MaC Project Grant Guidelines 2019
(Museums and Collections program)

Closing date for applications: Friday 12 April 2019

The History Trust is calling for applications to the MaC grant fund. We are looking to fund innovative projects that will help advance your organisation's strategic goals and help ensure the sustainability and relevance of your organisation into the future.

Eligibility

To be eligible for the 2019 grant round your organisation must be either a:

- MaC member organisation
- Registered museum in the History Trust's Community Museums Program (CMP) (please note that this program ceases at the end of 2019)
- History Trust Accredited museum

Information about MaC membership is available from the History Trust's website https://history.sa.gov.au/get-involved/mac-program/

Registered museums that have an unacquitted CMP grant from the 2016-17 grant round or earlier may be ineligible to apply.

Purpose

The MaC grant fund is a key part of the History Trust's MaC standards and funding program.

MaC Project grants target strategic, innovative projects that support and promote the value of South Australian community-held historical collections. The focus for MaC Project grants is:

- creating sustainable collections
- presenting collections in relevant and accessible ways
- demonstrating current standards for collection management and care practices
- engaging communities, wherever they be, with collections

MaC grants do not fund:
- Restoration of historic buildings or general building maintenance
- Ongoing expenditure for salaries or administration
- Costs that have already been incurred
- Office and general organisational running costs

Grant Pool, Limits and Co-contributions

The grant pool for 2019 MaC Project grants is $270,000.

MaC member organisations and CMP registered museums can

- apply for up to $12,000 in total. This can be for one or more projects.

Accredited museums can

- apply for up to $15,000 in total, for one or more projects, OR
- apply for up to $25,000 for a two stage project. Second stage funding will be pre-allocated but subject to successful completion of stage one

Co-contribution to cash costs of projects

Grant request up to $4,999	Grant request between $5,000 and $9,999	Grant request of $10,000 or more
No co-contribution is required	Minimum 20% cash and/or in kind contribution consisting of • cash from organisation's own funds or other sources OR • the equivalent cash value of donated materials or professional services OR • a combination of both	Minimum 20% cash contribution from organisation's own funds or other sources

Assessment Criteria

- Clarity of project purpose and expected outcomes

- Significance of the project to the applicant organisation's way forward

- Degree to which the project fits one or more of the four focus areas for MaC Project grants

- Clarity of project planning and timeline for project completion

- Budget shows all expected income and expenditure, any required co-contribution to costs, and includes quotes for major expenses

- Extent of consultation with relevant agencies/experts where required and use of appropriately qualified and/or experienced people to undertake specialist tasks

Conditions of Grant

Grant funds allocated in 2019 are due for acquittal at **30 June 2020.**

- Grants must be used only for the purpose outlined in the grant notification letter
- Approval from the History Trust must be obtained for any proposed changes to the use of the grant
- Changes to contact details must be advised
- Grantees must comply with relevant Commonwealth, State or Local Government regulations and are responsible for legal requirements such as planning approval and copyright clearance
- Wherever possible funding is to be acknowledged by the use of the Government of South Australia and History Trust logos. Specific use is to be negotiated with the History Trust.
- The History Trust may offer funding subject to other conditions. Such conditions will be set out in the letter of offer
- All grants must be acquitted (finalised) using the Report and Income and Expenditure Statement provided by the History Trust. Required attachments are noted on the report form
- Grant monies must be spent and properly acquitted by 30 June 2020. Unspent amounts can't be retained or invested.

Please note that CMP registered museums who receive grants in the MaC 2019 grant round will be required to complete the MaC membership process by **30 September 2019**.

Submitting an Application

Applications must be made online through the History Trust's website https://history.sa.gov.au/grants/

The Trust uses Smarty Grants and applicants need to register with Smarty Grants and create a login to use the application form. When you click on the 'fill out now' button you will be prompted to do this.

The application form will be **accessible from 9am Monday 18 February**.

The closing date for applications is midnight Friday 12 April 2019

Please read the form carefully and make sure that you complete all relevant sections and include detailed and accurate information. **Attach copies of quotations and, where appropriate, sketches, working drawings or other supporting documents, such as the organisation's forward plan.**

The History Trust can help you to formulate the details of the project. You are welcome to contact us for advice and assistance.

If your organisation is applying for more than one project, please submit each as a separate application.

You will get an automated acknowledgment email from Smarty Grants when you submit your application.

Assessment Process

History Trust staff check applications and eligibility and follow-up with applicants if required.

A panel of peer-assessors reviews applications and agrees on which applications have the highest degree of merit against the assessment criteria stated in the grant guidelines. Peer-assessors have relevant knowledge and experience in the management of museums and collections and the care of, interpretation, sharing or presentation of collections.

History Trust staff write up the assessors' decisions as a recommendation to the Board of the History Trust. The Board considers the recommendations and may ask for further information before approving grants.

Applicants are notified of the outcome of their application in **mid-June 2019.** Unsuccessful applicants are invited to contact the History Trust for feedback on their application and can resubmit a new or reworked application in future rounds.

Claiming a Grant

Grants should be claimed by **30 June 2020** unless advised otherwise. An invoice is required. Successful applicants will be notified of the grant claim process and how to invoice the History Trust. Grants to organisations that are registered for GST will be grossed-up to offset the GST liability.

Acquitting grant and reporting requirements

Completion and acquittal of the project is due **by 30 June 2020**. An interim report may be required for major projects at the History Trust's discretion. The final report must include:

- A detailed Income and Expenditure Statement and brief summary of the success and outcomes of the project
- An online outcome that makes the results of your project widely accessible. This may be done through your own or one of the History Trust's websites or social media accounts
- Copies of paid invoices/receipts for project expenses

- Digital images or other forms of electronic media that the History Trust can use for promoting your project and the MaC program.

The grant acquittal form will be available through Smarty Grants from the end of March 2020. If you need to access it earlier please contact the History Trust and we will activate it for you.

Engaging External Expertise

Applicants are encouraged to consider engaging professionals from outside their organisation, as appropriate, to do some of the work involved in projects. Depending on the project, input may be from a researcher, collection manager, historian, curator, designer, planning consultant, digital content developer, interactives or web developer, social media strategist, photographer or other specialist skilled person.

Enquiries

The History Trust's Community History Officers, Pauline Cockrill and Amanda James can assist you with project planning and developing an application. You are welcome to call on 8203 9888 or community@history.sa.gov.au