

2022 Community Heritage Grants Application Form (REPEAT RECIPIENTS)

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Introduction

The Community Heritage Grants program has three funding stages:

1. **Significance assessment**
2. **Preservation needs assessment**
3. **Conservation and collection management activities**

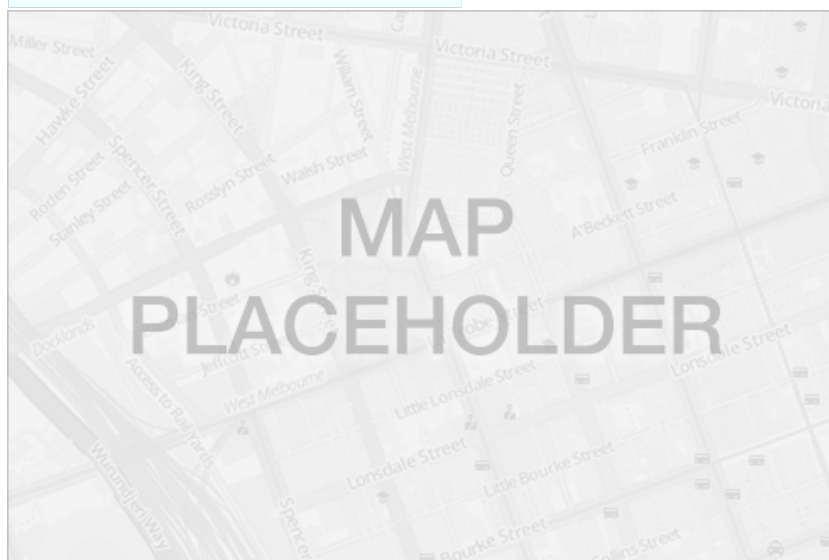
This application is available for organisations who have completed a CHG stage (either a significance assessment or preservation needs assessment) in the past five years (since 2017) and are now applying for the next stage (either a preservation needs assessment or conservation and collection management activities). Applicants are still required to provide information on their collection and demonstrate the national significance of their collection. However, if there have been no major changes, applicants can draw upon and summarise the information in their previous application at this stage. If there have been significant changes to the collection or new information relating to the significance of their collection, this must be documented in the application.

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)

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DGR Endorsed
ATO Charity Type More information
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 NLA website in the CHG Final Project Report.

Contact name

Title

First Name

Last Name

Position within organisation

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 which best describes your organisation: *

- Archive
- Art gallery
- Community group*
- Historical society
- Indigenous group
- Library
- Local authority
- Multicultural group
- Museum

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- Religious group
- University organisation
- Cultural heritage professional association (for training projects)
- Other

No more than 1 choice may be selected.

*Community groups include but are 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 organisations, agricultural societies, and environmental groups.

Describe your organisation and its history *

Word count:

Maximum 250 words.

Your Organisation's Budget

Funding Budget

Provide an estimate of your organisation's expected funding sources in 2022/23.

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.

Please provide details of paid staff (if no staff enter N/A):

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Full-time

Part-time

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

Attach letter or other verification

Attach a file:

• 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? 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 significance assessment)

If your organisation has received any grants (other than CHG) for collection management or preservation activities in the last five years, provide details of the latest two grants.

Details	Project 1	Project 2
Name of Grant Program	<input type="text"/>	<input type="text"/>
Project Title	<input type="text"/>	<input type="text"/>
Amount	<input type="text"/>	<input type="text"/>
Grant period	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

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Your Proposed Project

* indicates a required field

Project Title *

Maximum 25 words, eg significance assessment of the (name) collection

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

- Cataloguing software
- Preservation needs assessment
- Collection rehousing and storage
- Conservation treatments
- Environmental control equipment
- Digitisation
- Other:

Must be at least 1 choice selected

IMPORTANT: You **MUST** read the [CHG Round 2022 Guidelines](#) to ensure your project is aligned with the Three Step Process.

Attach Significance assessment, Preservation needs assessment and/or any previous, relevant statements of significance and assessments. Also attach any references or letters in support of your project.

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, noting other grant funding is applicable (including ALL PNA report prioritised and recommended activities).

Word count:

Maximum 250 words.

Project Description

What is the primary format of the collection material that relates to your application? *

- Documents
- Artefacts
- Audiovisual
- Mixed
- Other:

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

Briefly describe the project, including the type of collection. This description may be used in public documents.

Word count:
Maximum 50 words.

Provide more detail on the proposed project. *

Word count:
Maximum 300 words.

How will you manage the project? *

Word count:
Maximum 250 words.

What are the expected outcomes of your project? *

Word count:
Maximum 250 words.

How will the project improve access to the collection? *

Word count:
Maximum 250 words.

If undertaking a preservation needs assessment, please provide details of your nominated assessor (if applicable).

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Word count:

Must be no more than 100 words.

Digitisation

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

For the digitisation of original materials (eg archives, books, objects) for preservation and access, provide information about your overall digitisation plan.

Word count:

Maximum 300 words. See Guidelines - Attachment A: Digitisation/reformatting of original collection material.

For digitisation/reformatting of audio-visual & born digital material (eg copying of audio tapes and audio-visual material, producing digital or photographic print copies, or migrating digital data from older carriers) provide more information about the process and outcomes.

Word count:

Maximum 300 words. See Guidelines - Attachment A: Digitisation/reformatting of a/v or Born-digital projects.

If your organisation has a separate Digitisation Plan please attach.

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 or one-off subscription costs

Complete the following questions if you are applying for cataloguing and collection management software.

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

Word count:

Maximum 250

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Describe your nominated software.

Word count:

Maximum 300 words. See Guidelines - Attachment A: Cataloguing and Collection Management System Software for further guidance.

Describe your software training plan: ie how staff will be trained, ongoing support and managing software upgrades.

Word count:

Maximum 300 words.

Project Budget

DETAIL YOUR PROPOSED PROJECT BUDGET EXPENDITURES IN THE TABLE BELOW.

Please note the following when completing your budget table:

- **Preservation needs assessments will be funded at the standard rate of \$5,500 (excluding GST). 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 relate to items in your project description (**Your Proposed 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 the same region as the assessor, 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 2021/6](#) and the [ATO Cents per kilometre method](#) if the consultant will drive to your organisation.
- For conservation activities and collection management projects, itemise all proposed treatments, storage, equipment and software purchases/subscription costs.
- 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
(consultant costs, activities and
materials)**

Grant request (excluding GST)

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	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Project budget totals

Total grant request (excluding GST)

\$

This number/amount is calculated.

All preservation needs assessments will funded at the standard rate of \$5,500 (ex GST), however a quote from the nominated assessor is strongly encouraged. ATTACH QUOTES FOR ALL OTHER REQUESTED BUDGET ITEMS INCLUDING ANY REQUIRED TRAVEL.

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 your organisation's entire collection, including the size and the types of material. If the proposal focusses on part of the collection, please provide additional detail on the relevant collection material. Please refer to these questions in your previous application. If still relevant, you can draw upon your previous responses in this application. You must note any significant updates to the collection since your previous application. *

Word count:
Maximum 500 words.

Describe how your collection (or the collection material that is the subject of the application) is managed, including who manages or is responsible for the collection, if it is catalogued and how it is stored.

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Word count:
Maximum 500 words.

Describe how your collection is made available to the public and main user groups (eg exhibitions, displays, online access, publications, access by researchers).

Word count:
Maximum 300 words.

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:
Maximum 300 words.

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

Select one choice only.

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

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Organisation (if applicable)

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

The national significance of the collection, as outlined in Significance 2.0 will be considered in assessing all CHG applications.

The **Significance 2.0** criteria includes:

- 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.

Why do you think your collection is of national significance? Please refer to the findings of your significance assessment report in your answer.

Word count:

Maximum 250 words.

Attach supporting documents such as photographs of the most significant items (max. 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, to be signed by the Director/President of the organisation and the Project Manager. If the Director/President and Project Manager is the same person the form must be signed by another official officeholder. The document should then be scanned and uploaded to the 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.

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

- Significance Assessment
- Preservation Needs Assessment
- Photographs
- Quotes for Budget Items
- Preservation Policy
- Digitisation Plan
- Letters of support (for the project) / References
- In-kind support letter
- Collection description documents
- Letter of approval from collection owner
- Other:

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? *

- Previous recipient/applicant
- CHG e-flyer
- Internet
- Local government
- Local media
- Member of Parliament communications
- Museums & libraries
- Newsletter
- NLA website
- Professional network (including consultant)
- Social media
- Word of mouth

Please tick all applicable boxes

Have you used SmartyGrants previously? *

- Yes
- No

Must be no more than 1 choice selected

How would you rate the online application process for repeat applicants? *

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Did you experience any difficulties in completing this application for repeat recipients? *

- Yes
- No

Must be no more than 1 choice selected

If yes, explain here.

Word count:

Must be no more than 150 words.

Please provide any additional comments and/or suggestions here.

Word count:

Must be no more than 150 words.

Thank you for your feedback on the CHG application process.