CULTURAL GRANTS PROGRAM 2022
Guidelines

The Cultural Grants Program is a Create NSW funded program, administered by the RAHS on behalf of the NSW Government.

Projects should be relevant to understanding the history of NSW and its people and places. Grants of up to $5,000 support the work of historical research and publication undertaken by local historical societies and similar bodies across New South Wales. Please allow one week before submission date to ensure the application is reviewed by another member of your organization. The projects should generally be able to be completed by December 2023.

Applications open May 17 2022 at 9am and close on June 29 2022 at 5pm.

Information for all applicants

It is essential to answer all questions. Incomplete applications cannot be assessed. Applications will be accepted from community bodies not affiliated with the RAHS. However, these will need to include:

- Evidence that the applicant society is incorporated or is auspiced by a relevant incorporated body (eg by letter of support from that body)
- The applicant organisation's Objects, Constitution or Rules
- An explanation of how the organisation will make the work accessible to and be of benefit to the public at large

Eligibility
This program aims to encourage involvement in and completion of historical projects of significance to the community.

Who is eligible to apply for a Create NSW Cultural Grant?
- RAHS Affiliated Societies
- Local community or regional groups of New South Wales
- Organisations incorporated on a non-profit basis, with a commitment to one or more aspects of history
- Individuals working alone are not eligible to apply and personal ABNs are not acceptable. However, individuals maypartner with eligible community organisations to submit an application
- Local government bodies or tertiary institutions partnering with community groups to produce community-based projects may submit an application
- Culturally and linguistically diverse groups or researchers working in these fields are encouraged to apply for support for projects leading to the publication of community history

What sort of projects may be funded?

Research

- Research and writing about any aspect of the history or heritage of the local area, or area of specialist interest, for production of any form of publication (books, exhibitions, tourist trails, digital publications etc)
- Provision of research materials for the project (a detailed list needed including content, timeframe for the work, name of archive)
- Applications for microfilming or digitizing of existing or new research material applicable to the **region** will be considered. Joint applications with National or State Libraries or similar agencies will be considered.

2. *Publication of:*

- Books of historical research on an aspect of local history or specialist historical interest. Applications should show that layout, design, formatting, indexing and quality of print have been considered. Books must include an index. Funding will be considered for:
  - local desktop publication
  - typing of a manuscript into digital form
  - professional design, editing and indexing
  - production of e-books or printing for publication

- Journals of original research on the history of the local area or special interest, but not for regular society publications. The grant funding will only be eligible for a special project.

  - Innovative publications to promote regional historical awareness
    Research and writing of guides for driving or walking tours, which have substantial historical content and promote historic awareness may be funded. They must include maps and refer to historic items.

  - Community histories for and/or with culturally or linguistically diverse groups.

  - Transcriptions and compilations of community records

  - A book of original photographs of local history or special interest.

  - Oral histories relevant to the local area
    - Publication will include all or some of: Interview; Transcription of interview; relevant images
    - To be published in hard copy and/or on CD or DVD and/or website.

3. *Digital Projects*
   - digitisation of records to enable ease of access
   - digital publication eg ebook, educational resources
   - all digital publication proposals must conform to the requirements and standards of the National Library's Pandora program.
   - all digital publications must be registered for retention by the Pandora Archive.

4. *Collation and Preparation*
   - Preparation of
     - digital and hard copy indexes by professional expert
     - educational materials, created in conjunction with qualified teaching staff
     - research and writing for driving and walking tours
   - Collection of research material for use locally
   - Collection/provision of research material for the project

5. *Conservation*
   Repair and preservation of paper-based research materials such as diaries, letters, maps and other documents by migration of the information to electronic form (technology transfer), for conservation or for improved public access and priority for documents damaged by natural disaster (maps, photographs etc). All suchitems must be already catalogued and indexed appropriately. Joint projects withlocal newspapers, local State or National Libraries and other groups seen as desirable. Funds not available for display cabinets or displays generally.

6. *Education Programs*
   Programs promoting the history and/or facilities of the group to the local schools may be funded. These should be developed in conjunction with educational staff, have the written support of local education authorities and contribute to the history program of the school.

7. *Professional Support*
   Development and implementation of management plans for groups holding community research collections or photographic archives used for history research. Applicants must detail the size of these archives in their application Applicants must use the services of a professional archivist, photograph conservator or other appropriately qualified professional. Professional support to include payment for professional researcher to obtain copies of documents etc. Not available for museum-related activities.

What will **not** be funded under the Cultural Grants Program?
- Normal administrative expenses and running costs
- Retrospective funding for projects already completed or projects completed before grant announcement (end of November 2022)
- Production and printing of newsletters, handbills or similar printing, publicity material, postcards or enlargement of photos.
- All physical materials associated with exhibitions and displays (photographs, panels, story boards, exhibition cases etc)
- Reprints of earlier publications (unless there has been additional research and substantial revision)
- Capital equipment, heritage trail signs, plaques and/or building modifications
- Projects which have already received Create NSW funding

Conditions for Successful Applications:

- Grants must be spent within a year of receiving the grant funds.
- All groups receiving a grant must provide a report at the end of the project. Successful applicants receiving a grant of over $1,000 must provide progress reports at 6 months as well as that at the end of the project. These are to detail how the grant is being spent and the initiatives made possible by the grant.
- Receipt of the grant must be shown in the group's annual financial statement.
- In the case of a publication, a copy of the publication, microfilm or digital file etc must be deposited in the RAHS Library.
- The publication, microfilm or digital copy **must include** the following acknowledgment along with the Create NSW and the RAHS logos:
  This project is supported by Create NSW's Cultural Grant Program, a devolved funding administered by the Royal Australian Historical Society on behalf of the NSW Government.
  Failure to include an acknowledgment may result in the return of grant funds.