

# The South Australian History Fund

## Conditions and payment of grants and acquittal requirements

### Conditions of grants

- Grants may be used only for the purposes specified in the letter of approval
- Approval from the History Trust must be obtained for any proposed changes to the use of the grant
- Changes to contact details must be advised
- Grantees are responsible for legal requirements such as planning approval and copyright clearance
- Grant recipients must acknowledge the History Trust of South Australia's support in all promotional material associated with the project; this includes use of the History Trust's logo and a standard text of acknowledgement:  
This [research/project/publication] was supported by the History Trust of South Australia's South Australian History Fund.
- Grant acquittal requirements form part of the conditions of the grant (see below)
- Project acquittal information and images will be used by the History Trust of South Australia to promote the outcomes of the grants program and the work of the History Trust. This includes but is not limited to
  - Social media
  - Website
  - Publications (online and print)
  - Public programs.
- The History Trust may offer funding subject to other conditions. Such conditions will be set out in the letter of offer.

### Payment of grants

- To claim your grant you/your organisation needs to submit an invoice for the amount of grant. If you/your organisation is registered for GST please add GST to your grant claim. Invoices are to be submitted by 31 January 2023. Your grant notification will let you know how to do this.

- All grant payments are made by EFT. Please note that if you/your organisation are not already a registered vendor with the History Trust we will organise this with you to minimise delay to your grant payment.

### Grant acquittal requirements

- All grants are due to be acquitted (finalised) by **30 November 2023** using an online acquittal form that asks for your project story and a financial statement.
- Copies of paid invoices/receipts are to be included as part of the financial statement
- Your project story is to include: why was the project needed; how did the grant support that need; what was the result of your project and the ongoing outcomes; were there any unexpected outcomes from the grant
- 4-5 images as high resolution jpg file format. MP4 or MOV video files, or links to uploaded Vimeo or YouTube videos can also be included.
  - Any images or video must be cleared for copyright (i.e. you must have permission to share and distribute the image)
  - Please ensure that people in any images or video have provided their consent for their image to be used
- Research grant recipients are expected to provide a 500-800 word SA History Hub entry regarding their subject matter to showcase their research and promote SA history more widely. Each entry should include:
  - 500-800 words about the subject matter from their research proposal
  - 1-4 images that relate specifically to the subject matter
  - List of appropriate resources and references

Please see an example of a [SA History Hub entry](#)