

# Local History Grants Program 2009-10

## Guidelines and Application Form

### Closing Date

Monday **30 November 2009**

Please note: It takes approximately 16 weeks from the closing date until funding results are available

Supported by the Victorian Government through the Community Support Fund.

## What is the Local History Grants Program?

The Local History Grants Program provides grants of up to \$12,000 to community organisations to support the cost of any project that preserves, records or publishes Victorian local history.

The Program is administered by Public Record Office Victoria, and funded through the Community Support Fund.

The Local History Grants Program will distribute \$350,000 to projects in the 2009-10 financial year.

## Why is the Victorian Government funding these grants?

The Victorian Government provides support for story-telling within and across communities as a means of building community connections, confidence and increasing individual skills. Researching, writing and publishing local and family history is a popular activity in Victoria and one of the ways in which Victorians connect with each other and find common ground, tolerance and acceptance. Support for these mostly volunteer activities will increase the skills of our volunteer local historians and help them to tell more stories from a broader and more inclusive range of Victorian communities.

## Who can apply?

Community organisations may apply for funding provided that:

- the organisation is based in Victoria;
- the organisation has a legal status such as an incorporated body, cooperative or association;
- the organisation has an Australian Business Number (ABN) or provides written advice from the Australian Tax Office that no withholding tax is required.

## Who cannot apply?

- individuals cannot apply in their own right, but can apply in partnership with an organisation that fits the above criteria.
- organisations that receive revenue from electronic gaming machines or that are primarily established for profit-making purposes are ineligible to apply.
- those still in the process of acquitting a project funded by a previous round of Local History Grants.

## What type of projects might be funded?

Successful Local History Grants Program projects demonstrate strong involvement from their community.

Preference will be given to applications that are able to:

- demonstrate the sharing of local history information across multiple local communities;
- describe the ongoing community benefits of the project;
- demonstrate efficient use of funds and strongly align budget costs to community benefits;

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- genuinely meets an expressed need and demonstrates innovative engagement with a community;
- 2010 marks the 175th anniversary of Victoria's European settlement. Preference will also be given this year to projects that tell local stories of pre-settlement Aboriginal communities, the early days of settlement and the stories behind Victoria's development as a state.

In the past the Local History Grants Program has funded the following activities:

- the preparation and printing of local history **books**;
- the recording of **oral histories**;
- the preparation, display and travelling of **exhibitions**;
- **conservation** and **cataloguing** of documents and objects;
- **web projects** that provide local history information;
- **training** in local history skills.

Other projects that demonstrably preserve and share local historical information will be considered.

Projects to purchase equipment are supported but you must demonstrate that the equipment will be useful and used for its lifetime.

It is strongly recommended that you discuss your project with Public Record Office Victoria prior to preparing your application. For contact details and assistance with your application please call (03) 9348 5609.

## What will not be funded?

The Local History Grants Program will not fund the following:

- capital works, for example the construction of buildings to house objects;
- retrospective costs – costs that the organisation has already paid for out of its own funds;
- ongoing operational costs, for example salaries for ongoing positions, rent or utilities.

## How will applications be assessed?

Applications will be assessed using the questions **Why, How, Who, and What will it achieve?** on the attached form. All questions have equal weighting and must be addressed by applicants. The guide below will assist you in the completion of your application form (see overleaf).

<b>Why do you want to do this project?</b>	Describe the objectives of the project. Why do you think the project will work?
<b>How will the project be delivered?</b>	Outline your project plan and demonstrate how the method you have chosen is the best available way of making the project work.
<b>Who will be involved in the project?</b>	Who will manage the project? Which people/communities are involved in the project?  Whose stories are being told? Who is being consulted about these stories?
<b>What will it achieve?</b>	What community memories and stories will be preserved? Which communities will be able to access them?  What are the community benefits of the project (volunteer skills learned, 'networks' established?)  What is the ongoing value of the project?  How long can the group maintain the project and its results? How long will the benefits last for?

## What are the funding conditions?

The following conditions will apply to projects that receive a grant:

- The grant recipient (or funds manager) must enter into a funding agreement that sets out the conditions and reporting requirements.
- The project must be completed within five years of signing the funding agreement. Any unspent funds must be returned to PROV.
- Funds must be spent on the project as described in the application.
- Any variation to the approved project must be submitted to PROV for approval prior to implementation.

## What is the application process?

Applications must be submitted by 5.00 pm on **Monday 30 November 2009**. Late or incomplete applications will not be considered. Receipt of applications will be acknowledged in writing by early January 2010.

We receive more applications than we can support. You should not make any financial commitment on the expectation that you will receive funding. The success of your application ultimately rests on the merits of your proposal against the published criteria and in competition with all other applications in the funding round.

Applications may be submitted in a number of ways:

- **Preferred Method:** by email to [community.programs@prov.vic.gov.au](mailto:community.programs@prov.vic.gov.au) (with a subject-line containing the words: Local History Grant)
- by fax to (03) 9348 5656
- by mail to Local History Grants Program, Public Record Office Victoria, PO Box 2100, NORTH MELBOURNE VIC 3051

## More information

If you wish to discuss your application, please call PROV on (03) 9348 5609  
Tuesday to Friday between 9.00 am and 4.30 pm (except public holidays).