



# APPLICATION FOR ASSISTANCE UNDER THE 2004 RAHS LOCAL HISTORY AND ARCHIVES GRANTS PROGRAM GUIDELINES

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## IMPORTANT NOTE IN REGARD TO THE 2004 PROGRAM

This program has been fully funded by the NSW Heritage Office for the last 13 years. In 2004 the Heritage Office has asked that the program be focused on assisting the identification, assessment and listing of heritage items across NSW because this is the basis for looking after our heritage.

Local historical societies have always played an important role in this work by providing the historical basis and detailed data on which heritage survey work is undertaken. Some historical society members have also been actively involved in survey work through Community Based Heritage Studies jointly funded by local council and the Heritage Office.

Heritage items in most of the metropolitan, coastal and some inland areas have been identified, assessed and listed but a number of these surveys need to be extended and/or upgraded. In rural areas much remains to be done.

## 1. HOW YOU ASSIST THE SURVEY OF THE STATE'S HERITAGE ITEMS

You can help by ensuring that:

- The historic research you do helps to support heritage listing.
- When you have the opportunity, actively assist your local council with a Community Based Heritage Study. If you wish to know more about these studies please contact Dennis McManus at the NSW Heritage Office, by email [Dennis.McManus@heritage.nsw.gov.au](mailto:Dennis.McManus@heritage.nsw.gov.au) or phone on 9873 8576.
- your local historical society has the best archival and photographic records to underpin historical research.

## 2. PROJECT ELIGIBILITY

For the reasons set out above eligibility under the 2004 Program will be restricted to projects which:

- A. involve historical research which will be of direct benefit to the identification, assessment, listing or enhancement of existing or potential heritage items or conservation areas on local environmental plans or the State Heritage Register; or
- B. support A through the cataloguing, interpretation and conservation of local archives as follows:
  - the development and implementation of a management plan for community archival collections, (grants of up to \$2000 are available) Applicants must use the services of a professional archivist and should include details of qualifications and technical competence of the person/s overseeing the project.
  - the assessment of photographic collections leading to the development of a management plan for the care and use of the collection, (grants of up to \$2000 are available) Applicants must use the services of a professional archivist, photo conservator or appropriately

qualified person and should include details of qualifications and technical competence of the person/s overseeing the project.

### **3. APPLICANT ELIGIBILITY**

Organisations and individuals with an interest in NSW heritage are eligible to apply. State government agencies are not eligible but may be involved as a project partner. Membership or affiliation with the Royal Australian Historical Society is not required, but welcomed.

### **4. FORM OF ASSISTANCE**

- The maximum of any one grant will be \$4,000. Please note, in 2003 \$48,200 was approved across 45 projects. The lowest grant approved was \$200, the highest \$3,000 and the average was \$1,071.
- Assistance will be in the form of a \$ for \$ grant, unless the applicant can demonstrate that the project is not viable at this level.
- Where costs are recoverable (eg. some publications), assistance can be provided in the form of two year interest-free loans to enable the applicant to recoup outlays.
- Part grant and part loan funding will also be considered.
- Funded projects should be completed within 18 months of funds becoming available
- Grant recipients will need to make periodic progress reports until the project is completed. When adequate progress is not being made, funding will be withdrawn.

### **5. ASSESSMENT**

Applications under the Program must:

- Fit one of the two project eligibility categories
- demonstrate the ability to provide appropriate project management, skills and experience to carry out the project
- demonstrate sufficient resources to complete the project on time

Applications will also be assessed on the quality of information supplied in response to all the questions on the application form.

### **6. PROJECTS NOT FUNDED INCLUDE**

- Any project not included in Section 2 of these guidelines
- The purchase of capital equipment such as computers, filing cabinets and display boards.
- The publication of low cost heritage brochures, journals and newsletters.
- Heritage trail, local heritage celebrations and plaque projects.
- Projects where the applicant has a poor record in undertaking projects or has too many funded projects on hand.

### **7. WHEN TO APPLY AND WHEN YOU WILL BE ADVISED**

- Applications for the 2004 grant program should arrive at the RAHS by Friday, 25 June 2004
- Funding announcements will be made in September 2004
- Funding will become available in November 2004

**PLEASE ATTACH ADDITIONAL DOCUMENTATION USING FOLD-BACK CLIPS  
OR PAPER CLIPS ONLY – NO STAPLES PLEASE**

Send in the completed application form, with attachments to....

**Manager Outreach Services, Royal Australian Historical Society,  
133 Macquarie Street, SYDNEY, NSW, 2000 - [Phone 9247 8001]**