

# 2024 Round Community Heritage Grants Application (Training) Form Preview

## Introduction

The Community Heritage Grants program has three funding stages. In addition, eligible organisations can apply for training projects at any time.

Professional organisations without collections are eligible to apply for training projects that are targeted at other community groups. These organisations are not required to complete questions on collections, although they are encouraged to include any information on training participants and their collections.

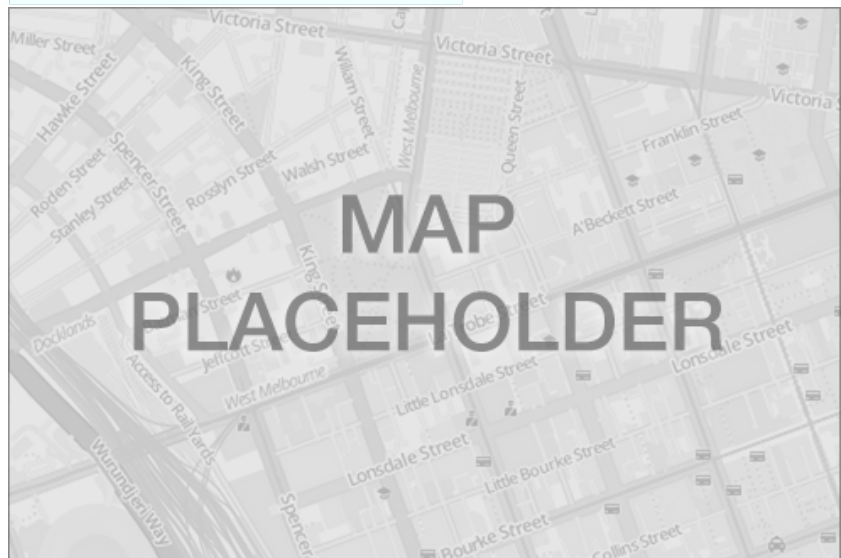
## Applicant Details

\* indicates a required field

**Legal name of your organisation \***

**Address \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Postal Address \***

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Phone number \***

Must be 8 digits - e.g. 01 2345 6789 or 0123 456 789

**Organisational email address \***

**Website**

Must be a URL.

**Social Media**

If your organisation has an active Social Media page include the URL here.

**ABN (ABN must relate to the organisation supplying the invoice for payment of the grant.) \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

**Please select your Federal Electorates from the drop down list \***

## Contact Details

\* indicates a required field

**Provide details of the person within the organisation accountable for the management, reporting and financial control of the project. Please note that**

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these details may be published on the National Library of Australia website in the CHG Final Project Report.

**Contact name \***

Title

First Name

Last Name

**Position within organisation \***

**Phone number (business hours) \***

Can be landline or mobile

**Email address \***

## Your Organisation

\* indicates a required field

**Tick one box ONLY which best describes your organisation: \***

- |   |  |
|---|--|
| <input type="radio"/> Archive                   | <input type="radio"/> Local authority                                  |
| <input type="radio"/> Art gallery               | <input type="radio"/> Multicultural community group                    |
| <input type="radio"/> Community group*          | <input type="radio"/> Professional association (for training projects) |
| <input type="radio"/> Historical society        | <input type="radio"/> Museum   |
| <input type="radio"/> Indigenous group          | <input type="radio"/> Religious group                                  |
| <input type="radio"/> Library                   | <input type="radio"/> University organisation                          |
| <input type="radio"/> Local authority / council | <input type="radio"/> Other:   |

Community group includes (but not limited to) to sporting clubs, craft and visual arts guilds, design groups, performing arts and literary groups, disability groups, health organisations, ex-service organisations, progress and professional organisations, agricultural societies, and environmental groups. Museums and libraries funded by local councils should select museum or library.

**Describe your organisation and its history \***

Word count:

Maximum 250 words.

Please provide details of paid and volunteer staff:

**Full-time paid staff**

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**Part-time paid staff**

**Estimated number of  
volunteers**

## Your Organisation's Budget

\* indicates a required field

### Funding Budget

**Provide an estimate of your organisation's expected funding sources in 2024/25**

This table should reflect funding for YOUR organisation, NOT the parent body of your organisation. Click on **Add More** for extra lines.

Source of funding	\$ (AUD)
Membership / subscription	\$
Admission fees	\$
Fundraising	\$
Donations	\$
Funding from your parent body (if applicable)	\$
Local government	\$
State government	\$
Federal government	\$
Grants	\$
Private	\$
Other	\$
	\$

### Budget Totals

**Total Income Amount**

\$

This number/amount is calculated.

**If your organisation has received additional cash or in-kind support for your proposed CHG project (perhaps from a parent organisation, interested group or other grant programs), please provide verification of the details.**

**Attach letter or other  
verification**

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

**Has your organisation previously received a Community Heritage Grant? \***

Yes

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- No
- Unsure

Must be no more than 1 choice selected

**If Yes, please record previous CHG application number(s) if known (e.g. 2022/174 significance assessment)**

## Your Proposed Training Project

\* indicates a required field

**Training Project Title \***

Maximum 25 words, eg Preventive Conservation training for [name of organisation] and regional groups

## Project Description

**Describe the training project. This description may be used in public documents. \***

Maximum 100 words

**Provide more detail on the project, including participants, nominated trainers, content and proposed approach \***

Word count:  
Maximum 300 words.

**Attach the CV of the trainer \***

Attach a file:

**Have you formed a partnership with any other organisation to host / participate in training? Please provide details. \***

Max 250 words

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**Why is the training model appropriate including value for money considerations?**

\*

Word count:  
Maximum 250 words.

**How will the training project be managed? \***

Word count:  
Maximum 200 words

## Project Budget

\* indicates a required field

**DETAIL YOUR PROPOSED PROJECT BUDGET EXPENDITURES IN THE TABLE BELOW.**

Key points:

- Check the [Guidelines](#) to confirm that all budget items are eligible.
- Grant total **MUST NOT** exceed **\$18,182 excluding GST / \$20,000 including GST**. This applies to the combined value of all applications submitted by one organisation in a single round.
- Attach quotes to support all budget expenditure including training provider fees and associated travel. If the training provider is not located within your city or region and needs to travel to your organisation, include the cost of the provider's travel to your location plus any accommodation expenses. For information on calculating expenses see [ATO Tax Determination 2023/3](#) and the [ATO Cents per kilometre method](#) if the consultant is travelling by car.
- If your proposed project depends on additional funds provided by your own organisation, this should be detailed in the "additional cash or in-kind support" question of the **Your Organisation's Budget** section.
- Click on **Add More** if extra lines are needed.

**Requested Project budget items**                      **Grant request (excluding GST)**  
**(training provider fees, travel, materials)**

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

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## Project budget totals

### Total grant request (excluding GST)

\$

This number/amount is calculated.

### Attach quotes for training provider fees, travel, materials. \*

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

## Your Collection

\* indicates a required field

*Professional associations without collections are not required to complete this section, although we welcome information on collections managed by participants.*

**Briefly describe your organisation's entire collection, including the size and the types of material. If the training proposal focusses on part of the collection, provide additional detail on the relevant collection material.**

Word count:

Maximum 250 words.

**Attach supporting documents if applicable, including significance assessment or preservation needs assessment reports**

Attach a file:

**Describe how your collection (or the collection material that is the subject of the application) is managed, including who manages or is responsible for the collection, if it is catalogued and how it is stored.**

Word count:

Maximum 250 words.

**Describe how your collection is made available to the public and main user groups (eg exhibitions, displays, online access, publications, access by researchers).**

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Word count:  
Maximum 300 words.

**Is your collection (or collection material that is the subject of the application) predominantly Indigenous cultural material?**

- Yes
- No

**If your collection is digitised, is it available in Trove?**

- Yes
- No
- Not digitised

Must be no more than 1 choice selected

## Collection owners and partners

**Does your organisation own the collection? \***

- Yes
- No
- Not applicable

Select one choice only.

**If no, include the contact details and a signed letter of consent from the collection owner.**

**Owner name**

First Name

Last Name

**Organisation (if applicable)**

**Owner Phone Number**

**Attach letter of consent.**

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

**Does your organisation have an agreement with another organisation to store, care for or exhibit the collection? \***

- Yes
- No
- Not applicable

**If yes, provide details and a signed letter of support from your partner organisation for the application.**



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Word count:

Must be no more than 100 words.

## **Attach letter of support**

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

## National Significance of Your Collection

*Professional associations without collections are not required to complete this section.*

All significance assessments and new applications will be assessed for the national significance of the collection, against the criteria outlined in [Significance 2.0](#).

A summary of the primary and comparative criteria, along with guidance on how to build a case for national significance is provided [here](#).

**Why do you think your collection is of national significance? Please refer to the findings of your significance assessment report in your response.**

Word count:

Maximum 250 words.

**Attach supporting documents such as photographs of the significant items, publications, reports or testimonials that justify your claims (maximum six attachments)**

Attach a file:

A maximum of 6 files may be attached.

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

## Declaration

\* indicates a required field

The President/Director and Contact Officer/Project Manager of the applicant organisation, are required to read and accept the Statements below and provide their name, position and contact details. If the President/Director and Contact Officer/Project Manager are the same person, the Declaration must be completed by another official officeholder.

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The [Conditions of Grant](#) from the 2023 Round are provided for your information.

## Statements \*

- We have read and agree to abide by the CHG 2024 Guidelines, including the standard Conditions of Grant
- We confirm that the applicant organisation and proposed activities are eligible for the CHG program

## Contact Officer / Project Manager

Name \*

Position \*

Email \*

Must be an email address.

Phone number \*

Must be an Australian phone number.

## President / Director (or other official officeholder)

Name \*

Position \*

Email \*

Must be an email address.

Phone number \*

Must be an Australian phone number.

## Attachments Checklist

Attachments included with your application help our assessors to understand your collection and fully assess your application.

**Tick all the listed documents that you have attached to this application:**

- Quotes for training and related items (mandatory)
- Trainer CV
- Significance Assessment
- Preservation Needs Assessment
- Collection description documents
- Photographs of collection items
- Preservation Policy
- Digitisation Plan
- Letters of support (for the project) / References
- Letter confirming in-kind or financial support
- Letter from collection owner and/or collection partner
- Other:

**List and attach any other relevant documents.**

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Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

## Feedback

\* indicates a required field

**How did you hear about Community Heritage Grants? \***

- CHG e-flyer
- NLA website
- Internet search
- Social media
- Local media
- Local government
- Museums & libraries
- Previous recipient/applicant
- Professional network (including consultant)
- Word of mouth

Tick one box only

**Have you used SmartyGrants previously? \***

- Yes
- No

Must be no more than 1 choice selected

**How would you rate the application process, including the online application, CHG Team support and other resources? \***

- Excellent
- Good
- Satisfactory
- Unsatisfactory

**Please provide any additional comments and/or suggestions on the application process.**

Word count:

Maximum 150 words

Thank you for your feedback on the CHG application process.