



## 2017 Small Grants Program for Local History and Archives

Before you start your application, make sure you have read the *2017 Small Grants Program for Local History and Archives Guidelines*. For queries about eligibility, deadlines, or questions in the form please contact us on (02) 9247 8001 during business hours or email us on [grants@rahs.org.au](mailto:grants@rahs.org.au).

### 1. APPLICANT DETAILS

#### 1.1 Applicant organisation details

Are you (please tick) -  an individual  an organisation/community group

Applicant name

ABN (if applicable)

Street Address

Postal Address (if different)

Phone Number

Email address

*This will be the email address where all confirmation and notifications to the grant will be sent.*

Website (if applicable)

Are you GST registered?  Yes  No

Is your organisation an incorporated not-for-profit organisation?

Yes  No  N/A

Is your organisation a local government body or tertiary institution?

Yes  No  N/A

If your organisation an RAHS affiliated society or are you an individual RAHS member?  Yes  No

## 1.2 Previous grant projects

Have you received a heritage grant in previous years?  Yes  No

If yes, please complete following table for two most recent heritage grant funded projects.

Year	Name of Project	Amount	Is project complete?

Please provide additional details on status of any incomplete projects.  
(100 words)

## 2.0 PROJECT SUMMARY

### 2.1 Project Name

Provide a short name for your project.

### 2.2 Project Overall Purpose

Must be no more than 50 words.

### 2.3 To ensure a public outcome from this grant, please confirm one or more of the following:

I/we undertake to provide a hardcopy research report on the outcomes and deposit with the RAHS Library and/or local library

If the project is a digital project is registered with the National Library of Australia Pandora Archive

I/we undertake to deposit the completed project with the RAHS

### 2.5 Total grant amount requested (including GST)

### 2.6 Total project cost

### **3. NSW LOCAL AND COMMUNITY HISTORY CRITERIA**

Projects that meet the following objectives will score higher:

- Projects that meet eligibility criteria (as per heritage grants guidelines)
- Projects that are relevant to the heritage of NSW
- Projects that show a benefit to the community

**3.1 Why is this project significant?** *Maximum 200 words*

**3.2 Please describe the historical sources that will be used and/or preserved as part of this project.** *Maximum 200 words*

**3.3 Describe how your project benefits the community** *Maximum 200 words*

**Please attach to your application documents that support your project :**

- **research plan**
- **you MUST provide quotes for professional support**
- **travel plan**
- **copyright consent**
- **permission to access resources**
- **letter which includes professional assessment of collection**
- **referee for individuals and CV as to capacity**

## **4. PROJECT PLANNING, READINESS AND VIABILITY CRITERIA**

Projects that have a well-defined project plan, realistic milestones and budget (including draft quotes from vendors) will score highly.

### **4.1 Timeframe**

When did the project start?                      Month                      Year  
Or, when is the project due to start?                      Month                      Year

### **What is the approximate date you expect the project to be completed**

Month                      Year

*Grant funding is not available retrospectively – i.e. for money already spend. Projects therefore cannot be complete before grant award presentations, which take place in late October.*

### **4.2 Project Team or Individual**

**Project Leader (Name):**

**Have you or your project members undertaken a similar project in the past?**

Yes    No

**If yes, please provide brief overview** *Maximum 50 words*

**What skills do the individual or volunteer members on your team have that will ensure the project is delivered?** *Maximum 100 words*

**What skills do paid members of your team have that will ensure the project is delivered?** *Maximum 100 words*

### **4.3 Project Risk**

**What is the biggest risk for this project?** *Maximum 50 words*

**How will you manage this risk?** *Maximum 50 words*

### **4.4 Project Milestones**

Provide details of key milestones for your project and project delivery dates. This includes work that you may have already undertaken. Milestones must identify how the project you have described can be completed within the start and completion dates provided in 4.1 Timeframe. Milestones will include all the key elements of the project. They should equate to expenditure or stages of work planning to be undertaken.

The status for each milestone must be one of three options:

100% COMPLETE  
 60% OR MORE COMPLETED  
 STARTED  
 TO START

Milestone	Status	Date Complete
Click on ADD ROW if additional rows required		

#### 4.5 Project Budget Breakdown

Please complete the attached budget breakdown table for your project. Please note the following:

**The following options are available in “How you will fund this expense?”**

- 1. Cash: Heritage Grant** - Please read the guidelines to check what expenses can be funded by the grant. (Volunteer time, capital expenditure items and money already spent cannot be funded by cultural grants)
- 2. Cash: Society or self** - Your organisation pays for this expense from its own funds.
- 3. Cash: Donations** - Your organisation will raise donations from an individual/other organisation(s) to cover this cost.
- 4. Cash: Other grant**
- 5. In kind: Volunteer Time** - All volunteer time must be costed at \$30 an hour. This expense must be costed for your project but can't be funded.
- 6. In kind: Donation** - Another organisation(s)/professional(s) provide services or materials for free.

You must select one option in the “How will you fund this expense” for each line in the table.

Project Budget items (tasks, activities, materials)	How will you fund this expense	\$ Amount - Cash (including GST)	\$ Amount - In kind
<b>TOTAL</b>			

#### **Total cultural grant amount requested (including GST)**

*This amount should agree with the information provided in the above table.*

#### **Total project cost**

*This amount should equal total of cash and in-kind contribution provided in the table.*

## DECLARATION

I certify that, to the best of my knowledge:

- The information provided on this form and its attachments are correct;
- This application has been approved by my organisation (if applicable);
- My organisation's governing body has agreed to ensure that volunteer and financial resources are in place to deliver the project if the grant application is successful (if applicable)
- I have the delegated authority to sign this application.

I acknowledge that the RAHS has the right to withdraw any offer of funding or demand the return of funds already paid, if it is discovered that any statement made by me in this application is incorrect, incomplete or misleading, in a way that may have affected the decision to provide me with funding.

Please type your name and details below to certify the information. Typing your name will be taken to be as binding as a signature.

I declare the above to be true:

Your Full Name

Your Position in Organisation (if applicable)

Date