



Cultural Heritage Grants Program

Guidelines 2015

Objective of the Cultural Heritage Grants Program

The objective of the Cultural Heritage Grants Program is to increase appreciation of and community access to the history and heritage of the City of Charles Sturt. The program will achieve this by supporting organisations and groups to collate, conserve and share historical information and knowledge, and care for locally held historical collections. In particular the program aims to enable preservation and sharing of local stories across the City by non-traditional groups, organisations and professional individuals that have an interest in City of Charles Sturt history.

Who is eligible to apply?

- Incorporated community groups, organisations and professional individuals (ie professional historians).
- While applicants are not required to be located in the City of Charles Sturt, it is expected that projects for which funding is sought will be solely based in the City of Charles Sturt area and/or community, and the outcomes will primarily benefit to the Charles Sturt community.

Who is not eligible to apply?

- Historical Societies/Associations (or similar) who already receive funding from Council via Cultural Heritage Project funding.
- State and Federal Government departments.
- Private businesses or projects that are being undertaken for primarily commercial or fundraising ventures (other than the publication of books and resources).
- Projects that do not provide evidence of consultation with communities, groups or individuals that may be impacted by the project (for example, property owners of places featured in a walking trail, groups or communities that are the subject of research, projects incorporating Kurna heritage).
- Projects that are already or intend to receive other funding support from the City of Charles Sturt (ie City Benefit Donation, Discretionary Ward Allowance).
- Applicants who have not met acquittal conditions of previous Council grants or donations, or who have debt to Council.

What type of projects can be funded?

Applicants are required to demonstrate that projects meet the objectives of the grants program.

Suitable projects may include:

- Historical displays, including purchase of appropriate cases for the ongoing public display of historical items (applications for the purchase of equipment for short term or display of items of a non-historical nature will not be eligible).
- Interpretive material including brochures or signage for heritage trails, historical buildings and sites.
- Digital or online projects to share and improve public access to historical information and resources, including websites and smart-phone apps.
- Oral history projects, especially for histories considered 'at risk' (including oral history training).
- Digitising or copying of significant photographic, oral history or documentary collections.
- Education programs for distribution to local schools and developed in conjunction with qualified staff or consultants.
- Small conservation projects for significant items.
- High quality, well-researched original publications, documents or exhibitions focusing on a subject of Charles Sturt history.

Use of professional historians, professional interpreters, conservators, archivists and other consultants is encouraged and collaborative projects are welcomed.

Projects and activities that can not be funded:

- Capital works or purchase of equipment (including photocopiers, scanners, digital recorders).
- Ongoing salaries or administration/general operating expenses.
- Volunteer's expenses (including travel).
- Production of newsletters, posters or other ephemera.
- Historical fiction, creative writing or community arts projects that are not supported by historical research or do not have a robust research foundation and clearly apparent history focus.
- Heritage building maintenance or repair (please refer to the City of Charles Sturt's built Heritage Incentive Scheme for funding opportunities).
- Books of documents or photographs, biographies, reminiscences and family histories without substantial historical content or analysis.
- Projects already completed.

Amount of funding available

- A total of \$10,000 is available for the Cultural Heritage Grants Program. Applicants can apply for a minimum of \$500 and maximum of \$5000 funding.
- Applicants can only submit one application per funding round.
- Due to limited funds and a desire to support as many quality projects as possible, it is probable that some applications may not be provided with the full amount of funding requested.
- If your project can not proceed without full funding, this should be indicated in the application.
- Not every application that meets the criteria will necessarily receive funding.

The application process

Applications must be completed in full and submitted to the Cultural Heritage Project Officer by 28 February 2015.

Applications will be assessed by Council staff against the following criteria:

- Applicant meets eligibility criteria - 5%
- Project meets the objectives of the Cultural Heritage Grants Program (stated above) – 25%
- Project proposal is comprehensive, realistic, demonstrates an understanding of appropriate principles and practices (ie oral history practices, good interpretation principles, historical research) and provides value for money – 20%
- Evidence of consultation with any groups or individuals potentially impacted by the project, including letters of support – 15%
- Outcomes and community benefit of the project including those that will continue beyond project delivery – 20%
- Applicant's ability to undertake all aspects of the project and promote the support of the City of Charles Sturt – 5%
- Extent to which alternative sources of funding and support have been explored or secured including contribution of the applicant's own funding to the project – 10%

Following the initial assessment by Council Staff, a report detailing those projects recommended for grant funding will be prepared and provided to City of Charles Sturt Council for consideration and final decision.

Successful applicants will need to sign a funding agreement and provide an invoice before any funding will be released. Applicants who are GST registered must add 10% GST to the invoice (ie \$2000 plus \$200 GST). Applicants who are not registered for GST provide an invoice for the grant amount only (ie \$2000 exclusive GST).

Applicants will have 12 months from the time of the notification of the success of their application to complete the project and acquit the grant, unless otherwise negotiated.

Funding Terms and Conditions

- Grant funding must be used for the project outlined in the application.
- The grant must be fully acquitted within 12 months from the date of grant success notification. This includes providing:
 - a financial report detailing expenditure of the grant in accordance with the application;
 - a project evaluation report.
- The City of Charles Sturt is not responsible for any budget shortfall.
- Any grant money left over following the completion of the project must be returned to Council.
- Support of the City of Charles Sturt must be acknowledged.
- Any special conditions separate to the 'Terms and Conditions' must be adhered to.
- All relevant legal requirements such as planning approval and copyright clearance must be met by the applicant. Support of a project through provision of grant funding does not negate the need to obtain other Council approvals and permission if required.