

COMMUNITY HERITAGE GRANTS – 2021 ROUND GUIDELINES (March 2021)

What are the Community Heritage Grants?

The Community Heritage Grants (CHG) program aims to identify and support Australian cultural heritage collections which are publicly accessible, locally held and nationally significant.

The program is funded by the Australian Government and managed by the National Library of Australia, with support provided by the Department of Infrastructure, Transport, Regional Development and Communications (Office for the Arts); the National Archives of Australia; the National Film and Sound Archive; and the National Museum of Australia.

Every year, an annual round offers cash grants of up to \$15,000 to assist in the preservation and management of these important collections and support training projects. Since 1994, this long running program has provided approximately \$7.6 million in funding to over 1,500 collection management projects across Australia.

We strongly encourage applicants to read and consider the following information prior to commencing their application:

- Community Heritage Grants - 2021 Round Guidelines
- Community Heritage Grants home pages on the National Library of Australia website.
- Community Heritage Grants sample Application Form
- Community Heritage Grants sample Grant Deed.

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

The CHG Team will respond to your query and if required, contact your organisation to discuss in more detail.

A Frequently Asked Questions document will also be available and regularly updated while the 2021 Round is open.

Overview of CHG Grants Program Process

Tuesday 9 March 2021	
Applications for CHG 2021 Round Open	
The Guidelines and supporting documents are published on the NLA Website CHG pages. We encourage applicants to read all documents. Any queries can be directed to the CHG Program Team via chg@nla.gov.au Applications are submitted online through the Smartygrants platform.	See Eligible Organisations, Eligible Projects, Available Funding How to Apply
Monday 10 May 2021	
Applications close	
Completed applications must be submitted on or before the closing date, late or incomplete applications cannot be accepted.	
May – August 2021	
Applications are assessed	
Applications are initially checked against eligibility criteria. Organisations that are not eligible will be advised at this time. Eligible applications are then reviewed for national significance and project feasibility. Following this process shortlisted applications are considered by an Expert Panel against the assessment criteria.	See Assessment Process, Assessment Criteria
September 2021	
Recommendations for approved projects	
Based on the advice of the Expert Panel, recommended projects are submitted to the Director-General, NLA, for approval.	See Assessment Process
October 2021	
Advice on grant decisions	
Organisations are advised on the outcomes of their application in writing.	See Advice on 2021 Round Outcomes
October – November 2021	
Grant Agreement	
All successful applicants are required to enter into a Grant Deed with the NLA in order to accept the grant. A single grant payment will be made on receipt of our organisation's payment documentation and signed Grant Deed.	See Successful Grant Applicants
November 2021 onwards	
Project Delivery and Completion	
Grant recipients have one year to undertake the approved project as set out in the Grant Deed. Recipients are required to submit a brief mid-year Progress Report and a Final Project Report, including financial acquittal, on completion of the activity.	See Successful Grant Applicants

Eligible Organisations

The Community Heritage Grants program is open to not-for-profit, incorporated organisations that:

- owns or manages a collection of nationally significant material, which is;
- accessible to the general public.

Funded organisations must make their collections accessible for research, by appointment, via online platforms, or on temporary or permanent exhibition.

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

Archives	Libraries
Art galleries	Multicultural groups
Community groups	Museums
Cultural heritage professional associations	Religious groups
Historical societies	
Indigenous groups	

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.

Previous CHG funded recipients must have completed and acquitted their grants by **12 April 2021** and must have complied with all grant requirements to be eligible to apply for funding in 2021. This includes 2020 grants recipients who wish to apply and progress their CHG journey more quickly.

Eligible Projects

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

1. Collection Preservation Projects

In order to apply for collection preservation projects, collections need to be documented and accessible. Funding is available for **Cataloguing and Collection Management Software** purchases 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.

All other funding projects are structured in a three step process, where organisations apply for funding in this order:

a. Significance Assessment

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

b. Preservation Needs Assessment

A preservation needs assessment report 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.

c. 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. These may include:

- i. Conservation treatments; collection housing and storage; environmental control and/or monitoring equipment.
- ii. Digitisation (in some cases, organisations may apply for digitisation funding without undertaking a Preservation Needs Assessment).

2. Training Projects

Organisations, including cultural heritage professional associations without collections, may apply for training projects funding 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 to extend the outreach and outcomes of training projects.

Professional organisations are eligible to apply for training projects. It is not necessary for these organisations to have a collection to apply for funding for training. However, applications should include information about the people and the collections that will benefit from the training.

Ineligible Projects

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

- In-house salaries and volunteer labour costs, including per hour project management costs.
- Publishing projects
- Exhibition research, interpretation and signage, and design
- Collecting projects
- Oral histories – recording or transcribing
- Memorials and plaques
- Interpretive signage or heritage trails
- 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
- Labour costs to carry out rehousing
- Software development and website development
- Computer hardware.

Available funding

Cash grants of up to \$15,000 (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 \$4,500 (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.

If your nominated consultant is travelling to assess your collection, applicants should also apply for funding for travel, accommodation and travel allowance. Information on standard rates is available on the ATO website in the [ATO Tax Determination 2020/5](#) and the [ATO Cents per kilometre method](#) if the consultant is travelling by car.

Applications should include quotes for assessments and any accommodation and flights.

You must include quotes to support budget expenditure for conservation and collection management activities and training projects.

Assessment process

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

- Eligibility check of organisations and projects (CHG Program Team)
- Significance Assessment and ranking (external assessor)
- Project Assessment and ranking
- Following the significance and project assessment, shortlisted applications are considered by the CHG Expert Panel. Panel members include the external assessor and collection management and preservation specialists from the CHG program partners (NLA, NMA, NAA and NFSA). The Expert Panel provide additional advice on shortlisted projects, reconsider applications against the criteria and provide recommendations for funding. On occasion, the Expert Panel may offer part funding or suggest variations to the proposed project.
- Recommendations are reviewed and finalised by the CHG Program Team and submitted to the NLA Director-General for approval.

The 2020 Round Assessment Report is provided on the CHG website and provides useful insight and guidance on the type of information assessors are seeking.

Assessment criteria

Collection Preservation activities	See application form sections
<p><i>National Significance of the Collection</i></p> <p>The assessor will review the description of your collection in line with the national significance criteria outlined in: <i>Significance 2.0: A Guide to Assessing the Significance of Collections (2009)</i></p> <p>These criteria include:</p> <ul style="list-style-type: none"> • 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. 	<p>National significance of your collection Your Collection</p>
<p><i>Project Assessment</i></p> <p>The project assessor will then assess applications from project management perspectives including taking into account:</p> <ul style="list-style-type: none"> • Project feasibility • Value for money • Benefit of CHG funded activities to the collection including preservation and access. 	<p>Your Collection Your Organisation’s Funding Project Budget Your Proposed Project</p>
<p>Training Projects</p>	
<p>The project assessor also reviews training projects based on the following criteria:</p> <ul style="list-style-type: none"> • quality and appropriateness of training • value for money • credentials of trainers • outreach and impact of training, including number of participating staff and organisations. 	

In addition to the criteria, the Expert Panel considers the following questions:

- Is the project budget requested reasonable in relation to available CHG funds?
- What are the needs of the organisation and collections? For example is the collection at risk and requires immediate attention?

The Expert Panel will also review the types and locations of collections in the short-listed applications and aim to support the widest possible coverage across all states and territories.

How to Apply

The CHG Program Team uses the Smartygrants grants management system for all stages of the program cycle. Interested applicants should apply via the CHG Smartygrants pages, following the links from the CHG website. Applications submitted will receive an automatic acknowledgement, and a CHG application number which must be quoted in all future correspondence.

When completing your grant application online, remember to **save** regularly during data entry, to avoid losing any data. This is particularly important 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:

CHG Program Team

chg@nla.gov.au

The CHG Team will respond to your query and if required, contact your organisation to discuss in more detail.

All applications must be received by midnight (AEST) on Monday 10 May 2021. Access to the CHG Round on Smartygrants will cease at this time. Completed applications must be submitted on or before the closing date, late or incomplete applications cannot be accepted.

Advice on CHG 2021 Round Outcomes

Ineligible applicants will be advised by the CHG Program Team in May-June 2021, following the eligibility checks.

All eligible applicants will be advised in writing (via email) on the outcomes of the 2021 Round in October-November 2021.

Feedback will be provided to unsuccessful applicants 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 first ensure all feedback previously provided has been addressed. Your organisation is encouraged to the CHG Office before starting a new application.

Successful Grant Applications

Conditions of Grant

All successful applications must sign the Grant Deed agreeing to comply with the terms and conditions on which the grant is awarded. 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 2021 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

Payment documentation, including Grant Deed and banking details will be available for completion through *SmartyGrants*. Directions on completion will accompany the letter advising you of your successful application. Grant payments will be made in November 2021, on receipt of your completed payment documentation and a signed Grant Deed.

Reporting and acquittal

Recipients must provide two reports on their project:

- brief mid-year Progress Report, due in April 2022
- Final Project Report on completion, due in November 2022.

These reports must be submitted through *SmartyGrants*, CHG's online grants management system.

The final project report will include a summary of the project's achievements, an expenditure table, 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. Final project reports on training projects must include a copy of any course materials produced.

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 for **Cataloguing and Collection Management Software** purchases 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 should demonstrate:

- research into software options, including shareware and freeware available on the internet and show a comparison of the alternatives.
- how ongoing expenses that are not eligible for CHG funding (computer hardware, recurrent licensing costs; upgrades; technical assistance) will be covered by the organisation.
- how staff will be trained, including a training plan and consideration of long term training support options.
- how many objects or items are in the collection and how they are currently registered or catalogued.

Further information:

Museums & Galleries of NSW, Collection Management Systems

<https://mgnsw.org.au/sector/resources/online-resources/collection-management/collection-management-systems/>

Staged Collection Preservation Funding Process

a. Significance Assessments

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

The following publications are recommended 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 \(PDF, 1.46MB\)](#)

If applying for a significance assessment, collections need to be already documented and accessible. As a first step, organisations can use a simple Microsoft Access or Excel spreadsheet. Alternatively organisations may choose to use a professional cataloguing or collection management system. Organisations are able to apply at any stage for CHG funding to purchase CMS software.

Organisations should consider which consultant will undertake the assessment (further information and references are provided on the CHG website). Depending on the type of collection you have,

this 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.

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:

Attach 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 significance assessment report can be found on the CHG website.

b. Preservation Needs Assessment

When you have had a 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. Further information and references are provided on the CHG website.

What to include in your application:

A copy of the full significance assessment report.

Also attach any other previous relevant collection assessments, statements of significance, etc.

Details of nominated consultant, including a quote for your collection.

Further information:

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

c. 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 (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 may 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, dehumidifiers and data loggers.

DIGITISATION

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

Digitisation is an important strategy in preserving collections and improving accessibility through localised or broader 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 planning that may not be relevant when digitising “hardcopies” or objects.

Applications for **Digitisation of original materials** for preservation, access purposes and the ongoing planning of the collection’s maintenance should note:

- **Conservation/condition checking of original materials** must occur prior to digitisation including reformatting of audio-visual and born-digital material.
- Applicants are strongly encouraged to include a **Digitisation Plan** that details:
 - arrangements for scanning, back-up procedures, and access to the digitised items in local systems, as well as discovery in larger systems like [Trove](#).

- ongoing management of digital copies (describing the file formats to be used for the preservation and access files, and the metadata that will be included).
- when costing the project, consideration must be given to the outsourcing of digitisation, which can be a more cost-effective and sustainable option.
- copyright arrangements
 - All projects must comply with relevant Australian copyright law.
 - The copyright for the materials must be owned by your organisation or you must have permission to duplicate the materials from the rightful copyright owner.
 - You must indicate how the content will be accessed, including permissions from the copyright owners, or Indigenous Cultural Intellectual Property (ICIP) owners.

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), you should clearly indicate the proposed outcomes including:

- How the project will enable easier access to the collection.
- What is proposed for the original tapes or other carriers, after digitisation or reformatting takes place?
- 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.