MaC Project Grant Guidelines 2019
(Museums and Collections program)

Closing date for applications: Monday 28 October 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 and collections into the future.

Eligibility

To be eligible for this 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/

If you have an outstanding grant with the History Trust, or received a MaC Project grant in May this year, please contact us to check your eligibility 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 History Trust expects to distribute between $200,000 and $300,000 in this grant round.

MaC member organisations and CMP registered museums can

- apply for individual grants between $1,000 and $12,000 or for multiple grants up to $12,000 in total.

Accredited museums can

- apply for individual grants between $1,000 and $15,000 or for multiple grants up to $15,000 in total
- apply for up to $25,000 for a major 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

- No co-contribution is required for projects costed up to $5,000
- For projects costed at more than $5,000 a minimum 10% cash and/or in kind contribution of goods or professional services is required.

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 November 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 November 2020. Unspent amounts can't be retained or invested.

Please note that CMP registered museums who receive grants in this MaC grant round will be required to complete the MaC membership process by **13 December 2019**.

Acquitting the grant and reporting requirements

Completion and acquittal of the project is due **by 30 November 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 can be used by the History Trust for promoting your project and the MaC program.

The grant acquittal form will be available through your Smarty Grants account from the end of March 2020. If you need to access it ahead of that time please contact us and we will activate it for you.

Engaging External Expertise

Applicants are encouraged to consider employing people with appropriate qualifications and skills to do some of the work involved in your project, such as a researcher, cataloguer, historian, museum consultant, designer, planning consultant, specialist in interactive or web development, social media or digital content or strategy, photographer or other skilled person.

If you are using a consultant, you must include a quote from them in your application.

Making an Application

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 the Smarty Grants system when you submit your application. Please call us if you do not receive notification soon after submitting 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 against the assessment criteria shown in the grant guidelines and agrees on which applications have the highest degree of merit against the criteria. Peer-assessors have relevant knowledge and experience in the management of museums and collections and the care of, interpretation, sharing or presentation of collections.

The assessors' decisions are recorded and written up by History Trust staff as a recommendation to the Board of the History Trust. The Board considers the recommendations and may ask for further information before grants are finally approved.

Applicants are notified of the outcome of their application in **mid-December 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 **31 January 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 for the amount of grant. Grants to organisations that are registered for GST will be grossed-up to offset the GST liability.

Enquiries

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

Submitting an application

Applications must be made online through the History Trust's Smarty Grants Applicant website here.

The application form will be accessible from Monday 16 September 2019.

The closing date for applications is midnight Monday 28 October 2019