

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

### Applicant Details

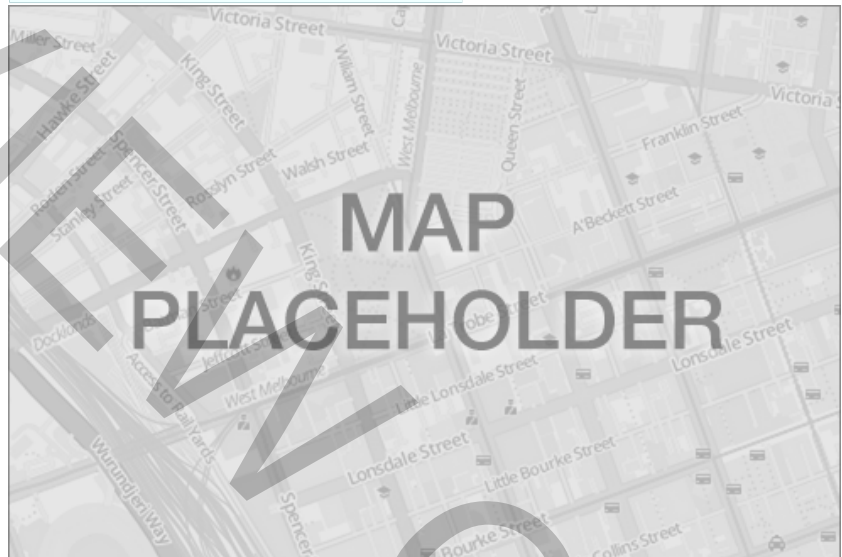
\* indicates a required field

**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.

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

**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                                  | <a href="#">More information</a> |
| 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

**Must provide contact 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

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

\* 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 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 the total 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 2026/27.**

This table should reflect funding for YOUR organisation, NOT your parent body. 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                              | \$       |

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

|                    |    |
|--------------------|----|
| State government   | \$ |
| Federal government | \$ |
| Grants             | \$ |
| Private            | \$ |
| Other              | \$ |
|                    | \$ |

### Budget Totals

#### Total Income Amount

\$

This number/amount is calculated.

**If your organisation has received other funding such as additional cash or in-kind support for your proposed CHG project (eg from a parent body, interested group or other grant programs), please describe and if available, attach letter or other verification.**

#### 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 received and grant period**

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

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

### Your Proposed Project

\* indicates a required field

Before proceeding, you **MUST** read the [CHG 2026 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 contact CHG staff for discussion. 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, eg 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 below 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

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

### 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:

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. Reminder: Applicants for SA and PNA reports must identify a suitable consultant and provide a quote.

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, support for staff / volunteers? \*

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

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 for specialist providers to digitise collection material. See [CHG 2026 Guidelines](#) - Attachment A for guidance on eligible digitisation activities and what information should be included. **Not Eligible:** Funding to purchase scanning or photography equipment or salary or internal labour costs to undertake in-house digitisation*

**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 issues such as technical standards, copyright arrangements, public access, ongoing management of digital content.**

Word count:  
Maximum 300 words.

**If your organisation has a separate Digitisation Plan please attach below.**

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 [CHG 2026 Guidelines](#) - Attachment A for guidance on eligible activities and on what information should be included.*

# 2026 Round Community Heritage Grants Application (New) Form Preview

**Describe how collection items 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, and connectivity with other platforms (eg Trove, Victorian Collections, Collections WA). Why is this software 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 [CHG 2026 Guidelines](#) to check ineligible projects and costs (page 4) and details of allowable expenses, including travel costs on pages 6-7.
- The combined value of all applications from one organisation in a single round MUST NOT exceed a grant total of **\$18,182 excl GST / \$20,000 incl GST**.
- Consultancy fees for SAs and PNAs are funded at the standard rate of \$5,500 (excl 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 [CHG 2026 Guidelines](#) for more information. Links to Australian Tax Office guidance are provided for your convenience: [ATO Tax Determination 2025/4](#) (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.
- For conservation and collection management projects, itemise all proposed treatments, storage, equipment and software purchases / subscription costs.
- Click here for [examples of project budgets](#).

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

- 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 (page 4).
- Click on **Add More** if extra lines are needed.

**Requested Project Budget items (eg consultancy fees, travel, activities, materials)**

**Grant request (excl GST)**

|  |    |
|--|----|
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |

### Project Budget Totals

**Total grant request (excl 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 volume and types of material. If the proposed activity relates to part of the collection, provide additional detail on the relevant collection material. \***

Word count:

Maximum 500 words.

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

**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? if Yes please refer to the Indigenous Cultural Material heading in the CHG 2026 Guidelines: \***

- 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 for your collection below (eg. exhibition catalogues, publications, collection management policies or photographs of items most in need of treatment) (maximum six attachments).**

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? \***

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

- 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.**

**Attach signed letter of consent from the collection owner (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.

**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 signed letter of support from your partner organisation (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 SAs 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, including guidance on how to build a case for national significance is provided [here](#).

**Select the primary significance criteria where your collection has strong claims. \***

- |  |   |
|--|---|
| <input type="checkbox"/> Historic              | <input type="checkbox"/> Scientific or research |
| <input type="checkbox"/> Artistic or aesthetic | <input type="checkbox"/> Social or spiritual    |

At least 1 choice must be selected.

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

**Select the comparative significance criteria where your collection has strong claims. \***

- |   |  |
|---|--|
| <input type="checkbox"/> Provenance                   | <input type="checkbox"/> Condition or completeness |
| <input type="checkbox"/> Rarity or representativeness | <input type="checkbox"/> Interpretive capacity     |

At least 1 choice must be selected.

**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 (eg. 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 following persons of the applicant organisation:

- President or Director
- Contact Officer or Project Manager

Are all required to read and accept the Statements below and provide their name, position and contact details.

If the above roles are the same person, the Declaration **MUST** be completed by another official officeholder

The Conditions of Grant (2026 Round) and the [CHG 2026 Guidelines](#) are provided for your information.

**Statements \***

- We have read and agree to abide by the CHG 2026 Round Guidelines, including the standard Conditions of Grant
- We confirm that the applicant organisation and proposed activities are eligible for the CHG program

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

### Contact Officer / Project Manager

Name \*

Position \*

Email \*

Must be an email address

Phone number \*

Must be an Australian phone number

### Director / President (or other official officeholder)

Name \*

Position \*

Email \*

Must be an email address

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 (SA)
- Preservation Needs Assessment (PNA)
- 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

# 2026 Round Community Heritage Grants Application (New)

## Form Preview

**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 Staff support and other resources? \***

- Excellent
- Good
- Satisfactory
- Unsatisfactory

**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.