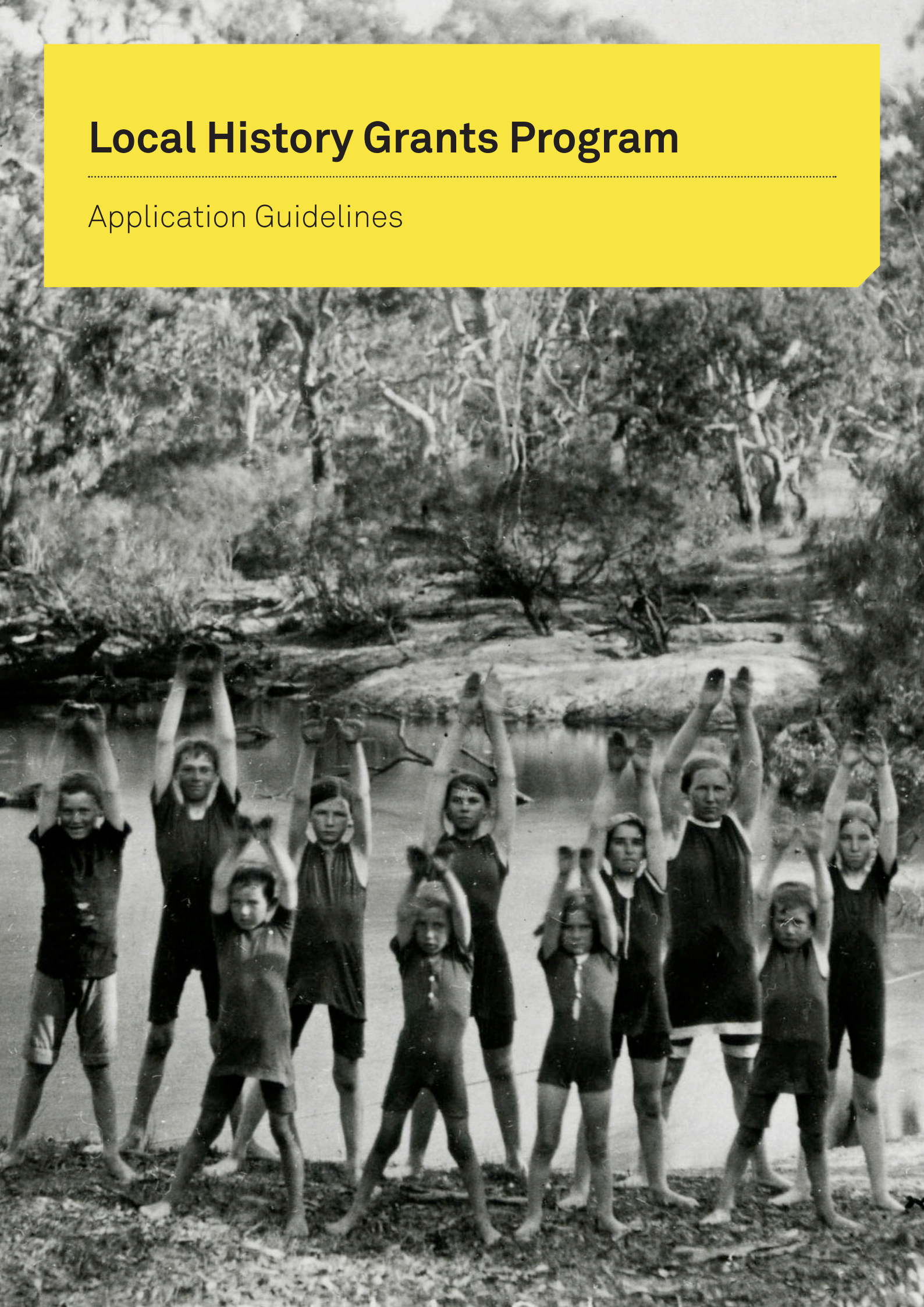# Local History Grants Program

Application Guidelines

Background Information

What is the Local History Grants Program?

The *Local History Grants Program (LHGP)* encourages and fosters community activities that preserve, record and share the local, social and community history of Victoria and Victorians.

The Program supports the efforts of the many community groups and organisations that collect and preserve the materials and memories from Victoria's past. It aims to encourage collaboration and partnerships between volunteer groups to undertake projects (e.g. oral history, digitising, and interpretation) as well as to develop skills and resources to support community collections.

Small grants of up to $15,000 are made for the preservation and sharing of Victorian history by a variety of local community based organisations interested in telling the stories from their own communities, preserving their collections and increasing opportunities for the public to engage with the past.

Grants are required to be fully expended, and the project completed and acquitted, within a three year period.

The Program is administered by Public Record Office Victoria on behalf of the State Government of Victoria

Why is the Victorian Government funding these projects?

The Victorian Government recognises that community history is an important part of Victoria's memory.

Through the Local History Grants Program, the Victorian Government provides support to community-based organisations in the preservation and care of Victoria's rich cultural heritage, within and across communities. The grants also recognise the importance of increasing the public's access to our State's multifaceted history through a diverse range of platforms and experiences. Researching, writing and publishing the history of local communities is a popular activity and one of the ways in which Victorians connect with each other and their past. The program aims to provide support for these mostly volunteer activities, to increase the skills of volunteer local historians and to help ensure the care and management of our State's history.

Glossary

Preservation

All actions taken to retard deterioration of or prevent damage to cultural material. Preservation involves controlling the storage or exhibition environment, and conditions of use of an artefact or collection. It may include treatment in order to maintain an object, as nearly as possible, in a stable state.[1]

Conservation

All actions aimed at safeguarding cultural material for the future. Its purpose is to study, record, retain or restore the culturally significant elements of an object with minimal intervention.[2]

Eligibility Criteria

Who can apply?

To apply for a grant through the Local History Grants Program your organisation will need to meet the following criteria.

The organisation applying must be:

a) Based in Victoria

b) Not-for-profit

In addition your organisation will ***also*** need to be:

c) Registered with the Office of Consumer Affairs Victoria as either an Incorporated body or Association, Co-operative, **OR** be auspiced by a group with this status and

d) Have an Australian Business Number (ABN) **OR** be auspiced by a group with an ABN (e.g. Council, Library etc.)

Applications from organisations affiliated with, or funded through, State or Federal Government will be considered provided the project is undertaken in partnership with a community based organisation that fits the aforementioned criteria **AND** the project demonstrates strong community involvement and lasting benefit. Partnership organisations might include:

•   Statutory authorities

•   Local councils

•   Universities

•   Libraries

•   State Schools

If you are not sure about your organisation's legal entity status, consult your Treasurer or Financial Officer.

Non-government organisations funded to deliver services to children by Victorian government departments, including Public Record Office Victoria, will be required to be:

- incorporated separate legal entities that can be sued in child abuse proceedings

- appropriately insured against child abuse

Further information about the requirements can be found at: https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new

Who cannot apply?

Funding will not be provided to:

- Individuals

- Organisations that have an incomplete or overdue project funded in a previous round of the LHGP. This includes projects that have not formally submitted a Project Completion Report

- Commercial organisations or bodies established for profit making purposes

- State government authorities

- Organisations that do not meet the Eligibility Criteria outlined above, or

- Organisations that have failed to abide by the terms and conditions of previously awarded Local History Grants

What sort of projects will be considered for funding?

Projects that are considered for funding demonstrate strong community involvement and outcomes. These can include, for example:

- The recording of **oral histories**

- The preparation of local history **e-publications**

  Please refer to the LHGP FAQs for guidance and further information **www.prov.vic.gov.au/community/grants-and-awards/local-history-grants-program/local-history-grants-faq**

- **Conservation** of objects and records

  If a conservator is engaged, they <u>must</u> be a Professional Member of the Australian Institute for the Conservation of Cultural Materials (AICCM) **aiccm.org.au/need-a-conservator**

- Cataloguing of objects and records

- The development and production of **exhibitions**

- **Online projects** that provide local history information or resources including exhibitions and websites

- **Training** in local history or collection management skills

- The design and production of **interpretation panels** and **signage** for heritage sites and walks

- The **digitisation** and **online publishing** of collection items and local history information (Note that this does not include the digitisation of public records)

- **Digital storytelling** including film and DVD projects

- **Apps** for mobile devices

- **Consultancy fees** for the provision of specialist skills not found within the organisation

- The purchase of **archival quality materials**

- The purchase of **high standard storage and display cases**

  The LHGP will only fund the purchase and installation of storage products and display cases which are designed to ensure that objects and collections items are not affected by the materials from which the products and display cases are constructed

- **Newspaper digitisation** projects

  If your project requires material support from State Library Victoria (SLV), **a letter acknowledging this agreement must be supplied as part of the application**

- **Microfilm digitisation** projects

  When digitising from microfilm, where possible, seek the master copy for better results. If you are using funding for a service provider to undertake the digitisation on your behalf, quotes must be included with your application; applications without quotes will not be considered

- **Equipment and assets** to display or preserve collection

  Items such as Information Technology (for example computers, scanners and hard drives), digitising equipment, display cases or archival shelving will be considered for funding; however you **must** demonstrate the organisation's need and the ongoing use of the equipment beyond the life of the project

Projects relating to Aboriginal and Torres Strait Islander Communities and Histories

Any project relating to Aboriginal and Torres Strait Islander communities, collections or history must include as a part of the application documented evidence that advice and guidance has been sought from the community affected by the project. This can take the form of a letter of support.

What will not be considered for funding?

The Local History Grants Program does not fund:

- Projects related to history outside the state of Victoria

- Hard copy printed publications

- Digitising of temporary or permanent public records

- Launch events, catering, marketing, advertising, promotion and media

- Travel costs

- Development of cataloguing software

- Capital works, building and infrastructure projects for example:

  o construction and repair of buildings to store objects, or

  o conservation of building fabric

- Provision of cash prizes, commercial gifts or grants to third parties

- Retrospective costs – costs that the organisation has already paid for out of its own funds or costs incurred prior to successful grants being awarded

- Ongoing operational costs such as salaries for ongoing positions, rent or utilities. This includes salary costs of staff who may be managing or involved in the project

- Applicants who do not meet the Eligibility Criteria outlined in these guidelines

- Applications not submitted in the format specified in these guidelines

- Applications submitted after the funding round has officially closed, or

- Projects that will be completed prior to receipt of funds and/or outside of the three year completion of the funding round

The Application Process

How do I apply?

Applications must be submitted online via a link from the PROV Grants and Awards web page **https://www.prov.vic.gov.au/community/grants-and-awards/local-history-grants-program**

This link will be available once the application period has opened.

The online Application Form must be completed by a person authorised to submit the application on behalf of the applicant organisation. The online application system allows applications to be saved and completed later.

It is recommended that applicants start the process early to allow sufficient time to obtain necessary supporting documents.

The applicant must register as a user in order to 'Save as Draft' or 'Submit' an Application Form. If you are already a Grants Online registered user, you will be directed to enter your username and password when you 'Save as Draft' or 'Submit' the application. If you are not a Grants Online registered user, you will be directed to create a username and password when you 'Save as Draft' or 'Submit' the application.

As part of your application you may need to submit supporting documentation such as scanned or PDF copies of letters from partner organisations, auspice organisations as well as quotes for goods or services. These will need to be uploaded at the end of the Application Form.

Please note that:

- Incomplete or late applications will not be considered

- Applications submitted in any other format will not be accepted or processed

- Changes and revisions to grant applications will not be accepted after the grants application period closes

- Applicants will receive a receipt of their submission and reference number via email

- **Submission of an application does not necessarily result in funding approval**

Things to consider in your application

All applications will be assessed against the Judging and Assessment Criteria and in the context of other applications to the same funding round. **Successful projects may not be announced until early in the 2021–2022 financial year, so take this into consideration as part of your project plan.**

This is a highly contested program and it is strongly recommended that you consider the following points when preparing your application.

Professional grant writing services

If you choose to use the services of a professional grant writer please ensure that your application fully describes the **unique** circumstances of your **organisation** and **the project** for which you are seeking funding.

A guide to completing your application

Name of your project (30 word limit)

This is the name that will be used to refer to your project and may be used for media or public announcements. Think of a title that best reflects your project to a broad audience for example "McGregor Fire Brigade History e-book", "Sunnydale Conservation and Cataloguing Project" or "Purchase of two cabinets to store Hillwood's archives".

Project Outcome – What is going to be the final output/deliverable of your project (100 word limit)

What will the project deliver? For example, oral history recorded, exhibition held, website launched etc.

Project aim – What are you going to do? (200 word limit)

This is where you have the chance to describe the aims of your project. You have 200 words to tell someone about your project – how would you convince them to fund it? **Use of dot points is acceptable**. You may wish to consider the following points when describing your project:

What is the aim of the project?

What is your project trying to do or achieve? Describe the benefits of the project to your organisation and the broader community. Outline the ongoing legacy of the project beyond the final product.

Why are you doing the project?

Describe why there is a need for this project. Provide details of any consultation you have had with other community groups or relevant organisations, or research undertaken which demonstrates this need. How will this project meet these needs?

Project Participants – Who is going to be involved in your project and what are their roles (200 word limit)

Who is going to be involved?

Who will manage and work on the project, what are their skills and expertise? Describe the role of any partnerships, consultants or other groups that will work with you on the project. Also, for example, think about skills that may be developed in your own organisation as result of the project, collaborative partnerships made or how items may be better accessed by the community. You may want to use dot points.

Grant Expenditure (150 word limit)

If you were successful, outline exactly how the **grant money** you are asking for will be used. You will need to explain the cost and/or products.

Project Plan (200 word limit)

How will you manage the project?

What are the timeframes for your project? You will need to include a detailed project timeline outlining key milestone/deliverable dates.

Note: Projects may not be announced until early in the 2021–2022 financial year. Projects that are completed prior to receipt of funds, and/or fall outside of the three year acquittal period are ineligible. The Local History Grants Program does not fund retrospective costs.

Project Audience (300 word limit)

Describe who your target audience is and how the project will benefit this group. How will the final product provide ongoing community benefits beyond the life of the project?

Project Budget
(Use the table format supplied)

You will need to provide a detailed budget breakdown, outlining the use of Local History Grants Program funds and other funding sources being used for the project.

When filling in the budget please be aware that the **Total Income** of the project **MUST EQUAL** the **Total Expenditure** of the project.

The budget table template in the Application Form includes lists of common project expenditure categories which may or may not be applicable for your project. If there is not a common term, use 'Other' where applicable. You only need to fill in the categories that relate to your project budget.

Applicants should provide as much information as possible, including other income or 'in-kind' funding. When calculating 'in-kind' support, volunteer time should be calculated at a minimum of $25 per hour, or as appropriate for the tasks being undertaken.

Should you include GST in your project budget?

If you **are registered for GST** you must not include GST in your income and expenditure figures. You will be paid GST on top of the amount requested*.

If you **are not registered for GST** you must include the total income and expenditure costs to your organisation. This is the total amount that you will be paid.

*If you are a Government Related Entity (GRE) you may not be subject to GST. If you meet the criteria you must include the total income and expenditure costs to your organisation. This is the total amount that you will be paid.

Further information regarding GST between Government Related Entities can be found at: **https://www.ato.gov.au/Business/Government-entities/In-detail/GST-and-payments-between-government-related-entities---overview/**

Auspice organisations

If you are using an Auspice organisation please ensure that the auspicing organisation is aware that, should your application be successful, they will be responsible for signing the funding agreement, and receiving the funds. **A letter of acknowledgment from the auspicing organisation must be included in your application**. If you need to find an auspicing organisation, consider places such as libraries, local councils, museums etc.

Supporting Documentation

Supporting documentation may include quotes for goods and services that are part of the project, and acknowledgement of participation or partnerships, auspicing agreements, drawings, images etc. If using a consultant, please provide their resume as evidence of their qualifications.

Supporting documentation will need to be uploaded as an attachment to your application.

Letters from partner or auspicing organisations should detail their contribution to the project, their role, and names and addresses of the key contact person.

Please note that applications that do not provide quotes (where applicable) or evidence of partner support will not be considered further.

Uploading Attachments

At the end of the Application Form upload any supporting documentation. Note that there is a 5MB document size limit per item and a maximum of **six (6)** attachments per application.

Privacy

Public Record Office Victoria is committed to protecting the personal information we collect, and complies with our obligations under the *Privacy and Data Protection Act 2014* (Vic).

Protecting your privacy and your personal information is an important aspect of the way we create, organise and implement our activities online and offline.

Collecting personal information

You can access the **www.prov.vic.gov.au** website and browse the site without disclosing personal information. We will only record your email address and/or contact details if you apply for a Local History Grant or send us an email enquiry.

The personal information we may collect includes:

• The content of any electronic Application Forms you submit via the website, requesting us to consider a grant, and

• Any messages or comments you submit to our email enquiry address, which may include personal information such as name, email address and telephone number.

Use and disclosure

Your personal information and the details of your correspondence will be dealt with in accordance with the *Public Records Act 1973* (Vic) and the *Privacy and Data Protection Act 2014*.

We will only use and disclose certain personal information for:

• receiving, assessing and administering your grant application and, if successful, funded grant

• purposes related to that primary purpose and which are within the reasonable expectations of users (such as judging, assessment and awards)

• other purposes to which you have consented, and

• other purposes permitted by the *Privacy and Data Protection Act 2014* (Vic).

Any financial details that you submit as a part of your application will only be used for the purpose of making a grant to you if you are successful. Your organisation name, project, contact details and the grant amount awarded may be provided to your local Member of Parliament and media for the purposes of promoting your project and the program as provided in the *Terms and Conditions of the Funding Agreement*.

You may request access to a copy of PROV's *Privacy Policy* in relation to the management of personal information. If you have a query about how your information and privacy is managed by PROV, please contact us.

Access and correction
Should you wish to gain access to, amend or correct, personal information held by PROV in relation to the Local History Grants Program, please contact us by emailing **grants@prov.vic.gov.au**

Assessment

Judging Process

Local History Grant Program applications are assessed by an independent panel consisting of a minimum of five judges. Judges appointed to the panel bring together a range of expertise which may include representatives in the fields of history and/or heritage, cultural and social history, archives, museum collection management, curators, academics, Aboriginal and Torres Strait Islander programs, multicultural programs or other related areas.

All projects will be assessed against the Judging and Assessment Criteria and ranked in order of the judges' final assessments. Shortlisted projects will be considered for funding until all funds ($350,000) have been distributed.

This is a highly contested process based on a majority vote. Applicants should be aware that not all projects that may be considered worthy of funding will be successful. Judges may, on occasion, consider part-funding a project depending on the total funds available and the outcomes of the project.

A final list of recommended projects will be forwarded to the Minister for Government Services for approval. Successful projects will be announced after this process has been finalised. This is expected to be early in the 2021–2022 financial year. Applicants are encouraged to visit the grants webpage for updates or subscribe to the *Despatch* newsletter on our website.

The Judging Panel's decision is final and no discussion or correspondence will be entered into.

Judging and Assessment Criteria

The following criteria will be used by the independent judging panel when assessing applications for funding. It is highly recommended that applicants refer to the Assessment Criteria when completing their Application Form responses.

Project proposals are assessed against the following criteria. The project:

- Will result in the preservation, recording and/or increased access to Victorian history
- Has clear aims, objectives and well defined strategies for the delivery of the project evidenced by a well-developed project plan with realistic milestones and timeframes
- Has a clearly defined end-product and outcome (such as oral history, website, interpretive signage etc.)
- Demonstrates the capability of the applicant to deliver and implement the proposed project within the specified timeframe
- Demonstrates community benefit and ongoing value (e.g. development of new skills, networks established, improving access or awareness etc.)
- Communicates local historical information to a broader audience (i.e. beyond the immediate organisation and its membership)
- Provides evidence of strong support and/or involvement for the project from the local community
- Provides clear and realistic costing as to how the grant money will be spent as demonstrated in the application budget
- Provides value for money, and
- Will be completed within three (3) years after the awarding of the grant if the application is successful.

Grants Announcement

When will I find out the results of my grant application?

Notification of the outcome of your application may not be received until early in the 2021–2022 financial year.

What happens if my grant is successful?

If you are successful, your organisation will be required to enter into a funding agreement with Public Record Office Victoria. This agreement includes the grant *Terms and Conditions*, funding obligations, timeframes, and reporting requirements. This document must be completed by an authorised officer with delegation to enter into a legal agreement.

Payment of Grants Funds

Payment of the full grant amount awarded will be provided to successful applicants via Electronic Funds Transfer (EFT) after the funding agreement is returned to Public Record Office Victoria. Details regarding grant payment methods will be made available to successful applicants with the funding agreement.

Reporting

Successful organisations will be required to provide annual project updates as part of the funding agreement.

If you have changes to your project (e.g. changes to completion dates, project contacts etc.) you will need to fill in a Variation Form and forwarded it via email to **grants@prov.vic.gov.au**

At the conclusion of the project, organisations are required to provide a final Project Completion Report.

All reporting templates and forms are available on the PROV website.

Publicity Guidelines

Successful applicants are required to acknowledge the support provided by the Victorian Government. This acknowledgement must be included in any relevant publication, promotional material, or news releases. Successful applicants should refer to the Project Completion Advice guidelines for details on branding and use of logos. **Failure to meet these requirements may result in future grant applications not being considered.**

Further Information

You can find further information about completing and submitting your Local History Grants application on our website **https://www.prov.vic.gov.au/community/ grants-and-awards/local-history-grants-program**

For support regarding your application you can contact grants@prov.vic.gov.au

[1] Adapted from the National Conservation and Preservation Policy and Strategy Part 4 https://aiccm.org.au/sites/default/files/docs/ CAN_resources2014/con_strategy_pt4.pdf

[2] National Conservation and Preservation Policy and Strategy Part 4 https://aiccm.org.au/sites/default/files/docs/CAN_resources2014/ con_strategy_pt4.pdf

Victorian Archives Centre
99 Shiel Street
North Melbourne
10am–4.30pm
Monday to Friday
(and the second and last Saturday of the month)

prov.vic.gov.au
enquiries@prov.vic.gov.au
03 9348 5600

Ballarat Archives Centre
Eureka Centre
102 Stawell Street South
Ballarat Central
10am–4.30pm
Monday to Thursday

Bendigo Regional Archives Centre
1st Floor Bendigo Library
251-259 Hargreaves Street
Bendigo
10am–4.30pm
Wednesday and Thursday

Geelong Heritage Centre
Geelong Library and Heritage Centre
51 Little Malop Street
Geelong
Check website for hours

Days and hours may vary depending on coronavirus (COVID-19) restrictions.
Please check our website for the most accurate information.

Public Record Office Victoria

VICTORIA State Government