



South Australian History Fund

2009-10 Grant Guidelines

Grant round opens: 1 June 2009

Applications close: 31 July 2009

(previous SAHF applicants, please note
the earlier closing date this year)

History Trust of South Australia

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About the South Australian History Fund (SAHF)

The South Australian History Fund is an annual grant fund, which supports the following types of history initiatives:

- Projects
- Publications
- Research

The History Trust's annual allocation for the SAHF is \$35,000. The grant fund is very competitive and only a limited number of initiatives can be supported in any one year.

This year the SA Branch of the Australian Society of Archivists (ASA) is contributing an additional \$1,000 to fund one or more archives projects and the Department for Environment and Heritage (DEH) is contributing an additional \$9,000 to fund two or more heritage interpretation projects.

Project Grants

South Australian History Projects

Project Grants support small South Australian community history initiatives.

Projects will either:

- Interpret aspects of South Australia's history
- Preserve the evidence of this history
- Make this evidence accessible to the public.

Grants of up to \$2,000 are available for South Australian history projects.

Suitable projects may include:

- Historical displays
- Outdoor interpretive signage for history and heritage trails, historical buildings and sites (including cemeteries)
- Oral history projects including purchase of equipment, training and reformatting
- Purchase of archival storage materials
- Digitising or copying of significant photographic, oral history or documentary collections
- Small conservation projects for significant items, using trained conservators
- Acquisition of significant historical items
- Purchase of equipment and/or software for historical projects.

Use of professional historians, archivists and other consultants is encouraged and collaborative projects are welcomed.

Heritage Interpretation Projects

For a second year the Department for Environment and Heritage (DEH) is contributing \$9,000 to the SAHF for distribution in the 2009-10 grant round. This funding will be allocated to two or more heritage interpretation projects. Applications for on-site interpretation are particularly encouraged. Recipients of the

DEH funding will need to be undertaking a project that is associated with a local or state heritage site or structure. A list of State and Local Heritage Places is available at <http://www.planning.sa.gov.au/go/development-plans/heritage-places-database-search/heritage-places-database-search-tool>.

Grants of up to \$5,000 are available for heritage interpretation projects.

To help you develop your project, information about writing and designing interpretive materials is available from the History Trust.

Archives Projects

The SA Branch of the Australian Society of Archivists (ASA) is contributing an additional \$1,000 to the SAHF, which will be allocated to one or more projects aimed at improving the quality of storage of historical records. The monies must be used to purchase archival storage materials. The recipient/s of the ASA funding will be contacted by a professional member of the SA Branch of the ASA to determine whether any advice on archival matters would be welcome and how it might best be provided. Archival projects may also be supported under the general projects guidelines.

Publication Grants

Grants of up to \$3,000 are available to support:

- The publication of well-researched and well-written histories focusing on South Australia, and in particular with a regional, local or specialist focus. Organisations are advised to use the services of a professional historian.

Grants can be sought as a contribution towards publishing or editing costs or the costs of image reproduction. Types of publications may include books, pamphlets, CDs and other media.

Research Grants

Grants of up to \$5,000 per year for up to three years are available to support:

- Substantial original research that makes a significant contribution to the body of knowledge about or understanding of South Australian history.

It is expected that the research will lead to a publication. Applicants must apply each year and further funding is dependent on the applicant meeting the stated conditions of grant and competition from other research projects. Projects must be conducted by historians or researchers with appropriate qualifications and experience and who are eligible for membership of the PHA. Grants can be sought as part of a research grant partnership, such as an Australian Research Council (ARC) grant, or to assist completion of a large research project.

Who Can Apply

Applications for all grants are invited from incorporated South Australian historical societies, National Trust branches (whose parent body is incorporated), community history museums, local councils and voluntary organisations.

Unincorporated organisations may become eligible if there is an incorporated organisation willing to sponsor their application and sign the conditions of grant form on their behalf. For instance, organisations may make applications under the umbrella of local public libraries, community arts organisations or local government.

Individual historians may apply for publication grants and research grants. Applications for research grants are also invited from professional historians, tertiary institutions or other organisations.

It is anticipated that most applicants to the SAHF will be based in South Australia but applicants from outside the State, who are working on South Australian history, will be considered.

State and Federal government agencies and museums are **not eligible**.

What Cannot Be Funded

- Ongoing salaries
- Historical fiction, creative writing or community arts projects which have no substantial historical intent
- Theatrical productions
- Heritage building maintenance or repair
- Biographies, personal reminiscences and family histories without substantial historical content or analysis
- Books of documents or photographs without substantial historical commentary or analysis
- Projects completed or publications published before the closing date for applications.

Assessment Criteria

Applications will be assessed according to the following criteria:

- Historical intent or significance
- Contribution to new knowledge, understanding or appreciation of South Australian history
- Viability of project
- Evidence of good project planning and management
- Evidence of having sought expert advice where required
- Accurate costings of overall project and quotations for major expenses
- Appropriate use of consultants, particularly historians for publications, and designers and historians for interpretive projects
- Inclusion with the application of a substantial part of the proposed written content for display or signage projects

- Inclusion with the application of at least part of the manuscript proposed for publication
- Digitisation projects meet minimum standards for data capture and preservation. Information about digitisation standards is available from the State Library or the History Trust
- Oral history projects demonstrate clear understanding of oral history principles and practices
- Research projects demonstrate how the research project relates to current research and existing literature
- Appropriate qualifications of the person(s) undertaking research
- Identification of other partners/other funding for the project
- Plans for the publication of research work are outlined.
- Inclusion of required attachments to the application

How Projects Are Assessed

- Applications are assessed by a panel/s responsible to the Board of the History Trust of South Australia
- SAHF staff prepare a report for consideration by the Board
- The Board then makes a recommendation to the Minister Assisting the Premier in the Arts for approval
- The panel will include representatives from the SA Branch of the ASA and the Department for Environment and Heritage
- You will be notified by mail of the outcome of your application in November/December 2009.

How to Apply

Send completed application form and any required attachments marked 'SAHF Application' to the History Trust of South Australia, GPO Box 1836, Adelaide SA 5001. Applicants are encouraged to print applications and support items double-sided, and to leave manuscripts unbound.

Applications must be received by close of business Friday 31 July 2009 or post marked **31 July 2009. Late applications will not be accepted.**

Payment of Grants

Project and Publication Grants are in the form of a reimbursement via retrospective payments on completion of your project or publication. This means that the History Trust reserves your grant payment until the end of the financial year following the year of the approval of the grant, allowing approximately 18 months for the project to be completed. Grants approved in the 2009-10 grant round **must be claimed by 30 June 2011** unless an extension of time to complete the project or publication has been requested and approved prior to that date. It is the responsibility of the grantee to ensure that the grant is claimed by that time or funding may lapse.

Research grants are payable once you have been notified of your grant. Please submit your **claim by 31 March 2010**.

To claim grants successful recipients must send an invoice to the History Trust for the amount granted. Successful applicants will be notified of the grant claim process and how to invoice the History Trust for the amount of the grant. If you/your organisation is registered for GST the grant will be automatically grossed-up to offset the GST liability.

Conditions of Grants

Grants may be used only for the purposes specified in the letter of approval. Approval from the History Trust of South Australia must be obtained for any proposed changes to the use of the grant. Changes to contact details must be advised.

All relevant legal requirements such as planning approval and copyright clearance must be met. This is not the responsibility of the History Trust of South Australia.

Project and publication applicants will need to provide proof that grant funds have been expended in accordance with your grant application. This must include copies of receipts from suppliers. Further proof can be presented in a written statement or through photographs.

Publication grant recipients must also submit a copy of their publication for the History Trust's library as part of the grant claim process.

Research grant recipients are required to complete a brief report on their project.

Recipients are asked to acknowledge, where possible, the contribution of the History Trust by the use of the Government of South Australia and History Trust logos in their projects and publications and any promotional material about their grant project. The Government and History Trust logos must be used in their entirety (image and wording together).

The logos are available electronically from the History Trust. Contact SAHF staff ph: 8203 9888 or email staff@history.sa.gov.au.