

# Local History Grants Program

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Application Guidelines Round 2023–24





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## 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, which provides grants of up to \$15,000, supports the efforts of the many community groups and organisations that collect and preserve materials and memories from Victoria's past. It aims to encourage collaboration and partnerships between volunteer groups to undertake projects, as well as to develop skills and resources to support community collections, while increasing the 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 LHGP, the Victorian Government provides support to community-based organisations, in the preservation and care of Victoria's rich cultural heritage. The grants also recognise the importance of increasing the public's access to our State's history through a diverse range of platforms and experiences.

## Eligibility Criteria

### ***Who can apply?***

To apply for a grant through the LHGP an organisation will need to meet the following criteria.

The organisation applying must be:

- a) Based in Victoria
- b) Not-for-profit
- c) Registered with Consumer Affairs Victoria as either an Incorporated body, Association or 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.

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 the Victorian government 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. Please be aware that this may also include any outstanding accountability reports with any State Government Department.
- Organisations that have failed to abide by the terms and conditions of previously awarded Local History Grants.
- Commercial organisations or bodies established for profit making purposes.
- State government authorities.
- Organisations that do not meet the Eligibility Criteria outlined above.

### ***What projects will be considered for funding?***

Projects that are considered for funding demonstrate strong community involvement and outcomes. Project applications are required to include supporting documentation such as quotes and written approval from project partners and participants where appropriate. Although not an exhaustive list of eligible projects, some examples include:

- The recording of **oral histories**.
- The preparation of local history **e-publications**.
- **Conservation** of objects and records. If a conservator is engaged, they must be a Professional Member of the Australian Institute for the Conservation of Cultural Materials (AICCM)\*.
- **Cataloguing** of objects and records.
- The development and production of **exhibitions**.

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- **Online projects** that provide local history information or resources including exhibitions and websites.
  - **Training** in local history or collection management skills that are not already accessible via state government bodies.
  - The design and production of **interpretation panels** and **signage**.
  - The **digitisation** and **online publishing** of collection items and local history information (this does not include the digitisation of public records).
  - **Digital storytelling** including film, podcasts and augmented reality experiences.
  - **Apps** for mobile devices.
  - **Significance Assessments** and **Preservation Needs Assessments**.
  - **Consultancy fees** for the provision of specialist skills not found within the organisation.
  - The purchase of **archival materials** to house collections and/or museum standard **storage** and **display cases**.
  - **Newspaper digitisation** projects\*\*.
  - **Microfilm/microfiche digitisation** projects\*\*\*.
  - **Information Technology equipment and assets** (for example, scanners, hard drives or cameras for digitising projects).
- \* You can find a list of conservators on the AICCM website.
- \*\* Please see the section 'Things to consider in your application' for mandatory newspaper digitisation requirements.
- \*\*\* Please see the section 'Things to consider in your application' for further information about microfilm/microfiche digitisation projects.
- Launch events, catering, marketing, advertising, promotion and media.
  - Travel costs.
  - Development of and training in cataloguing software. Please refer to the appendix for a comprehensive list of freely available information and training in cataloguing of collections.
  - Capital works, building and infrastructure projects for example:
    - construction and repair of buildings to store objects, or
    - 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 rent, utilities or salaries for ongoing positions.
  - Payment to organisation Board Members, staff, volunteers or anyone within the organisation acting as a consultant for the project.
  - Subscription costs, such as web hosting fees etc, after the three year funding period has ended.
  - 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.
  - Projects that will be completed prior to receipt of funds and/or outside the three year completion of the funding round.

### ***Projects relating to Aboriginal and Torres Strait Islander Communities and Histories***

Any project relating to or including Aboriginal and Torres Strait Islander communities, collections or history must include as a part of the application written approval for the project to proceed pending funding. This approval must come from an authorised representative of the community affected by the project. For example, signage or interpretation projects would require written approval from the appropriate Registered Aboriginal Party as part of their application. See link in Resources.

### ***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.

## **Things to consider in your application**

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

### **Assessment Criteria**

Please refer to the assessment criteria in the guidelines when you are writing 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 2024–2025 financial year, so take this into consideration as part of your project plan.**

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### **Signage, panels or plaques on heritage sites or locations**

If you are planning to submit an application for a project to develop and install interpretive signage, panels or plaques on heritage sites or locations we recommend you discuss your project with Heritage Victoria and seek advice. You may need to seek advice and planning permission from your local council if you intend to install panels in public places, in addition to written consent from Traditional Owners. Evidence of agreements will need to be included in your application, if applicable.

### **Digitisation Projects**

Proposals for whole of collection digitisation may be best approached via outsourcing to a professional digitisation company rather than one off equipment purchases.

### **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.**

SLV supports the digitising of newspapers funded through the LHGP. If your project involves the digitising of newspapers from the State Library collection, either from hard copy or microfilm, please contact the Library prior to applying for a grant;

- For hardcopy projects contact the Library at least 4 weeks before the closure of the PROV grants
- For microfilm projects contact the Library at least 2 weeks before the closure of the PROV grants

When digitising from the hardcopy, each volume must be assessed by Preservation staff, a page estimation completed and digitising and ingest costs calculated. For the microfilms, the masters availability needs to be established before a page estimation and costing is done.

### **Applications to digitise State Library Victoria collection material require a letter of support and agreement from the State Library.**

Please also note that digitisation projects that are made accessible via Victorian Collections and/or Trove and/or contain rare/previously unavailable newspapers will be looked upon favourably by the judging panel.

### **Microfilm digitisation projects**

When digitising from microfilm/microfiche, 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.

It is important to consider how many copies already exist of the content you are seeking to be digitised. In

addition, please include how the copies will be made accessible i.e. will the digital copies be uploaded to Victorian Collections or Trove?

### **Multi-disciplinary Projects**

The panel will be looking at the overall quality of a project and how you plan to execute it. If you have a large project in mind you may consider breaking it up into multiple smaller projects. You can always apply for funding for another stage of your project in subsequent years, though there is no guarantee that a subsequent LHGP application will be successful.

### **Purchasing equipment and assets**

Equipment assets will be considered for funding; however, you **must** demonstrate the ongoing need and/or use of the equipment beyond the life of the project. For example, you may be requesting funding for a camera to document a selection of your collection to then upload to Victorian Collections. After the project is finished, you plan to use the camera to continue documenting your collection and to make it available to another local museum to do the same.

### **External Consultants**

Where possible professional and industry experts must be engaged to provide services for projects if the skills do not already exist within your organisation. If you are engaging an external consultant, please provide:

- Quotes.
- Relevant background information about why they are the best person for your project. This could be in the form of a Curriculum Vitae (CV).
- When referring to industry remuneration standards for professionals please ensure they are current.

Examples of when you may wish to engage an external consultant include:

- **Signage or interpretation projects** – a professional editor or curator in addition to a graphic designer.
- **Conservation treatments** – a trained conservator who is a member of the AICCM.
- **Significance assessment** – a professional historian or museum professional with experience undertaking significance assessments.
- **Projects related to Aboriginal and Torres Strait Islander Communities** – Traditional Owners.
- **Newspaper digitisation** – State Library of Victoria.
- **Oral histories** – a professional historian with experience in this work and an understanding of oral history ethics.
- **Written histories** – a professional historian with experience in researching and writing community histories.

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### **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.

### **Quotes for services**

It is a requirement that quotes **must** be included in your applications for it to be eligible. Please ensure each budget item has an associated quote attached. Ensure when submitting quotes that they are recent, clear and precise. See Appendix for an example of a quote.

## **The Application Process**

### **How do I apply?**

Applications must be submitted online via a link from the PROV Grants and Awards web page <https://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 an incomplete application 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 will need to submit supporting documentation, such as scanned or PDF copies of letters from partner organisations and 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, including additional attachments, will not be accepted after the grants application period closes.

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

If you are having technical difficulties at the time of submitting your application contact [grants@prov.vic.gov.au](mailto:grants@prov.vic.gov.au)

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

## **A guide to completing your application**

### **What is the name of your project (80 character limit)**

This is the name that will be used to refer to your project and may be used for correspondence, media or public announcements. This will tell people what your project is. Think of a title that best reflects what your project is 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".

### **Amount request from this Grant Program**

This is where you enter the total amount of funding being requested for your project. The amount must equal the amount listed in the Budget Table Total Income, as well as the total amount in the Grant Expenditure – using LHGP funds only section. Please read the section on Project Budget to determine whether you need to include GST in your requested amount, or not.

### **Project Aims & Objectives**

#### **What are you going to do? (200 word limit)**

This is where you have the chance to describe the aims of your project. What does your project consist of? What is your project trying to do or achieve? Outline the ongoing legacy of the project beyond the final product. You have 200 words to tell someone about your project – how do you convince them to fund it? Use of dot points is acceptable.

#### **Why are you doing the project? (200 word limit)**

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

### **Project Deliverables**

#### **What is going to be the final output/deliverable of your project? (100 word limit)**

What will be the end result of your project and what will it deliver? For example, oral history recorded, exhibition held, website launched.



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***How does the outcome of your project relate to your organisation's core aims and objectives? (200 word limit)***

In this section describe your organisation's aims and objectives and explain how the project relates to these aims. For example, an objective of our organisation is to increase community access to local history which our project plans to do by digitising twenty local newspapers and making them available through Trove.

**Project Participants**

***Who is going to be involved within your organisation? (150 word limit)***

Who will manage and work on the project within your organisation, what are their skills and expertise? In addition, think about and discuss skills that may be developed in your own organisation as a result of the project. The use of dot points is acceptable.

***Who is going to be involved external to your organisation? (150 word limit)***

List any groups or individuals that are going to take part in your project **who are not within your organisation**, as well as their skills and expertise. For each individual or group listed you **must** attach written approval, pending funding, that they are willing to participate in your project. Failure to do so will mean your project is not eligible for funding. For example, a letter of support from the State Library of Victoria if they are involved in digitisation or from a consultant who will be undertaking a significance assessment.

**Explanation of Project Budget**

***Grant Expenditure – using LHGP funds only (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. The total amount needs to equal that entered in Amount Applied. Quotes for each cost, demonstrating how the grant money will be used, **must** be uploaded as attachments to your application. Failure to do so will mean your project is not eligible for funding. The use of dot points is acceptable.

***Funding from other sources, in addition to LHGP (150 word limit)***

Please outline any **other sources of funding** related to your project, as well as their dollar value. Extra information about external sources of funding is useful for the panel as it gives more context to the request overall. For example, you may be receiving other Federal funding or your organisation may also be making a cash contribution.

You can also list any 'in-kind' funding in this section. For example, a volunteer at your organisation may be undertaking 10 hours of digitisation of collection items

as part of the project (which is not part of the LHGP funding request). In-kind support must be calculated at a minimum of \$25 per hour. In this example, in-kind support would be calculated at 10 hours x \$25 = \$250.00.

**Project Audience**

***Who is your audience? (100 word limit)***

Describe your target audience, you can include descriptors, demographics, numbers, types of groups. For example, our audience is the local community consisting of 1,000 people, mainly made up of young families and retirees, the 3,000 followers on our organisation's social media accounts and the 10,000 people from outside the area who visit our organisation yearly.

***How will the final product benefit your audience? (150 word limit)***

Describe how the final product will benefit your audience. What will be the ongoing benefit to your audience beyond the life of the project?

***How will you measure the impact of your project? (150 word limit)***

List how you plan to measure the impact of the project using any of the ways in which your organisation captures statistical data. For example, visitor numbers, Google analytics, social media followers or research requests.

**Project Planning**

***Project Plan (200 word limit)***

How will you manage the project, including who will be managing it? What are the timeframes for your project? You will need to include a detailed project timeline outlining key milestones and their deliverable dates.

If you are unsure regarding concrete dates please provide details of the expected/proposed timeframes.

**Note:** Projects may not be announced until early in the 2024–2025 financial year. Projects that are completed prior to receipt of funds, and/or fall outside of the three year acquittal period are ineligible. The LHGP does not fund retrospective costs.

**Project Budget**

***(Use the table format supplied within the application form)***

You will need to provide a detailed budget breakdown, **outlining the use of Local History Grants Program funds only**. Do not include funds from other sources in this section, however you are encouraged to explain other funding sources in the 'Explanation of Project Budget' section.

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When filling in the budget table please be aware that the **Total Income** of the project **MUST EQUAL** the **Total Expenditure** of the project. Note: There is only one category (for LHGP funds) on the income side of the table, you aren't required to list any other income in this section. For example, if you are requesting \$4,800 for your project, the total on the income side = \$4,800.

The Total Income amount should also match the Amount requested from this grant application section.

The budget table template in the Application Form includes lists of common project budget 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. Please see Appendix for an example of a completed Budget.

### 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, including GST. 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/>

### 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 **must** include quotes for all goods and services that are part of the project. Supporting documentation can also include acknowledgement of participation or partnerships, auspicing agreements, drawings, images, etc.

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

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. **Please note that applications that do not provide partner support, if applicable, and quotes for all funded items will not be considered for funding.**

### Uploading Attachments

At the end of the Application Form upload quotes and any supporting documentation. Note that only one attachment can be added per item, there is a 5MB document size limit per item and a maximum of **six (6)** attachments per application. TIP: If you have more than 6 individual attachments or more than one quote or letter you can scan multiple documents together and upload as a singular file.

**Note:** Please ensure the name of all attachments included in your application are listed in the 'Additional Information' section.

## 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 PROV website <https://prov.vic.gov.au> 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:

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- 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*.

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 LHGP, please contact us by emailing [grants@prov.vic.gov.au](mailto:grants@prov.vic.gov.au)

## **Assessment**

### **Judging Process**

LHGP 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 2024–2025 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:

- Has clear aims and objectives. The applicant has described what the project is and why they are doing it.
- Has clear and well-defined strategies for the delivery of the project and provides evidence to support this.
- Has a clearly defined end-product and outcome.
- Demonstrates the relationship between the organisation's core aims and objectives and the project outcome.
- Will result in the preservation, recording and/or increased access to Victorian history.
- Clearly outlines project participants internal and external to the organisation and provides evidence of relationships where necessary (for example, written acknowledgment of participation from external partners).
- Provides evidence of strong support and/or involvement for the project from the local community.
- Provides clear and realistic costings as to how the grant monies will be spent as demonstrated in the application budget.
- Provides tangible evidence of the costings outlined in the budget by providing quotes for all funded items.
- Demonstrates community benefit and ongoing value (e.g. development of new skills, networks established, improving access and awareness etc.).
- Demonstrates understanding of audience and how the final product will benefit them. Provides evidence of how the impact/benefit will be quantified.
- Communicates local historical information to a broader audience (i.e. beyond the immediate organisation and its membership).



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- Outlines a well-developed project plan with realistic milestones and timeframes. Demonstrates the capability of the applicant to deliver and implement the proposed project within the specified timeframe.
  - Will be completed within three (3) years after the awarding of the grant if the application is successful.
  - Overall provides value for money and is well executed in what it delivers.

## Grant 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 2024–2025 financial year.

### ***What happen 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 (or auspice organisations if applicable) 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 in project scope, deliverables, date of completion and key personnel) you will need to fill in a Variation Form and forwarded it via email to [grants@prov.vic.gov.au](mailto: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: <https://prov.vic.gov.au/community/grants-and-awards/local-history-grants-program>

### ***Publicity Guidelines***

Successful applicants are required to acknowledge the support provided by the Victorian Government through the Community Support Fund. This acknowledgement must be included in any relevant publication, web site, promotional material, or news releases, as

well as acknowledged verbally in speeches or oral presentations. Successful applicants should refer to the Acknowledgement 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://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](mailto:grants@prov.vic.gov.au)

## Resources A-Z

You may wish to use this list of commonly used suppliers, consultants and websites when researching for your project. Please note that PROV does not endorse any particular company, website or individual.

Name	Contact details
Aboriginal Heritage Council, Registered Aboriginal Parties	<a href="https://www.aboriginalheritagecouncil.vic.gov.au/victorias-current-registered-aboriginal-parties">https://www.aboriginalheritagecouncil.vic.gov.au/victorias-current-registered-aboriginal-parties</a>
Albox	1300 799 209 <a href="mailto:sales@albox.com.au">sales@albox.com.au</a> <a href="http://www.albox.com.au">www.albox.com.au</a>
Australian Institute for the Conservation of Cultural Material (AICCM), Find a Conservator	<a href="https://aiccm.org.au/find-a-conservator/">https://aiccm.org.au/find-a-conservator/</a>
AICCM, Conservation Supplies	<a href="https://aiccm.org.au/wiki/conservation-supplies/">https://aiccm.org.au/wiki/conservation-supplies/</a>
Australian Museums and Galleries Association (AMaGA) Victoria, Events & Training Program	<a href="https://amagavic.org.au/events">https://amagavic.org.au/events</a>
Australian and Museums and Galleries Association (AMaGA) Victoria, Museum Suppliers and Consultants	<a href="http://amagavic.org.au/resources/category/suppliers-and-consultants">http://amagavic.org.au/resources/category/suppliers-and-consultants</a>
Archival Survival	1300 78 11 99 <a href="mailto:info@archivalsurvival.com.au">info@archivalsurvival.com.au</a> <a href="http://www.archivalsurvival.com.au">www.archivalsurvival.com.au</a>
Australian Society of Archivists	<a href="https://www.archivists.org.au/community/community">https://www.archivists.org.au/community/community</a>
Creative Victoria, Grants and Support	<a href="https://creative.vic.gov.au/funding-opportunities">https://creative.vic.gov.au/funding-opportunities</a>
First Peoples State Relations	<a href="https://www.firstpeoplesrelations.vic.gov.au/">https://www.firstpeoplesrelations.vic.gov.au/</a>
Grace (Archival Services)	13 14 42 <a href="http://www.grace.com.au">www.grace.com.au</a>
Heritage Victoria, Heritage Grants	<a href="https://www.heritage.vic.gov.au/heritage-grants">https://www.heritage.vic.gov.au/heritage-grants</a>
Heritage Victoria, Permits and Approvals	<a href="https://www.heritage.vic.gov.au/permits-and-approvals/do-i-need-a-permit">https://www.heritage.vic.gov.au/permits-and-approvals/do-i-need-a-permit</a>
Museum Accreditation Program (MAP)	<a href="https://amagavic.org.au/museum_accreditation_program">https://amagavic.org.au/museum_accreditation_program</a>
National Library of Australia	02 6262 1111 <a href="mailto:digitisationondemand@nla.gov.au">digitisationondemand@nla.gov.au</a> <a href="http://www.nla.gov.au">www.nla.gov.au</a>
National Library of Australia, Community Heritage Grants	<a href="https://www.nla.gov.au/content/community-heritage-grants-4">https://www.nla.gov.au/content/community-heritage-grants-4</a>
Oral History Victoria	<a href="https://oralhistoryvictoria.org.au/">https://oralhistoryvictoria.org.au/</a>
Private search agents Historical research organisations and private researchers	<a href="https://prov.vic.gov.au/private-search-agents">https://prov.vic.gov.au/private-search-agents</a>
Professional Historians Association (Victoria & Tasmania)	<a href="https://www.phavic.org.au/">https://www.phavic.org.au/</a>
Public Record Office Victoria, Stories from the Victorian Archives Blog	<a href="https://prov.vic.gov.au/blog-categories/community">https://prov.vic.gov.au/blog-categories/community</a>
Public Record Office Victoria, Managing your Collection	<a href="https://prov.vic.gov.au/community/managing-your-collection">https://prov.vic.gov.au/community/managing-your-collection</a>
State Library of Victoria	03 8664 7000 <a href="http://www.slv.vic.gov.au">www.slv.vic.gov.au</a>

Name	Contact details
Trove	<a href="https://trove.nla.gov.au/about/contact-us">https://trove.nla.gov.au/about/contact-us</a>
Victorian Collections	<a href="https://victoriancollections.net.au/">https://victoriancollections.net.au/</a>
Victorian Government, Grants and Programs	<a href="https://www.vic.gov.au/grants">https://www.vic.gov.au/grants</a>
Victorian Heritage Services Directory	<a href="https://www.heritageservicesdirectory.com.au/">https://www.heritageservicesdirectory.com.au/</a>

## Glossary

### Preservation

All actions taken to minimise and prevent chemical or physical deterioration and damage of cultural materials. Preservation also includes preventing loss of information and controlling conditions of use of a collection. Its purpose is to prolong the life of cultural material. It can include controlling the environment or improving storage to maintain an object, as nearly as possible, in a stable state. An example of preservation includes rehousing a collection in archival quality storage.<sup>1</sup>

### 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. It can include restoration, examination, documentation, treatment and preventive conservation. Examples include restoration of photographs, repair of tears in paper documents or condition assessment of a collection.<sup>2</sup>

- 1 Adapted from the <https://aiccm.org.au/wp-content/uploads/2021/02/CODE-OF-ETHICS-AND-CODE-OF-PRACTICE-Australian-Institute-for-Conservation-of-Cultural-Material.pdf> and [https://aiccm.org.au/wp-content/uploads/2020/01/con\\_strategy\\_pt4.pdf](https://aiccm.org.au/wp-content/uploads/2020/01/con_strategy_pt4.pdf)
- 2 [https://aiccm.org.au/wp-content/uploads/2020/01/con\\_strategy\\_pt4.pdf](https://aiccm.org.au/wp-content/uploads/2020/01/con_strategy_pt4.pdf)

### In-kind expenses

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.

### Primary Contact

The first point of contact for the grant. All correspondence will be sent to the Primary Contact.

### Authorised Representative

The person who will ultimately be responsible for the grant and will sign the grant agreement.

## Appendix

Please see below for an example of a Quote to include in your application.

Quote			
<i>History Solutions</i>			Quote Number: 1234 Date: 17/12/2022
Quote Prepared For Sarah Smith Southside Historical Society 70 High Street Southside Victoria		Quote Prepared By Joe Jones History Solutions 52 High Street Northside Victoria	
Item Description	Price	Quantity	Total
Construction of 2 aluminium interpretive signs 300 x 300	\$500.00	2	\$1,000.00
Printing of coloured panel for 2 interpretive signs 300 x 300	\$500.00	2	\$1,000.00
Metal poles for sign installation	\$100.00	2	\$200.00
Cement for sign installation	\$9.50	2	\$19.00
Installation of 2 signs	\$80.00 per hour	3 hours	\$240.00
Undertake research and oral interviews, including transcription	\$80.00 per hour	10 hours	\$800.00
Graphic design of 2 signs	\$80.00	5 hours	\$400.00
		Sub-total	\$3,659.00
		GST	\$365.90
		Inc GST Total	\$4,024.90
Thank you			

Please see below for an example of how to complete Section 6: Program Budget. Please note this is using the quote example above and is for an organisation that is not registered for GST.

Income		Expenditure	
Grant amount requested from the LHGP (up to \$15,000): \$	4,024.90	Digital production, including design, editing and proof reading	880.00
		Equipment and materials	240.90
		Other Expenditure – printing and fabrication of signs	2,200.00
		Other Expenditure – labour costs for sign installation	264.00
		Other Expenditure – Graphic designer	440.00



### **Victorian Archives Centre**

99 Shiel Street  
North Melbourne  
10am–4.30pm  
Monday to Friday  
(and the 2nd and last Saturday of the month)

[prov.vic.gov.au](http://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–4pm  
Wednesday and Thursday

### **Geelong Heritage Centre**

Geelong Library and Heritage Centre  
51 Little Malop Street  
Geelong  
10am–4pm  
Tuesday to Friday

Days and hours may vary. Please check our website for the most up to date information.

**Public Record Office Victoria acknowledges the Traditional Owners of the lands across Victoria, and their continuing connections to land, culture and community. We pay our respects to their Elders past and present and emerging, and extend that respect to all First Nations people.**

#### **Front image:**

Boys with hoops, Geelong Rd.  
Public Record Office Victoria. VPRS 14517/P1, Box 26, H910