

# The South Australian History Fund

## Frequently Asked Questions (FAQs)

### **How do I apply for the South Australian History Fund (SAHF)?**

All applications need to be lodged online through the SmartyGrants management system. You can access this from the History Trust's website <https://history.smartygrants.com.au/SAHF2023-24>

### **How long will I get to complete my project?**

All grants are due for acquittal by 30 November in the year following allocation of the grant.

### **Can I get help with my application?**

History Trust curatorial and administrative staff can assist you with all aspects of putting in an application. You are welcome to contact the History Trust to discuss a potential project, to get specific advice on undertaking your project, or completing your application form. Please email your enquiry to [community@history.sa.gov.au](mailto:community@history.sa.gov.au) and a staff member will reply by phone or email.

### **Can I apply for more than one grant?**

The SAHF is a heavily subscribed grant fund and only one application per organisation or individual can be considered.

### **Do organisation applicants have to be legal entities?**

Informal/unincorporated groups can apply. However, such groups will need to show that they have processes in place for receiving and administering grant funding and managing the project. Informal/unincorporated organisations can also be auspiced by an incorporated organisation (who receives and manages funding on their behalf). There is information for informal/unincorporated organisations about becoming a corporation (whether an incorporated association or a co-operative or a company) on the [Our Community website](#).

### **How much detail should I include in the application?**

Please include the detail required to fully answer the questions. Clearly and simply describe the project, why it is important and how it will be done. Include any attachments that support your application. Depending on the project this could include design plans, conservation assessment, mock-ups of interpretive signage, draft manuscript for publication, or specifications for equipment purchases.

### **Do I need to get quotes?**

You will need to include quotes for the various expenses or types of expenses, such as printing costs, design fees, services and purchase costs of equipment or materials. There is no need to get multiple quotes for the same thing. Quotes should be uploaded in the budget section in the application form.

### **What should I show in the budget?**

The budget needs to show that the project is accurately costed and that there is adequate income to meet the anticipated expenditure. Include all the major project costs in the budget section of the grant form and ensure the income and expenditure totals are the same.

### **What about GST?**

Organisation and individual grantees who are registered for GST will have grant payments 'grossed up' for GST. Applicants who are registered for GST should deduct any GST amounts off the amount of grant requested, as GST will be added to the grant amount when the grant is claimed.

### **Can I attach additional information to the application form?**

The grant guidelines suggest items you should include depending on the project you're applying for. There is opportunity in the form to attach additional information.

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### What about confirmation of participation?

Applications for funding sought for projects that are a partnership with another organisation or community should include evidence that any partner/s in the project are willing to participate or that a project has wider community support. Include letters of support from groups and individuals that you will be consulting or collaborating with, or asking permission of, in order to undertake the project.

### How is my application assessed?

History Trust staff undertake the administration around your grant application and may get in touch with you to clarify your submission.

Applications are assessed by a peer assessment panel against the assessment criteria stated in the grant guidelines. Each year a panel is appointed by the History Trust. Panellists have relevant knowledge and experience in the production, preservation, interpretation, sharing or presentation of history gained through their practice of history and/or work in organisations that support historical practice in South Australia.

Peer assessment panellists review applications independently against the assessment criteria and then meet to discuss the merits of applications. At the assessment meeting the panel agrees on which applications have the highest degree of merit against the grant assessment criteria.

The Board of the History Trust receives a report recommending projects for funding. The Board considers and approves the grant recommendations. The Minister for Education gives final approval for allocation of SAHF grants.

### I've got a grant – what now?

Successful applicants will be formally notified by mail with a letter of offer from the Minister for Education. This letter will specify the purpose and amount of the grant and detail the conditions of the grant, the claim process, and the reporting and acquittal requirements.

### When and how are grants paid?

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. The invoice form you are asked to use will prompt you to do this. Please submit your grant claim (invoice) by 31 January 2024.

If you have not received funds from the History Trust in the past you may need to be established as a vendor in the History Trust's payment system – we will let you know if that's the case and help you to do that.

### What if my application is unsuccessful?

You will be notified of the outcome of your application by letter from the History Trust. There is a heavy demand on the SAHF and unfortunately many applications do not receive funding in any one year. The History Trust is happy to provide feedback and to discuss reapplying in a future grant round – email to [community@history.sa.gov.au](mailto:community@history.sa.gov.au) and a staff member will get back to you.

