. All grant recipients are offered grants on the same terms and conditions. All projects

funded in the 2024 Round must be completed within 12 months (i.e. 1 November 2024 – 31 October 2025).

Payments

The Grant Acceptance Form, including the Grant Deed, invoice instructions, banking details and Declaration, will be available through SmartyGrants. Once completed, grant payments will be made in October - November 2024.

Reporting and acquittal

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

- brief mid-year Progress Report, due in April 2025
- Final Project Report on completion, due in November 2025.

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:

- 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 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 importance 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 publication is 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 \(online version\)](#)

Applicants are encouraged to 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 a significance assessment, applicants must identify 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 includes 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.
- Details of nominated consultant and a quote for your collection.
- If applicable, details and quotes for travel, accommodation and travel allowance.
- If available, letters of support and references.

Further information:

More information on recruiting an appropriate consultant, addressing the significance criteria in the CHG application and preparing for significance assessments including 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, details and quotes for travel, accommodation and travel allowance

Further information:

More information on recruiting an appropriate consultant, preparing for a preservation needs assessment 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.

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 (inc/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. 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.

Applications for Digitisation of original materials should include a **Digitisation Plan** or at a minimum, provide further information on:

- how images will be handled during digitisation process, including transport to and from commercial suppliers
- scanning details such as compliance with technical standards and appropriate back-up procedures
- how digitisation will improve public access to collection material in local systems as well as other online platforms (e.g. Trove, Victorian Collections or Collections WA)
- 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 and relevant experience working with heritage collections
- 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.

If you are applying for funding for copying of audio-visual materials or digital data from physical digital carriers (e.g. floppy discs), please also describe:

- 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.