2025 Round Community Heritage Grants Application (New)
Form Preview

Applicant Details
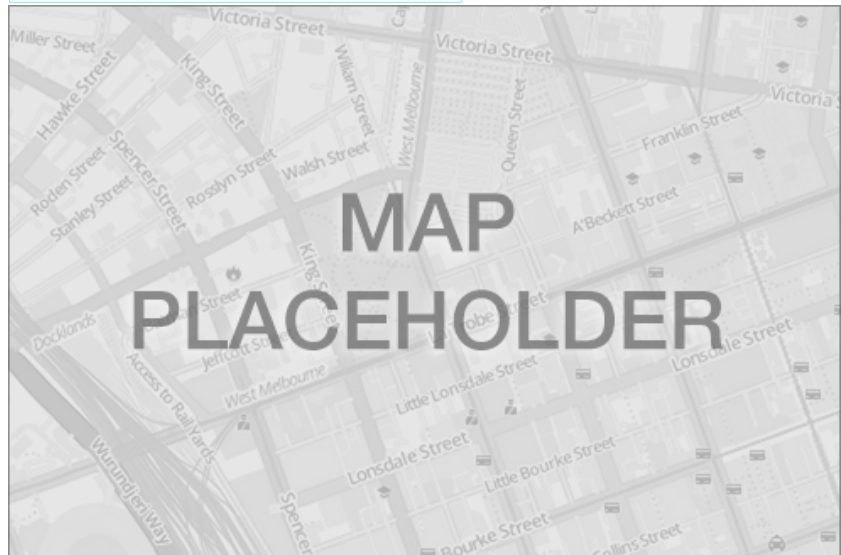
* indicates a required field

Legal name of your organisation *

Organisation Name

Address *

Address

Postal Address *

Address

Phone number *

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

Organisational email address *

Website

Must be a URL.

Social media page

If your organisation has an active social media page include the URL here.

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ABN (must provide the ABN of the organisation providing the invoice for the grant payment.) *

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

Please select your Federal Electorate from the drop down list. *

Visit Australian Electoral Commission https://electorate.aec.gov.au/ to find your federal electorate

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. These details may be published on the NLA website in the CHG Final Project Summaries 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 that best describes your organisation: *

○ Archive

○ Art gallery

○ Community group

○ Historical society

○ Indigenous group

○ Library

○ Local government / council

○ Multicultural community group

○ Museum

○ Religious group

○ University organisation

○ Other

Community group includes (but not limited to) to sporting clubs, crafts and arts guilds, performing arts groups, disability and 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 200 words.

Paid and Volunteer Staff

Please provide numbers of paid and volunteer staff.

Full-time paid staff

Estimated number of volunteers

Part-time paid staff

Your Organisation's Budget

* indicates a required field

Funding Budget

Provide an estimate of your organisation's expected funding sources in 2025/26.

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	$
	$

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 (eg from a parent organisation, interested group or other grant programs), please describe and if available, attach letter or other verification of the details.

Details of other funding

Must be no more than 100 words.

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, record previous CHG application number(s) if known (eg 2022/174 significance assessment). *

If your organisation has received collection management grants (other than CHG) 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

You **MUST** read the CHG 2025 Guidelines to ensure your project is eligible and complies with the three stage process.

If you are applying for more than one type of project, please discuss with the CHG Team. The combined value of projects applied for in a single round must not exceed $20,000 (including GST) and must be completed within one year.

Project Title *

Maximum 20 words, e.g. Significance Assessment of the [name] collection

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

☐ Significance Assessment (SA)
☐ Preservation Needs Assessment (PNA)
☐ Conservation treatment
☐ Collection rehousing & storage
☐ Environmental controls
☐ Digitisation
☐ Cataloguing Software

List and attach SA, PNA and/or any previous, relevant statements of significance and assessments. Please identify pages in SA or PNA reports that present key recommendations in support of this project. Also attach any references or letters of support.

Word count:
Must be no more than 100 words.

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 or planned preservation activities, noting other grant funding as applicable (including all PNA report recommended activities).

Word count:
Maximum 250 words.

Project Description

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

☐ Documents   ☐ Mixed

☐ Artefacts   ☐ Other: [   ]

☐ Audiovisual

*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:
Maximum 100 words

Provide more detail on the proposed project. *

[   ]

Word count:
Maximum 300 words.

If undertaking a SA or PNA provide details of your nominated assessor.

[   ]

Word count:
Maximum 75 words

How will you manage the project? *

[   ]

Word count:
Must be no more than 200 words.

What are the expected outcomes of your project, including how it will improve access to the collection, conservation and collection management improvements, support for staff / volunteers? *

Must be no more than 200 words.

If your organisation does not receive CHG funding, will this project, or part of it, go ahead? Provide details.

Word count:
Must be no more than 100 words.

Digitisation

Complete the following questions if you are applying for digitisation funding. See Guidelines - Attachment A for guidance on what information should be included.

Provide details of your nominated digitisation supplier and their relevant experience.

Word count:
Must be no more than 100 words.

Provide a summary of the Digitisation Plan and/or further information on the project, addressing key issues (collection handling, technical standards, public access, ongoing management of digital content, copyright arrangements).

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.

Software Purchase or One-off Subscription Costs

Complete the following questions if you are applying for cataloguing and collection management software. See Guidelines - Attachment A for guidance on what information should be included.

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

Word count:
Must be no more than 200 words.

Describe your nominated software, including purchase or licensing details, number of users, storage, size, formats, connectivity with other platforms (eg Trove, Victorian Collections, Collections WA). Why is this software option the best fit for your collection and organisation?

Word count:
Maximum 250 words

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

Word count:
Maximum 250 words

Project Budget

* indicates a required field

DETAIL YOUR PROPOSED PROJECT BUDGET EXPENDITURES IN THE TABLE BELOW.

Key points:

- **Read the Guidelines to check ineligible projects and costs (page 4) and details of allowable expenses, including travel costs on pages 6-7.**
- Grant total MUST NOT exceed **$18,182 excl GST / $20,000 incl GST.** This includes the combined value of all applications from one organisation in a single round.
- Consultancy fees for SAs and PNAs are funded at the standard rate of $5,500 (excluding GST). Include this amount in the project budget table. If your assessor must travel to your organisation, you can seek funding for associated costs - see the Guidelines for more information. Links to Australian Tax Office guidance are provided for your convenience: ATO Tax Determination 2024/3 (reasonable accommodation and meals allowances) and ATO Cents per kilometre method (allowances if travelling by car).
- Attach quotes to support all budget expenditure, including consultancy fees and associated travel. You can also attach the assessor's CV in this section.
- For conservation and collection management projects, itemise all proposed treatments, storage, equipment and software purchases / subscription costs.
- Click here for examples of project budgets.

- If your own organisation is contributing funds to the project please detail in the "additional cash or in-kind support" question in the **Your Organisation's Budget** section.
- Click on **Add More** if extra lines are needed.

Requested Project Budget items (eg consultancy 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. Assessor CVs can also be attached here. *
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 types of material. If the proposed activity relates to part of the collection, please provide additional detail on the relevant collection material. *

Word count:
Maximum 500 words.

Describe how your collection (or the collection material that is the subject of the application) is managed, including responsible staff, cataloguing, storage and collection management activities. *

Word count:
Maximum 500 words.

Describe how your collection is made available to the public and main user groups (eg exhibitions, 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 250 words.

Attach any supporting documents in relation to your collection, eg exhibition catalogues, publications, collection management policies or photographs of items most in need of treatment (limit of 6).
Attach a file:

• 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? *
○ Yes

○ No
Select one choice only.

If no, provide details of the owner (individual or organisation) and the management arrangements, and attach a signed letter of consent from the owner below.

Does your organisation have an agreement with another organisation to store, care for or exhibit the collection? *
○ Yes
○ No

If yes, provide details on the agreement and attach a signed letter of support from your partner organisation below.

Must be no more than 100 words.

Attach letters of consent / support from collection owners or partners (including contact details).
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 other new applications will be assessed for the national significance of the collection, against the criteria outlined in Significance 2.0.

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

Please select the significance criteria where your collection has strong claims.
☐ Historic (primary criteria)
☐ Artistic or aesthetic (primary criteria)
☐ Scientific or research (primary criteria)
☐ Social or spiritual (primary criteria)
☐ Provenance (comparative criteria)
☐ Rarity or representativeness (comparative criteria)
☐ Condition or completeness (comparative criteria)
☐ Interpretive capacity (comparative criteria)

Why do you think your collection is of national significance? Please draw upon the significance criteria in your response. *

Word count:
Maximum 500 words.

Attach supporting documents in relation to the national significance of your collection, such as photographs of 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 (2024 Round) and the CHG 2025 Guidelines are provided for your information.

Statements *
☐   We have read and agree to abide by the CHG 2025 Round 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** *
Must be an email address	Must be an email address
Phone number *	**Phone number** *

Must be an Australian 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:

☐ Quotes for all budget items (mandatory)
☐ Significance Assessment
☐ Preservation Needs Assessment
☐ Collection description documents
☐ Photographs of collection items
☐ Collection management policies
☐ Digitisation Plan
☐ Letters of support / References
☐ Letter confirming in-kind or financial support
☐ Letters 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
☐ National Library of Australia website
☐ Internet search
☐ Social media
☐ Local media
☐ Local government
☐ Museums, historical societies & libraries
☐ 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.

Maximum 150 words

Thank you for your feedback on the Community Heritage Grant application process.