

2024 Round Community Heritage Grants Application (Repeat) Form Preview

Introduction

The Community Heritage Grants program has three funding stages:

1. **Significance assessment**
2. **Preservation needs assessment**
3. **Conservation and collection management activities**

This application is available for organisations who have completed a CHG stage (either a significance assessment or preservation needs assessment) in the past five years (since 2019) and are now applying for the next stage (for example, a group completed a preservation needs assessment in 2022 and is now applying for conservation and collection management activities).

Applicants are still required to provide information on their collection and demonstrate the national significance of their collection. However, if there have been no major changes, applicants can draw upon and summarise the information in their previous application. If there have been significant changes to the collection or new information relating to the significance of their collection, this must be documented in the application.

Applicant Details

* indicates a required field

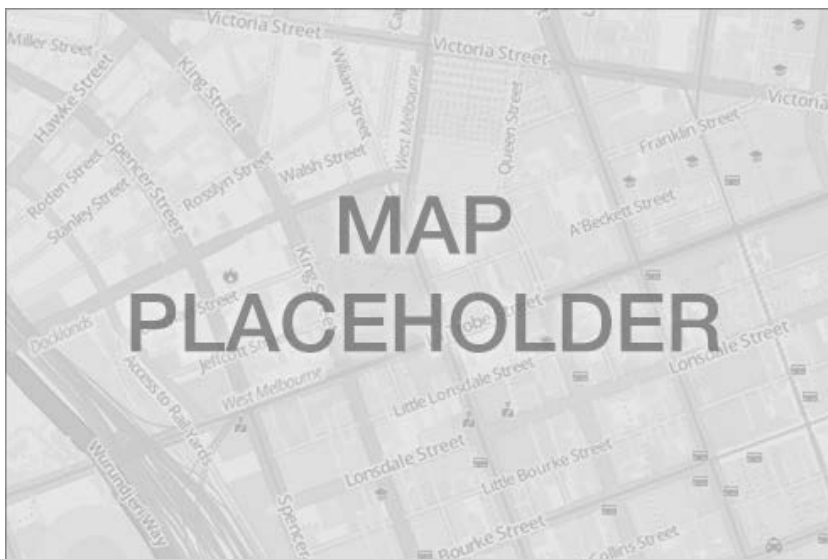
Legal name of your organisation *

Address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal Address

Address

Phone number *

Must be 8 digits - e.g. 01 2345 6789 or 0123 456 789

Organisational email address *

Website

Must be a URL.

Social Media

If your organisation has an active Social Media page include the URL here.

ABN (The ABN must relate to the organisation supplying the invoice for payment of the grant.) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type

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Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Please select your Federal Electorates from the drop down list *

Contact Details

* indicates a required field

Provide details of the person within the organisation accountable for the management, reporting and financial control of the project. Please note that these details may be published on the National Library of Australia website in the CHG Final Project Report.

Contact name *

First Name

Last Name

Position within organisation *

Phone number (business hours) *

Can be landline or mobile

Email address *

Your Organisation

* indicates a required field

Tick one box ONLY which best describes your organisation: *

- Archive
- Art gallery

- Community group
- Historical society
- Indigenous group
- Library

- Local authority / council
- Multicultural community group
- Museum
- Religious group
- University organisation
- Other

Community group includes (but not limited to) sporting clubs, craft and visual arts guilds, design groups, performing arts

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and literary groups, disability groups, health organisations, ex-service organisations, progress and professional organisations, agricultural societies, and environmental groups. Museums and libraries funded by local councils should select museum or library.

Describe your organisation and its history *

Word count:
Maximum 250 words.

Please provide details of paid and volunteer staff:

Full-time paid staff

Part-time paid staff

Estimated number of volunteers

Your Organisation's Budget

* indicates a required field

Funding Budget

Provide an estimate of your organisation's expected funding sources in 2024/25

This table should reflect funding for YOUR organisation, NOT the parent body of your organisation. Click on **Add More** for extra lines.

Source of funding	\$ (AUD)
Membership / subscription	\$
Admission fees	\$
Fundraising	\$
Donations	\$
Funding from your parent body (if applicable)	\$
Local government	\$
State government	\$
Federal government	\$
Grants	\$
Private	\$
Other	\$
	\$

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Budget Totals

Total Income Amount

\$

This number/amount is calculated.

If your organisation has received additional cash or in-kind support for your proposed CHG project (perhaps from a parent organisation, interested group or other grant programs), please provide verification of the details.

Attach letter or other verification

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Has your organisation previously received a Community Heritage Grant? *

- Yes
 No
 Unsure

Must be no more than 1 choice selected

If Yes, please record previous CHG application number(s) if known (e.g. 2022/174 significance assessment)

If your organisation has received grants (other than CHG) for collection management activities in the past five years, provide details of the two most recent grants.

Name of grant program, project title, amount and grant period

Name of grant program, project title, amount and grant period

Your Proposed Project

* indicates a required field

Project Title *

Maximum 25 words, e.g. preservation needs assessment of the [name] collection

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Project Category (tick the boxes that best describes your proposed project/s): *

- Preservation needs assessment
- Collection rehousing and storage
- Environmental control equipment
- Digitisation
- Conservation treatments
- Cataloguing software
- Other

At least 1 choice must be selected.

IMPORTANT: You **MUST** read the [CHG Round 2024 Guidelines](#) to ensure your project is aligned with the three stage process.

Attach Significance Assessment, Preservation Needs Assessment and/or any previous, relevant statements of significance and assessments. Also attach any references or letters in support of your project.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Describe recently completed preservation activities, noting other grant funding as applicable (including ALL PNA report prioritised and recommended activities).

Word count:

Maximum 250 words.

Project Description

What is the primary format of the collection material that relates to your application? *

- Documents
- Artefacts
- Audiovisual
- Mixed
- Other:

*Examples of **documents** include archival records, maps, books, manuscripts, photographs and pictures. Examples of **artefacts** include furniture, household items, textiles, toys and machines. Examples of **audiovisual** include sound recordings, videos, film and digital files.*

Provide a brief summary of the project, including the type of collection. This description may be used in public documents. *

Word count:

Must be no more than 100 words.

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Provide more detail on the proposed project. *

Word count:
Maximum 300 words.

How will you manage the project? *

Word count:
Maximum 250 words.

What are the expected outcomes of your project, including how it will improve access to the collection? *

Max 250 words

If undertaking a Preservation Needs Assessment, please provide details of your nominated assessor. *

Word count:
Max 75 words

Digitisation

Complete the following questions if you are applying for digitisation funding.

Provide a summary of the digitisation plan and/or further information on the project (see Guidelines - Attachment A for more information)

Word count:
Maximum 300 words.

If your organisation has a separate Digitisation Plan please attach.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

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Software purchase or one-off subscription costs

Complete the following questions if you are applying for cataloguing and collection management software.

Describe how items in your collection are currently registered and catalogued.

Word count:
Maximum 250

Describe your nominated software including purchase or licensing details, number of users, storage, size, formats, connectivity (see Guidelines - Attachment A for more information)

Word count:
Maximum 300 words.

Describe your software management and training plan: ie how staff will be trained, ongoing support and managing software upgrades.

Word count:
Maximum 300 words.

Project Budget

* indicates a required field

DETAIL YOUR PROPOSED PROJECT BUDGET EXPENDITURES IN THE TABLE BELOW.

Key points:

- Check the [Guidelines](#) on page 4 to confirm that all budget items are eligible.
- Grant total MUST NOT exceed **\$18,182 excluding GST / \$20,000 including GST**. This applies to the combined value of all applications submitted by one organisation in a single round.
- Consultancy fees for PNAs are funded at the standard rate of \$5,500 (excluding GST). This amount should be included in the project budget table.
- Attach quotes to support all budget expenditure including consultancy fees and associated travel. If your assessor is not located within your city or region and needs to travel to your organisation, include the cost of the consultant's travel to your location plus two days expenses. For information on calculating expenses see [ATO Tax Determination 2023/3](#) and the [ATO Cents per kilometre method](#) if the consultant is travelling by car.
- For conservation activities and collection management projects, itemise all proposed treatments, storage, equipment and software purchases/licensing costs.

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- If your proposed project depends on additional funds provided by your own organisation, this should be detailed in the "additional cash or in-kind support" question of the **Your Organisation's Budget** section.
- Click on **Add More** if extra lines are needed.

Requested Project budget items (consultant fees, travel, activities, materials)

Grant request (excluding GST)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Project budget totals

Total grant request (excluding GST)

\$

This number/amount is calculated.

Attach quotes for consultancy fees, travel, conservation and collection management activities and purchases. *

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Your Collection

* indicates a required field

Describe your organisation's entire collection, including the size and the types of material. If the proposal focusses on part of the collection, provide additional detail on the relevant collection material. If still relevant, you can draw upon responses from past CHG applications, although you must note any significant updates to the collection since that time. *

Word count:

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Maximum 500 words.

Describe how your collection (or the collection material that is the subject of the application) is managed, including who manages or is responsible for the collection, if it is catalogued and how it is stored. *

Word count:
Maximum 500 words.

Describe how your collection is made available to the public and main user groups (eg exhibitions, displays, online access, publications, access by researchers). *

Word count:
Maximum 300 words.

Is your collection (or collection material that is the subject of the application) predominantly Indigenous cultural material? *

- Yes
- No

If your collection is digitised, is it available in Trove? *

- Yes
- No
- Not digitised

Must be no more than 1 choice selected

Describe any current or planned preservation activities, including condition of items, deterioration risks, urgency of treatment.

Word count:
Maximum 300 words.

Attach supporting documents such as Preservation Policy or photographs of items most in need of treatment (limit of 6).

Attach a file:

A maximum of 6 files may be attached.

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Collection owners and partners

Does your organisation own the collection? *

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- Yes
 No

Select one choice only.

If no, include the contact details and a signed letter of consent from the collection owner.

Owner name

First Name

Last Name

Organisation (if applicable)

Owner Phone Number

Attach letter of consent.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Does your organisation have an agreement with another organisation to store, care for or exhibit the collection? *

- Yes
 No

If yes, provide details and a signed letter of support from your partner organisation for the application.

Word count:

Must be no more than 100 words.

Attach letter of support

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

National Significance of Your Collection

* indicates a required field

All significance assessments and new applications will be assessed for the national significance of the collection, against the criteria outlined in [Significance 2.0](#).

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A summary of the primary and comparative criteria, along with guidance on how to build a case for national significance is provided [here](#).

Why do you think your collection is of national significance? Please refer to the findings of your significance assessment report in your response. *

Word count:
Maximum 500 words.

Attach supporting documents such as photographs of the significant items, publications, reports or testimonials that justify your claims (maximum six attachments)

Attach a file:

A maximum of 6 files may be attached.

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Declaration

* indicates a required field

The President/Director and Contact Officer/Project Manager of the applicant organisation, are required to read and accept the Statements below and provide their name, position and contact details. If the President/Director and Contact Officer/Project Manager are the same person, the Declaration must be completed by another official officeholder.

The [Conditions of Grant](#) from the 2023 Round is provided for your information.

Statements *

- We have read and agree to abide by the CHG 2024 Guidelines, including the standard Conditions of Grant
- We confirm that the applicant organisation and proposed activities are eligible for the CHG program

Contact Officer / Project Manager

Director / President (or other official officeholder)

Name *

Name *

Position *

Position *

Email *

Email *

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Must be an email address.

Must be an email address.

Phone number *

Must be an Australian phone number.

Phone number *

Must be an Australian phone number.

Attachments Checklist

Attachments included with your application help our assessors to understand your collection and fully assess your application.

Tick all the listed documents that you have attached to this application:

- Significance Assessment
- Preservation Needs Assessment
- Collection description documents
- Photographs of collection items
- Preservation Policy
- Digitisation Plan
- Quotes for budget items (mandatory)
- Letters of support (for the project) / References
- Letter confirming in-kind or financial support
- Letter from collection owner and/or collection partner
- Other:

List and attach any other relevant documents.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Feedback

* indicates a required field

How did you hear about Community Heritage Grants? *

- CHG e-flyer
- NLA website
- Internet search
- Social media
- Local media
- Local government
- Museums & libraries

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- Previous recipient/applicant
- Professional network (including consultant)
- Word of mouth
- Other:

Please tick all applicable boxes

Have you used SmartyGrants previously? *

- Yes
- No

Must be no more than 1 choice selected

How would you rate the application process, including the online application, CHG Team support and other resources? *

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Please provide any additional comments and/or suggestions on the application process.

Word count:

Must be no more than 150 words.

Thank you for your feedback on the CHG application process.