



# 2017-18 South Australian History Fund

## FAQs about making your application

### **How long will I get to complete my project?**

All grants are due for acquittal by 30 November 2018.

### **Can I get help with my application?**

The History Trust of South Australia's (History Trust) two Community History Officers administer the South Australian History Fund (SAHF) and can assist you with all aspects of putting in an application. You are welcome to contact them to discuss a potential project and what grant category to apply for, or to get specific advice on undertaking your project or completing your application form. Contact the Community History Officers by calling History Trust reception on 08 8203 9888 or email [community@history.sa.gov.au](mailto:community@history.sa.gov.au)

### **Can I apply for more than one grant?**

The SAHF is a heavily subscribed grant fund and only one application from any organisation or individual can be considered in this grant round.

### **My organisation is not incorporated, who might auspice our application?**

Organisations may make applications under the umbrella of relevant incorporated organisations such as local public libraries, community arts organisations or local government. Grant funds will be paid to the auspicing organisation on your behalf so please ensure that the auspicer is willing to receive and manage the funds.

### **How much detail should I include in the application?**

You need only include the detail required to fully answer the questions. Clearly and simply describe the project, why it is important and how it will be done. Include any attachments that support your application. Depending on the project this could include quotes, design plans, conservation assessment, mock-ups of interpretive signage, or draft manuscript for publication.

### **Can I attach additional information to the application form?**

There are certain items you are asked to include depending on the project you're applying for. If you need extra space in order to adequately answer any question you are welcome to attach an extra page, but please stick to the specified word limits.

### **Do I need to send multiple copies of the application?**

A single copy is all that's required. It is appreciated if attachments sent in hard copy can be double-sided, not stapled and the pages numbered.

### **What should I show in the budget?**

The budget needs to show that the project has been accurately costed and that there is adequate income to meet the anticipated expenditure. Include all the major project costs on the budget table and ensure the income and expenditure column totals are the same.

## **Do I need to get quotes?**

You will need to include quotes for major expenses, such as printing costs, design fees and purchase costs of equipment. There is no need to get multiple quotes for the same thing.

## **What about GST?**

You do not need to show GST in your application. If you/your organisation are/is registered for GST your grant will be grossed up for GST. When you come to claim your grant you will need to provide a Tax Invoice that includes the GST amount.

## **What about confirmation of participation?**

Applications for funding sought for projects that are a partnership with another organisation or community should include evidence that any partner/s in the project are willing to participate or that a project has wider community support. This could include consent of an auspicing organisation, permission for interpretive signage to be placed on council or private land or for privately held collections to be accessed or presented as part of a project.

## **What about membership of historical and professional organisations?**

The History Trust encourages research and publication applicants to be members of historical and professional organisations that support the work of historians in South Australia. These include local historical societies, the Historical Society of SA and the History Council of SA, as well as professional organisations such as the Oral History Association of Australia, the Professional Historians Association and Museums Galleries Australia. If you are offered a grant you will be asked to indicate your memberships.

## **How is my application assessed?**

Your application goes through an administrative and peer assessment process. History Trust staff start by checking that you are eligible to apply and that any attachments you have indicated are included with your application have been received. History Trust staff then prepare summaries of applications and organise the applications for distribution to the peer assessment panel.

Applications are then assessed by a three-person peer assessment panel against the assessment criteria for applications. Panellists have relevant knowledge and experience in the production, preservation, interpretation, sharing or presentation of history gained through their practice of history and/or work in organisations that support historical practice in South Australia. Each year a panel is drawn from a pool of peer assessors.

Peer assessment panellists review applications independently against the assessment criteria shown in the SAHF grant guidelines and then meet to discuss the merits of applications. At the assessment meeting the panel agrees on which applications have the highest degree of merit against the grant assessment criteria.

The panel's decisions are recorded and written up by History Trust staff as a recommendation to the Board of the History Trust. The Board then considers the grant round recommendations and may ask for further information before grants are finally approved.

## **I've got a grant – what now?**

Successful applicants will be formally notified by mail with a letter of offer. This letter will specify the purpose and amount of the grant and detail the conditions of the grant, the claim process, and the reporting and acquittal requirements. You will be asked to return a grant acceptance form to the History Trust.

**When and how are grants paid?**

Grants are payable once you have returned the grant acceptance form and provided the History Trust with an invoice for the amount of grant plus GST if you/your organisation are/is registered for GST. Please submit your claim by 31 December 2017. Grants are paid by direct deposit into your nominated bank account.

**What if my application is unsuccessful?**

Unsuccessful applications will be formally notified by mail. There is a heavy demand on the SAHF and many applications do not receive funding in any one year. We are happy to provide feedback about your application – just call or email us on 08 8203 9888 or [community@history.sa.gov.au](mailto:community@history.sa.gov.au). You are always welcome to apply again in future grant rounds.