

SOUTH AUSTRALIAN HISTORY FUND (SAHF) 2017-18 Grant Guidelines



About the SAHF

The South Australian History Fund (SAHF) is an annual grant program offered by the History Trust of South Australia (History Trust) and intended to support the production and sharing of South Australia's history. Total funding available this year is \$50,000.

Funding is available for History grants and Training & Development grants.

History Grants (amounts up to \$5,000)

History grants support:

- Specific community-focussed projects that enable communities to explore, interpret or preserve aspects of their history and make South Australian history accessible to the public
- Publication of both academic histories and more popular forms of historical writing. Funding can be for publishing or editing costs. A detailed outline and writing sample or a partial manuscript must be submitted for assessment. Individual applicants are expected to be members of relevant historical or professional organisations.
- Rigorous research by established and emerging historians that makes a significant contribution to the body of knowledge about, or understanding of, South Australian history. It is expected that research will lead to a publication or other significant public outcome. Individual applicants are expected to be members of relevant historical and professional organisations.

Training & Development Grants (amounts up to \$500)

Training and development grants assist organisations to:

- Provide appropriate skills development training or activities for their workers
- This can include training in historical skills or collections management or attendance at a relevant conference or seminar.

Examples of uses for funding can be found beginning on page three of these guidelines. It is not an exhaustive list and funding will be considered for any project you would like to do.

HOW TO APPLY AND CLOSING DATES

- You can apply online from **Tuesday 13 June 2017** at <http://community.history.sa.gov.au/content/south-australian-history-fund> or use the Word document via the web link above or by email from the History Trust.
- Hard copy applications marked 'SAHF Application' can be posted to History Trust of SA, GPO Box 1836, Adelaide SA 5001.
- Applications close 5pm **Tuesday 25 July 2017**. Late applications will not be accepted.

WHO CAN APPLY

Applications for History grants and Training & Development grants are invited from incorporated community organisations and local government. Unincorporated organisations may be eligible if an incorporated organisation is willing to auspice their application. Individual and professional historians, tertiary institutions or other organisations may apply for funding for publications and research. Applicants from outside the State, who are working on South Australian history, will be considered. State and Federal government agencies are not eligible. Only one application from any organisation or individual can be considered in this grant round.

WHAT CANNOT BE FUNDED

- Ongoing salaries
- Historical fiction, creative writing or community arts projects without substantial history content
- Heritage building maintenance or repair
- Costs that have already been incurred
- Office and general organisational running costs
- Promotional brochures and advertising material

ASSESSMENT CRITERIA FOR APPLICATIONS

Applications need to:

- Demonstrate the need for the project, including confirmation of participation by any project partners or the wider community if relevant
- Outline clear outcomes for South Australian history
- Demonstrate thorough planning and the capacity of those working on the project to deliver it
- Show intended use of appropriate techniques, methods, skills and services
- Demonstrate thorough costing, viability, value for money and audience reach.

ASSESSMENT PROCESS

Eligibility checks and administrative processes are undertaken by History Trust staff. Applications are then assessed by a peer assessment panel against the assessment criteria for applications. Recommendations of the panel are considered and approved by the Board of the History Trust. You will be notified by letter about the outcome of your application in **mid-October 2017**.

PAYMENT AND ACQUITTAL OF GRANTS

Grants are payable once you have returned the grant acceptance form and provided the History Trust with a tax invoice for the amount of grant plus GST if you/your organisation is registered for GST. Please submit your claim by **31 December 2017**.

All grants are due to be acquitted (finalised) by **30 November 2018** using the pro-forma provided by the History Trust. Required attachments are noted on the pro-forma.

CONDITIONS OF GRANTS

- Grants may be used only for the purposes specified in the letter of approval
- The grant acceptance form is to be returned to the History Trust
- Approval from the History Trust must be obtained for any proposed changes to the use of the grant
- Changes to contact details must be advised
- Grantees are responsible for legal requirements such as planning approval and copyright clearance
- Wherever possible funding is to be acknowledged by the use of the Government of South Australia and History Trust logos. Specific use is to be negotiated with the History Trust to be appropriate to the project.
- The History Trust may offer funding subject to other conditions. Such conditions will be set out in the letter of offer.

ASSISTANCE WITH YOUR APPLICATION

Please refer to the **Frequently Asked Questions** available on the South Australian Community History website. <http://community.history.sa.gov.au/files/grants/sahf-faqs-2016-17.pdf>

Applicants are encouraged to contact the History Trust to discuss their applications. Telephone 08 8203 9888 and ask to speak to the Community History Officers or email community@history.sa.gov.au

ADVICE FOR APPLICANTS

The following examples, comments and advice from previous assessment meetings may be helpful to ensure that the assessment committee has all the information that they require.

History Grants

Collection storage projects

- Provide at least an estimate of the quantity and types of items to be stored and outline the methods and materials you'll be using
- Do your research about appropriate archival standard storage products available and include a list of items you expect to purchase
- If your project involves purchase or construction of shelving, describe the type of shelving including sizing and construction materials.

Conservation projects

- SAHF funding is intended for conservation treatment of objects relevant to significant people, places or events in South Australian history
- Funding is not available for Heritage Building maintenance or repair
- To be successful the application will need to make a clear case for the significance of the object and clearly show the appropriateness of the proposed conservation treatment
- The use of or advice from a professional conservator for any conservation treatment is recommended.

Digitisation or reformatting projects

- Outline the type and quantity of the material to be digitised or reformatted and how you plan to do it (methods, what equipment will you use)
- Also tell us how you plan to store the original items, and store and maintain the digital files
- Include information about the digitisation standards you intend to use. The History Trust can assist you with information about current standards and digitisation practice.
- Consider whether material has already been digitised and available publicly, such as the online historic newspapers on Trove <http://trove.nla.gov.au>. Applications for previously digitised material will not be supported.

Equipment or software purchases

- Specify what is to be purchased and why it has been selected
- Evidence that equipment can be maintained and upgraded will be highly regarded.

Events

- Outline the purpose of the event, why you want to hold it, and what you expect the outcomes to be. Events that have a tangible historical outcome and/or clearly involve local communities will be highly regarded.
- Provide the following information about the proposed event: where and when it will be held, how it will be managed and promoted, who the expected audience is, and anticipated attendance.

Interpretive signage, displays or online projects

- Be as specific as you can, outlining the topic and themes of the interpretive signage or display and how you will conduct your research
- Provide the following information about the signs/interpretive panels you will create: who will design them, their dimensions, materials to be used and how they will be mounted
- For signage trail projects, a map of the location of signs
- For projects involving the display of objects, tell us about the objects that will be included and how they will be displayed
- A sample draft text and graphics for one of the interpretive signs/display panels will be highly regarded
- Digital and online projects need to outline how the project will be undertaken and how the project will be presented.

Oral history projects

- Grant assessors will be looking to see that the project is well planned, uses appropriate equipment, that the person/s conducting the interviews have appropriate skills or experience and that the interviewees have been carefully selected to meet the project aims
- Projects should clearly demonstrate understanding of the processes and ethics of conducting oral history interviews

- Include information about how many interviews will be done, how interviewees have been chosen, how the interviews will be conducted, how permissions will be obtained and how recordings will be transcribed and preserved
- Advice about planning and conducting oral histories and training courses are available through the Oral History Association of South Australia website <http://oralhistoryaustraliasant.org.au/>

Publications

- Publication grants are aimed at publications that are getting close to final stage of production
- Publications should highlight significant aspects of South Australian history and offer some analysis of that history
- If your publication uses illustrations it is useful to include at least some of them in your application
- Applications for books must include at least a part manuscript and an outline of the whole publication
- It is advisable to have a publisher or printer lined up and be able to tell us about the final design and layout of your book
- Publication grants are available for a wide variety of formats including books, booklets, walking or driving trail guides and digital publications
- The proposed look of booklets/guide books/online publications should be clearly set-out
- Thinking about the intended audience for your publication and how widely it can be made accessible will help in deciding what format to use
- The History Trust acknowledges that writing history is a particular skill and evidence of input from both an historian and an editor is highly regarded.

Research

- Projects should demonstrate substantial original research that make a significant contribution to the body of knowledge about or understanding of South Australian history
- Research projects need to be thoroughly planned, demonstrate sound research methods and show clear outcomes in terms of making the results of the research publicly available
- Please include a CV with your application.

Training & Development Grants

- Outline the purpose of the training or development activity and how it will benefit your organisation
- Provide the following information about the training:
 - what it will cover
 - where and when it will be held
 - who will attend.

