

## **South Australian History Fund Advice for preparing your grant application**

### **General Advice**

When filling out your application, keep in mind that the aim of the South Australian History Fund is to support projects, publications and research which are based on

- 1) historical intent
- 2) significance
- 3) sound historical practice.

#### **1. What is historical intent?**

This is your aim - to analyse, understand and give meaning to the past. It is evidenced by thorough and original research, and in the innovative and engaging ways in which you interpret and share the particular stories you discover.

#### **2. What is significance?**

In the context of records or collections, this is your understanding of the value and importance of the objects, archival records, photographs and/or audiovisual materials you wish to digitise, conserve, preserve or display. In historical terms this implies

*The historic, aesthetic, scientific, and social values that an object or collection has for past, present and future generations. Significance refers not just to the physical fabric or appearance of an object. Rather it incorporates all the elements that contribute to an object's meaning, including its context, history, uses and its social and spiritual value...Significance is not fixed – it may increase or diminish over time.<sup>1</sup>*

Where your project involves preservation and/or conservation you should describe in detail what you intend to do. You must demonstrate your understanding of the significance of the items concerned and provide information about their provenance (age, how and when they were acquired, history of use) to substantiate their historical significance. You should indicate your intention to seek relevant professional advice for any conservation or preservation project. For research and publication grants significance relates to the originality and value of the research and/or writing you are

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<sup>1</sup> Heritage Collections Council, *Significance: a guide to assessing the significance of cultural heritage objects and collections*, Commonwealth of Australia, Canberra, 2001, p. 11.

undertaking and the contribution it will make to understanding the history of South Australia.

### **3. What is sound historical practice?**

Sound historical practice is:

- aiming to write a story which is thoroughly researched, well told, inviting and absorbing
- recognising the part that all kinds of people play in historical events
- using a diversity of sources such as archival records, photographs, oral history and maps
- clearly acknowledging and referencing all the sources that have been used
- acknowledging that it is impossible to tell the entire story and being clear about the choices that have been made about what to include, and why they have been made
- striving for accuracy, but also being aware that there are different sides to each story
- acknowledging doubt when a complete answer cannot be found
- viewing happenings in local communities in their historical and geographical context
- bringing the past into the present and the present into the past. For example showing the ways in which past events are remembered in the present and/or making connections between what is happening today and what has happened in the past.

Sound historical practice *is not*

- compiling a list of dates or individuals, or recounting stories of the 'good old days' or the 'heroes' without historical context and analysis.

Researching and writing history is a professional skill. Applicants are encouraged to involve professional historians and other consultants in their projects.

### **Clarity and care**

Take your time filling out your application. The following guidelines take you through the key questions on the application form to help you to provide the required information and to describe your project effectively. When filling out the form remember to:

- Be clear and precise in all your answers.
- Provide specific detail. Avoid vague generalisations.
- Read each question carefully. Making notes or a draft is a good way of thinking through answers before completing the final application form.
- Re-read your answers and make sure you have provided all you have been asked for.
- Attach supporting evidence and documentation where it is required including copies of draft text for interpretative displays and draft manuscripts for publication applications.
- Get someone who doesn't know about your project to read and check your application to see if it is clear and easy to follow.
- Tick the appropriate box on page 1 and complete the correct section of the form. If you are in any doubt as to which type of grant might suit your project, please call Community History Programs staff to discuss your project.

## Advice on preparing different types of applications

<b>Project applications</b>	pages 3-7 (includes interpretation, preservation, digitisation, conservation and archival projects)
<b>Publication applications</b>	pages 8-9
<b>Research applications</b>	page 10

### Specific advice for Project applications

#### Question 1: Intention and scope

Describe exactly what you will use the funding to achieve. This is your **intention**. You will need to provide different types of information depending on the type of project you are doing. See below for some examples of the information that should be included for different types of projects.

**For interpretation projects** such as developing a display, conducting oral history interviews, interpreting a heritage building or creating a walking tour, be specific about your intention. Remember that the SAHF aims to support interpretation projects that gather significant information and present history in accessible, attractive, engaging and enduring ways.

For example: The intention of this project is

- to research, write and design four display panels highlighting aspects of the history of Smallville during the Second World War  
OR
- to conduct 5 oral history interviews with veterans of the Australian Air Force who are also long term residents of Smallville  
OR
- to conduct historical research and develop an interpretative display at 'The Willows', the stately home of the pioneer Warner family. The building and the grounds were also used during World War II as an air training facility. A number of the renowned Smallville flyers received their initial training at this site.

Describe the historical subject area your project will cover. This is the **scope**.

For example:

- The panels will tell the history of Smallville during the Second World War with a particular focus on the experiences of the Smallville Flyers, a little known group of Australian airmen  
OR
- the interviews will be conducted with the following people; Ed Baker, pilot and owner of Smallville Bakery 1950-85; Jim Reader, navigator and editor of the Smallville Gazette 1948-1988...(in other words, provide a complete list of proposed interviewees and a brief note on their relevance to the project)  
OR

- the interpretation of 'The Willows' will cover its history from 1863 to the present, identifying the multiple uses of the building and the surrounding site over that time and the stories of its residents.

*Remember to attach any draft text for interpretive signs or displays*

**For preservation projects** such as rehousing of archives or photographic collections:

- Describe clearly and in detail the items that are to be preserved
- Outline how items will be preserved. For example, describe exactly how you propose to rehouse your collection.

**For digitisation projects**

For digitisation projects involving photographs, archives, film or oral history:

- Explain the significance and condition of the original and state why digitisation is important.
- Provide information about how digitisation will be handled, whether in-house or outsourced to a commercial digitisation service. Give details about who will do the work.
- Show that the proposed digitisation project meets minimum standards for data capture and preservation. Information about digitisation standards is available from the State Library or the History Trust.
- Explain what methods will be used. For example, state whether photos will be scanned or re-photographed.
- Outline how and by whom analogue tapes will be reformatted or how films will be copied and digitised.
- Provide information about the type and quality of images or audiovisual files, the resolution they will be produced in and what image or sound file types will be created.
- Explain how you will manage and store the digital images/files. Outline whether they are to be stored on CD or DVD or on a hard drive or server and whether back-up copies will also be produced. Show that you are aware of the need to manage the digital data in the future by migrating it to new formats to ensure continuing access.
- If cataloguing, annotating and/or captioning is to be included as part of the project, provide information about this aspect of the project.
- Outline the ways in which public access to digital images/files will be managed.

**For conservation projects**

For specific conservation work on a significant item outline the following:

- What the item is and why it needs to be conserved.
- The purpose of the conservation project. State whether the object is going to be used in a display.
- Describe the type of conservation treatment the item requires such as cleaning, repair or re-binding.
- Outline what is going to be done and who is going to do it. The use of professionals for this type of work is essential.
- Explain how the item will be stored and cared for after the work is complete.

### **For archival projects**

- Provide information about the amount and type of records to be archived.
- Describe how the records will be arranged and described.
- Outline how they will be listed, whether manually or on a database.
- Provide the name of the cataloguing software you will be using and state whether the grant includes the cost of purchasing and/or training in this software.
- State whether a professional archivist will be involved in the project and if not show that you will seek appropriate advice, such as from the Australian Society of Archivists.
- Describe how the records will be stored – files, boxes, compactus, shelving etc.
- Note whether any documents will be digitised as part of the project and how this will be managed.
- Outline the ways in which the archives will be made accessible for research.

### **Question 3: Significance**

Describe the ways in which your project will contribute to knowledge about or understanding of South Australian history and/or heritage. Keep in mind the general advice provided on page 1 about sound historical practice and the definition of significance. Describe the ways in which your project will add to the historical record. Show the ways in which your project will make aspects of South Australian history accessible to the public.

### **For interpretation projects**

Explain why your project is important. What is the historical story it will tell and why is this story significant? Is your project filling a gap in the historical record?

For example

- The proposed display will tell the little known story of the airmen of Smallville, 1942-1945 and show how their experiences influenced Home Front activities in the town. It will also reveal how the story of the 'Smallville Flyers' fits into the wider history of WWII in Australia.  
OR
- The interviews will ensure that the experiences of the 'Smallville Flyers' are preserved and that the local and national significance of the extant airport hangar and the 'Reader airstrip' are understood.

### **For interpretation of a heritage building**

Explain the significance of the building and the ways in which interpretation of the building or site will provide insights into the history of an area, an industry, a community or a family.

- The Smallville bakery has been central in the history of the town since 1874 when it was established by the Baker family. It has historical, community and regional significance. Thorough research into surviving building plans will allow the historical society to map changes made to the building over the last 150 years. During the boom years of the bakery after the Second World War, it supplied bread and baked goods across the region and ran a fleet of delivery vans. Interpretation of the site will allow its significance to be understood and will also acknowledge the contributions of Smallville flyer and town baker, Ed Baker and his family in the town.

### **For preservation/conservation projects**

If you are applying for funding to have conservation work done on a particular item you will need to make a case for the historical significance of that item. For example:

- This violin was handmade by Wilfred Anton who ran a music business in Smallville for over sixty years. He played the instrument himself in the town ensemble. The wood from which the violin was made was imported from Germany. The violin is one of the few remaining instruments played by this world renowned ensemble. The violin requires conservation work on the body, bow and strings. After the work is complete the violin will be displayed along with two other extant instruments as part of an exhibition about the ensemble.

If you plan to digitise a series of photographs you will need to demonstrate their historical significance. For example:

- This group of 100 photographs is unique because it comprises images of the town of Smallville before much of the area was destroyed in the 1913 bushfires. The photographs show many buildings which are no longer in existence. With the help of the Smallville community we have been able to identify many of the individuals in the images. As part of the digitisation project, detailed captions will be developed for the images and they will be catalogued.

### **For archival projects**

If your project involves archiving of a series of documents, you will also need to explain why the records are historically significant. For example

- The records of the Smallville Home Front committee provide a detailed insight into the activities of this committee. They comprise 14 boxes of records including 7 ledger style handwritten minute books and 5 large folders of inward and outward correspondence, plus financial records, flyers, invitations and other memorabilia related to fundraising events. The newspaper cutting book added to by the secretary throughout the war years links the records with other happenings in the district and beyond. The archiving and cataloguing of these records will allow them to be made more accessible to the local community for research.

### **Question 4: Your project plan**

This question is asking for information about the practicalities of getting the project done. Write a short project plan, outlining the steps you will take. Include how many people will be involved and what the role of each will be.

### **For interpretation projects**

You might outline the project using headings and dot points. For example:

#### Project Team

4 personnel including: 1. Researcher/Interviewer, 2. Writer, 3. Editor/Proof reader, 4. Designer. Include names/qualifications of those involved.

#### Methodology

1. Conduct background research on war years in Smallville
2. Research related records at the National Archives and Australian War Memorial
3. Access oral history records in the JD Somerville Oral History Collection
4. Conduct oral history interviews and arrange for transcription
5. Locate, seek copyright for, and obtain copies of supporting photographs

6. Write text for panels
7. Liaise with designer in layout of panels
8. Editing and proofing of panels
9. Printing and installation of panels
10. Launch of new display

**For preservation, conservation or archival projects**

You might summarise the project in a paragraph. For example:

- The images will be digitised on site by the historical society. Each photograph will be removed from its storage album and carefully scanned. Cotton gloves will be used whenever original photographs are handled. The images will be saved both in high resolution format suitable for reproduction and display and in thumbnail style in a database. Correct standards for data capture and preservation as advised by the State Library of South Australia will be met. Once the copies have been made, captioning will begin with the assistance of community members in identifying individuals and places in the photographs. This information will be stored both in research files and on the database. The digitised images will be made available to the public on the historical society’s website or will be able to be viewed on CD at the History Centre. As technology changes, the digital images will be migrated to new formats to allow continuing access. The following members of the historical society will be involved in the project [provide names and experience/skills].

**Question 7: Budget.**

Provide details of the total cost of your project, information about other grants or funds you have been able to draw together for your project and the total grant amount you are seeking from the SAHF. Include a detailed budget for your project as requested and attach quotes for professional services. Include GST where applicable. Make sure your figures add up.

For example:

Total cost of project	<b>\$3655 (incl GST)</b>
Other grants or cash contributions (please specify source)	
Historical society’s own contribution.....	\$500
Local business sponsorship.....	\$1000
Total from other sources	\$1500
Grant amount sought	\$2000

Expense	Amount	GST (if applicable)
Historical research, oral history and writing (see attached quote)	\$1500	
Graphic design (see attached quote)	\$1000	\$100
Printing (including cost of materials)	\$500	\$50
Production costs for 10 photographs @ \$5 each.	\$50	\$5
Editing	\$200	
Photocopying and scanning	\$50	
Transcription of oral history interviews	\$200	
<i>Total Cash Costs</i>	<b>\$3500</b>	<b>\$155</b>

## Specific advice for Publications applications

**Remember to attach at least part of your draft manuscript for which you are seeking a publication grant.**

### Question 1: Topic and themes

Include the working title of your publication, if you have one, as well as a subtitle which clearly identifies the subject of the work.

What is the historical intent of your publication? What are the themes/subjects/ideas it will focus upon? For example:

- *Forgotten flyers: the story of the Smallville airmen, 1942-1945*: This publication will use oral history and archival documents to tell the story of these unknown airmen. It seeks to tell a neglected story. Some of the themes it will cover are
  - the home front experience of WWII in Smallville and the resilience of ordinary people
  - the place of Smallville within the national context of the air training scheme
  - Airmen's experiences overseas and at home – triumphs & disappointments
  - the legacy of the airmen – how they are remembered in Smallville.

If your publication is in another form of media such as a CD Rom, provide a similar description of its layout and content.

### Question 2: Significance

Describe how your project will add to the historical record or assist in understanding and appreciating an aspect of SA history. Keep in mind the general advice provided on page 1 about sound historical practice and the definition of significance. The SAHF seeks to assist in the production of well written, skilfully edited and effectively designed publications. Be aware that the SA History Fund does not provide support for updates to local histories or minimal rewrites of existing histories, such as where an additional chapter is added to an existing work. This type of revised history would only be considered if it comprised a *substantial* revision of a previous work meaning a complete rethinking or reinterpretation of the history told in a previous publication.

Some questions to consider and answer in this section are:

- In what ways will your project make aspects of South Australian history accessible to the public?
- Does your project fill a gap in the historical record? In what ways?
- In what ways does the publication have local, national or international significance?
- Does the completion and launch align with an anniversary or highlight a significant event in the present?

For example:

- *The Forgotten flyers* tells the previously unknown story of the airmen of Smallville. By weaving excerpts from oral history interviews with surviving airmen with evidence from Air Force archival records the book tells a gripping historical narrative. It places this small town story into national and international context

and preserves memories and photographs of an important aspect of SA wartime history. It will be launched in conjunction with the unveiling of a memorial to these veterans.

### **Question 3: Publishing plan**

Include:

- Who will be involved in this project and in what capacities
- How you intend to have the work published, for example, whether it will be self-published or published by a commercial publisher
- How many pages the publication will have
- How many images will be included
- Whether the publication will be professionally edited
- What the print run will be. Provide information about how many copies will be produced and in what format. Or specify how it will be web published or produced on a DVD.
- Information about how the publication will be designed.

## **Specific advice for Research applications**

### **Question 1: Topic and scope**

When outlining the topic and scope of your research, keep in mind the grant guidelines which state that research grants are available to support **substantial original research** that makes a **significant contribution** to the body of knowledge about, or understanding of, South Australian History. Provide as much detail as possible.

This question relates to **substantial original research**.

Under this section provide a detailed outline of the research including a literature review, an outline of the research methodology and a summary of the principal source material. Emphasis should be on highlighting the original nature of the proposed research.

### **Question 2: Outcomes**

Describe the intended form of publication. If you have a contract with a publisher or definite interest or intent to publish, include evidence of this.

### **Question 3: Contribution to knowledge and understanding of South Australian history?**

Outline the ways in which your research will make a **significant contribution** to South Australian history. This could include showing the national or international significance of your research. It might include an explanation of why your research is unique, how it fills a gap, brings into question, or builds upon, existing knowledge.

### **Question 4: Where does this project fit within related current research/literature?**

This question relates to the **original** nature of your research. It overlaps with Question 1 but asks for a more focused analysis of where your research fits in a wider context. Depending on the subject of your research, you will need to take into account national and international publications and include references to current or past university research projects such as unpublished PhD theses.