COMMUNITY MUSEUMS PROGRAM (CMP)
2017-18 Grant Guidelines

Grant round opens: Tuesday 25 July 2017
Applications close: Monday 11 September 2017

The History Trust is calling for applications to the CMP grant fund. We are looking to fund innovative projects that will help advance your museum's strategic goals and ensure the sustainability and relevance of your museum into the future.

Purpose

CMP grants are available to museums that are Registered or Accredited in the History Trust's museums standards program to:

- tell stories from their collections and communities in ways that are engaging and accessible

- manage and care for their collections

- manage their museums effectively as valued community resources

- ensure staff and volunteers have relevant up-to-date skills for museum tasks

Grant Funds

The CMP grant fund is a total pool of $150,000 per annum available to registered and accredited museums for a broad range of projects.

Suggested upper grant limits apply for different types of projects, but may be negotiated with the History Trust.

For grants above $10,000 museums are expected to show a significant contribution to the costs, which must include a cash contribution from their own funds or other sources.

Grant funds allocated in the 2017-18 funding round are due for acquittal at **30 June 2019.**

Funding is available in seven categories:

1. Community Engagement projects – which seek to involve people in history. Grants up to $5,000.

- Producing education materials or developing programs for school groups in line with the Australian Curriculum

- Developing family-friendly programs

- Developing special events particularly for *South Australia's History Festival* in May 2018

- Developing outreach programs such as intergenerational activities or reminiscence sessions for aged care groups

- Developing an online project.

2. Telling History projects – which seek to interpret and/or make aspects of South Australian history available to the community. Grants up to $15,000.

- Develop new long-term or short-term exhibitions

- Developing innovative interpretive projects using digital technology including websites, apps, online exhibitions, or digital stories

- Engagement of consultants, particularly designers and historians, to provide expert advice Developing travelling displays

Costs can include design fees, production of interpretive panels and labels and purchasing fixtures and display equipment, such as display cases, multi-media equipment and lighting.

3. Managing Collections projects – which seek to ensure that collections are well cared for. Grants up to $8,000.

- Cataloguing collections and upgrading record keeping systems

- Computer database projects, including purchase of the hardware and software and associated training

- Purchasing equipment and fixtures which assist in caring for the collection, such as shelving/ storage units, archival boxes, acid-free tissue, light meters, dataloggers and UV-filtering products

- Digitisation projects involving copying and storing original photographs and documents

- Assessing the historical significance of all or part of the museum collection

- Collection rationalisation (deaccessioning) projects

4. Planning and Infrastructure projects – which seek to provide better management of the museum. Grants up to $5,000.

- Developing collection storage facilities

- Developing interpretation and design plans for display areas

- Preparing a strategic plan or a promotion/marketing plan

- Installing fire prevention and security alarm systems

- Undertaking feasibility studies for major museum developments

- Improving online presence/website development

- Producing brochures or advertising signage (**up to $1,000 only**)

5. Skills development activities – which seek to ensure that museum workers have up-to-date skills. Grants up to $5,000.

- Hosting a skills development/training workshop for workers at the museum to fit specific needs

- Attending an appropriate skills development/training activity or conference

6. Conservation Projects – which provide specialist conservation services. Grants up to $8,000.

Conservators can be engaged to:

- Conduct a conservation review of your museum to identify issues and set priorities for the care and preservation of your collection

- Undertake conservation work on objects identified as significant by your museum

- Advise on pest management

- Develop a disaster plan for your museum

7. Roving Curator grants. Grant amount to be determined in consultation with the History Trust. Roving Curator grants must be discussed with us prior to putting in your application.

Roving Curator grants involve History Trust staff or History Trust appointed consultants working closely with you and assisting with any project for which hands-on assistance would help. Projects could include:

- Policy development or review
- Planning sessions for future directions or for special projects
- Collections management tasks and training, including hands-on assistance with cataloguing
- Preparing disaster plans and significance assessments
- Hands-on assistance with preventive conservation activities, display installation or storage of collection items
- Developing new exhibitions including planning, research and writing
- Community engagement projects

What CMP does not fund:

- Restoration of historic buildings
- Ongoing expenditure for salaries or administration
- General building maintenance
- Costs that have already been incurred
- Office and general organisational running costs

Criteria for Assessment

- Intention and outcomes of the project is clearly explained

- Clear argument as to why this project is important now and its purpose for the museum and its community

- Evidence of thorough project planning and a viable timeline for project completion

- Budget showing all expected income and expenditure and quotes for major expenses

- Evidence of consultation with relevant agencies/experts where required and intended use of appropriately qualified and/or experienced people to undertake specialist tasks

- Outline of how your museum will contribute to the overall project, including a cash contribution for projects over $10,000
- For Telling History projects, complete the Telling History table in as much detail as possible.

Engaging expertise from outside the museum

Applicants are encouraged to consider employing people with appropriate qualifications and skills to do some of the work involved in your project, such as a researcher, cataloguer, historian, museum consultant, designer, planning consultant, IT expert, photographer or other skilled person.

If you are using a consultant, you must include a quote from them in your application.

Applying for a Grant

Please read the form carefully and make sure that you complete all relevant sections and include detailed and accurate information. **Attach copies of quotations and, where appropriate, sketches, working drawings or other supporting documents, such as the museum's strategic plan.**

The History Trust can help you to formulate the details of the project. You are welcome to submit a draft application for advice.

If your museum is applying for more than one grant, please submit each project proposal on a separate application form.

Museums are ineligible for the 2017-18 grant round if previous Community Museums Program grants have not been acquitted by the due date, unless negotiated otherwise with the History Trust before the closing date for applications.

Assessment Process

The History Trust will acknowledge the receipt of your application(s) by phone or email. Please call us if you do not receive this acknowledgment within 2 weeks of submission

History Trust staff check applications and eligibility and follow-up with applicants if required

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 management of museums and collections and the care of, interpretation, sharing or presentation of collections. 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 CMP 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.

Applicants are notified of the outcome of their application in **mid-December 2017.** Unsuccessful applicants are invited to contact the History Trust for feedback on their application and can resubmit a new or reworked application in future rounds.

Claiming Grants

Grants should be claimed by **31 January 2018** unless advised otherwise. An invoice is required. Successful applicants will be notified of the grant claim process and how to invoice the History Trust for the amount of grant. Grants to organisations that are registered for GST will be grossed-up to offset the GST liability.

Conditions of Grant

- Grants must be used only for the purposes outlined in applications and grant notification letter
- 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 must comply with relevant Commonwealth, State or Local Government regulations and 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, Arts South Australia and History Trust logos. Specific use is to be negotiated with the History Trust.
- The History Trust may offer funding subject to other conditions. Such conditions will be set out in the letter of offer
- All grants must be acquitted (finalised) using the Report and Income and Expenditure Statement provided by the History Trust. Required attachments are noted on the report form
- Grants must be spent and the grant must be properly acquitted by 30 June 2019. Unspent money may not be retained or invested.

Acquitting the Grant & Reporting Requirements

A final report is to be submitted on completion of the project **by 30 June 2019**. An interim report may be required for major projects at the History Trust's discretion. The final report must include:

- A detailed Income and Expenditure Statement

- A report on the success and outcomes of the project and your museum's contribution

- Copies of paid invoices/receipts for project expenses

- Copies of any media publicity

- Photographs of completed projects, where appropriate, suitable for use by the History Trust, in particular the South Australian Community History website

A pro-forma for the Report and Income and Expenditure Statement is available from the History Trust.