



APPLICATION FORM

Community Heritage Grants 2010

Please read the Community Heritage Grants 2010 Guidelines before you start. They contain important information about eligibility of organisations and projects, and the assessment criteria and process.

Applications close **5pm Friday 14 May 2010**. Late applications will not be accepted.

Submit your application:

- as a paper copy
Post one signed printed original and one copy (both with attachments), and one copy on an MS Word compatible disk (if possible) to:
The Coordinator
Community Heritage Grants
National Library of Australia
Canberra ACT 2600
- electronically
Email one original in MS Word format (**not a pdf**), (with attachments if possible), to chg@nla.gov.au
and post one signed printed copy (with attachments) to the above address.
- or online
Complete the online form at www.nla.gov.au/chg/
Print out and post one signed printed original (with attachments) to the above address.

If you need advice about completing your application:

Phone: 02 6262 1147

Email: chg@nla.gov.au

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CHG Office use

Community Heritage Grants 2010 Application Form

SECTION 1—APPLICANT DETAILS

1.1	Legal name of your organisation				
1.2	Street address				
1.3	Postal address				
1.4	Phone number				
1.5	Email address				
1.6	Website				
1.7	Organisation's ABN				
1.8	Is your organisation GST-registered?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
1.9	Name of your federal electorate				

SECTION 2—CONTACT DETAILS

Provide details of the person within the organisation who will be accountable for the management reporting and financial control of the project.

2.1	Title (tick box)	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
2.2	First name					
2.3	Family name					
2.4	Position within organisation					
2.5	Postal address					
2.6	Phone number (business hours)					
2.7	Phone number (after hours)					
2.8	Mobile phone					
2.9	Email address					

SECTION 3—YOUR ORGANISATION

3.1 Tick the boxes which *best* describe your organisation.

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

3.2 Describe your organisation's history.

SECTION 4—NATIONAL SIGNIFICANCE

A comprehensive statement of national significance is vital to the success of your application.

Try to relate your answer to the significance criteria: Historical, Aesthetic, Scientific/Research and Social/Spiritual. Refer to the CHG Guidelines for details.

DO NOT COMPLETE THIS SECTION IF YOU ARE APPLYING FOR TRAINING FUNDING ONLY - GO TO SECTION 5

4.1 Describe the national significance of the specific collection material for which funding is requested, considering the following questions:

- What evidence is there that the collection is unique?
- What evidence is there that the collection has created great impact over a time period and or within a particular cultural area of Australia?
- What evidence is there that the heritage material has influenced the course of Australian history?
- Are there nationally prominent people represented in your collection?
- What evidence is there that the collection is representative of a type?
- What is the condition of the material? Is it complete or intact?
- Does it have research value?
- What is the provenance of the collection?
- Who owned the material before it came to your organisation and how was it used?

Attach supporting documents such as photographs, details of publications, reports or testimonials that justify your claims.

SECTION 5—YOUR COLLECTION

Provide a comprehensive description of the entire collection.

If you are applying for funding for training and do not own a collection, e.g. you are a professional organisation, describe the collection/s that will benefit most from the training.

5.1 Describe in detail your organisation's entire collection, including quantities and types of material.

Provide a comprehensive description of the entire collection. You may wish to attach some pictures of some of your most significant items. This description will assist the assessors to understand the scope, breadth and depth of your collection and will assist with the assessment of the significance of your collection.

5.2 Describe how your collection is managed and used. Provide comprehensive details of who manages your collection, i.e. staff, volunteers, a local council or administrative body. Tell us if your collection is catalogued or indexed and how it is stored and/or exhibited. Provide information on how your collection is made available to the public and who uses it.

5.3 Describe any current or projected preservation activities. Provide the assessor with an idea of the urgency attached to your funding request. Tell us if you have a preservation policy, whether your collection is in good or bad condition and why it might be at risk of deterioration. Attach your preservation policy if you have one.

5.4 Does your organisation own the collection?

- Yes
- No

If no, you must submit a joint application with the approval of the legal owner, whose contact details must appear below. A person representing the legal owner of the collection must co-sign the Applicant Declaration in Section 8.

SECTION 6—YOUR ORGANISATION'S FUNDING

6.1 Estimate below the sources of funding for your organisation in the 2009-10 financial year.

Source of funding	Amount (A\$)	% of total funding
Government (federal/state/local):		
Private:		
Membership/subscription:		
Admission fees:		
Donations:		
Fundraising:		
Grants:		
Other:		
TOTAL:		100%

6.2 What additional cash or in-kind support can your organisation provide to this project or obtain from a parent organisation or relevant body?

Give details and provide an official letter to verify this additional support.

6.3 Has your organisation previously received a Community Heritage Grant?

Yes (if so, indicate below your past CHG application numbers, e.g. 2008/147)

No

Unsure

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6.4 Has your organisation received any other grants for preservation activities in the last five years?

Yes (provide details about the two latest projects for which grants were awarded).

No

Unsure

Funded project 1

Funded project 2

Source of grant

Source of grant

Grant period

Grant period

Brief description of project funded

Brief description of project funded

Amount received: A\$

Amount received A\$

6.5 If your organisation does not receive a Community Heritage Grant, will this project, or part of it, go ahead? If yes, give details.

SECTION 7—YOUR PROPOSED PROJECT

You may apply for more than one project, provided the combined value is no more than \$15 000 and you are confident that your organisation can complete all projects within one year. **You must include quotes for your proposed project/s.**

7.1 Project title (20 words or less)

7.2 Project category

Tick the boxes that best describe your proposed project/s.

- Significance Assessment**
- Preservation Needs Assessment** (You must attach a copy of your Significance Assessment)
- Conservation Activities and Collection Management** (These must result from the prioritised recommendations of a Preservation Needs Assessment – you must attach a copy of your Preservation Needs Assessment or an extract, including the executive summary of the report and the key recommendations)
 - Rehousing collection materials in suitable storage
 - Conservation treatment
 - Environmental control and/or monitoring equipment
 - Reformatting original material for preservation and access purposes and ongoing planning for the collection’s maintenance – including digitisation
 - Cataloguing and collection management software
- Training**

IF YOU ARE APPLYING FOR TRAINING FUNDING ONLY, GO TO SECTION 7.4

7.3 Project description

7.3.1 Describe the type of project you wish to undertake, referring to the specific collection material to which the project relates. For digitisation projects, describe how the original material has been preserved; if it has been catalogued, captioned or indexed. Describe the proposed digitisation process (scanning, back-up procedures etc), and whether the project complies with Australian copyright law. Include your plan for the ongoing management and preservation of the digital copies.

7.3.1 (cont.)

7.3.2 How will you manage the project?

7.3.3 What are the expected outcomes of your project?

7.3.4 How will the project improve the access to the collection?

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

Tick box

Documents

Archival records

Maps

Manuscripts

Photographs

Pictures

Artefacts

Furniture

Leather items

Textiles

Toys

Machines

Audiovisual

Sound recordings

Videos

Film

Digital files

Other: please specify

COMPLETE THE REMAINING PART OF SECTION 7.3 ONLY IF YOU ARE APPLYING TO PURCHASE SOFTWARE.

7.3.6 What is the name of the software that you wish to purchase? What does the software do, e.g., does it assist with cataloguing or collection management, and how will it benefit your collection? Provide details.

7.3.7 How will the software option provide the best solution for your collection and the best value for money? Indicate whether the total price includes training and whether there are any ongoing expenses. Also provide details of other software that you have researched/trialled, including shareware.

IF YOU ARE *NOT* APPLYING FOR TRAINING FUNDING, GO TO SECTION 7.5

7.4 Training Funding

7.4.1 Describe the training course that your organisation wishes to undertake. Include the name of the course, name and qualifications of course presenter/s, topics covered, cost of course, and number of attendees.

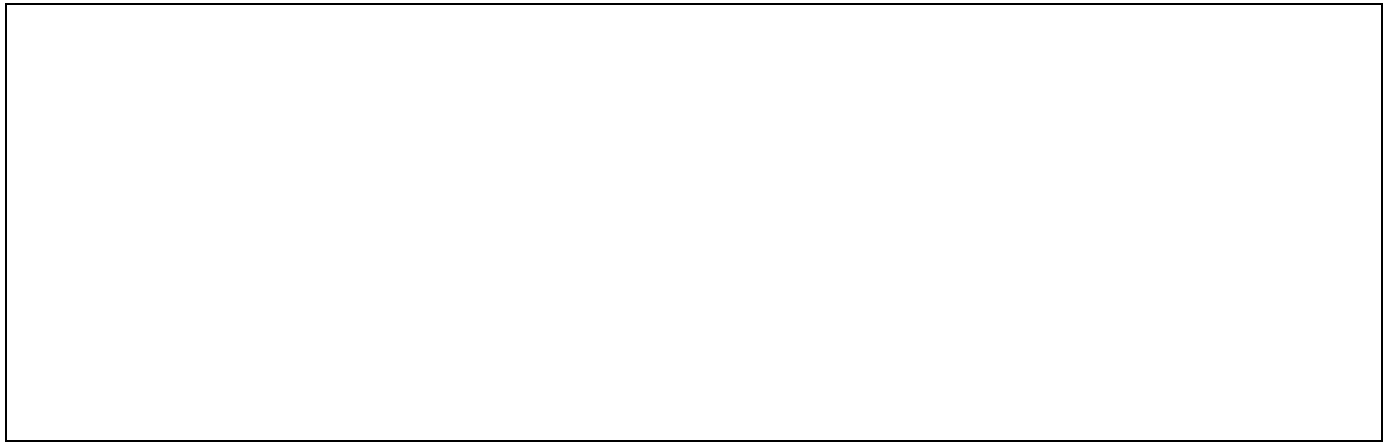
7.4.2 Have you formed a partnership with any other organisation to apply jointly to host the training course? If yes, provide details.

7.4.3 How is the training appropriate for your organisation? Provide details.

7.4.4 What benefits do you anticipate will be gained from the training?

7.4.5 How does the training represent best value for money?

7.4.6 How will the training project be managed?



7.5 Project Budget

Detail your proposed project budget expenditures in the table below.

Please note, when completing your budget table :

- Your budget items should directly correlate to items mentioned in your project description (Section 7.3).
- For Conservation Activities and Collection Management Projects itemise all proposed treatments, storage, equipment and software purchases.
- For Training projects itemise all training course components, as mentioned in Section 7.4.
- **Attach quotes to support budget expenditure unless you are only applying for the standard fee of \$4 000 for a Significance Assessment or a Preservation Needs Assessment.**
- If you are not in a major city you should also add the estimated cost of the consultant’s travel to your location plus two days expenses.
- Applicant’s Contribution may be cash or in-kind. Volunteer assistance should be calculated at \$25.00 per hour.
- Ensure that the total of each column is completed and calculated correctly.

Project Budget Table

	A	B	C	D	E
Project Budget Items: (tasks, activities and materials)	Applicant’s Contribution	Grant Request Excluding GST	GST	Grant Request Including GST [B + C]	Project Total [A+ D]
TOTAL					

7.6 Grant requested (maximum \$15 000 including GST). (Figure must match **total of Column D** above)

SECTION 8—DECLARATIONS

[ALL APPLICANTS MUST COMPLETE]

I/we, the undersigned, assure the National Library of Australia that the statements made in this application are true and correct and that I/we have read and agree to abide by the Conditions of Grant which appear in the Community Heritage Grants 2010 Guidelines.

Director/President of applicant organisation:

(or person authorised to sign a legal document on behalf of organisation)

Please note: If the applicant is not the legal owner of the collection, please ensure the legal owner of the collection co-signs the application.

Preferred title Mr Mrs Ms Dr Other

Full name

Signature and date

Title/position within organisation

Project Manager (if different from above):

Preferred title Mr Mrs Ms Dr Other

Full name

Signature and date

Title/position within organisation

Attachments

If you are applying to implement recommendations of a Preservation Needs Assessment **YOU MUST** attach the Preservation Needs Assessment report (or an extract, including the executive summary and key recommendations) to this form.

Don't send bulky items, videos or published books as attachments – documents should be attached in electronic format, where possible.

Supporting materials sent with applications WILL NOT be returned.

Please note that general character references and political letters of support add very little value to your application. Letters of support by curators, researchers, historians, conservators, librarians and other heritage professionals carry more weight, especially if they articulate a real understanding and familiarity with the collection that is the subject of the application.

List your attachments on the following page.

ATTACHMENTS CHECKLIST

These attachments will help the assessors understand your collection and fully assess your application.

QUESTION NO.	ATTACHMENTS	Check
4.1 National significance	<ul style="list-style-type: none"> Supporting documents such as photographs, details of publications, reports or testimonials 	<input type="checkbox"/>
5.1 Describe in detail your organisation's entire collection, including quantities and types of material	<ul style="list-style-type: none"> Photographs of significant items Lists of collection items – giving evidence of the size of the collection and the type of material Floor plans of where the collection is housed 	<input type="checkbox"/>
5.3 Describe any current or projected preservation activities	<ul style="list-style-type: none"> Your Preservation Policy Photographs of items urgently requiring treatments 	<input type="checkbox"/>
6.2 Additional cash or in-kind support	<ul style="list-style-type: none"> Official letter/s to verify the support 	<input type="checkbox"/>
7.5 Project Budget – Quotes must be included unless you are applying for the standard fee (\$4,000) for a Significance Assessment or Preservation Needs Assessment	YOU MUST ATTACH: Quotes from consultants/ suppliers	<input type="checkbox"/>
Have you had a Significance Assessment of the collection?	YOU MUST ATTACH: A copy of your Significance Assessment report	<input type="checkbox"/>
Have you had a Preservation Needs Assessment of the collection?	YOU MUST ATTACH: A copy of your Preservation Needs Assessment or an extract, including the executive summary and key recommendations	<input type="checkbox"/>

List your attachments below

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.