

SOUTH AUSTRALIAN HISTORY FUND (SAHF) 2019-20 Grant Guidelines



About the SAHF

The South Australian History Fund (SAHF) is an annual grant program offered by the History Trust of South Australia (History Trust) and intended to support the production and sharing of South Australia's history. Funding up to \$5,000 is available for a wide range of South Australian history focused projects. Total funding available this year is \$70,000.

Grants Support

- Specific community-focused projects that enable communities to explore, interpret or preserve aspects of their history and make South Australian history accessible to the public
- Publication of both academic histories and more popular forms of historical writing. Funding can be for publishing or editing costs. A detailed outline and writing sample must be submitted for assessment. Individual applicants are expected to be members of relevant historical or professional organisations.
- Rigorous research by established and emerging historians that makes a significant contribution to the body of knowledge about, or understanding of, South Australian history. It is expected that research will lead to a publication or other significant public outcome. Individual applicants are expected to be members of relevant historical and professional organisations.

How to apply and grant round dates

Applications open on **Monday 16 September 2019** and close on **Monday 28 October 2019**.

The History Trust uses the Smarty Grants grant management system and you can apply online from 16 September at <https://history.smartygrants.com.au/SAHF201920>

Who can apply

Incorporated community organisations, local government, other publicly accountable organisations and tertiary institutions are invited to apply for all types of projects. Unincorporated organisations may be eligible if an incorporated organisation is willing to sponsor (auspice) their application. Individuals can apply for publications and research projects. Applicants from outside the State, who are working on South Australian history, will be considered. State and Federal government agencies are not eligible. Only one application from any organisation or individual can be considered in this grant round.

What cannot be funded

- Ongoing salaries
- Historical fiction, creative writing or community arts projects without substantial history content
- Building maintenance or repair
- Costs that have already been incurred
- Office and general organisational running costs
- Promotional brochures and advertising material

Assessment Criteria

Applications need to demonstrate:

- thorough project planning and the capacity of people working on the project to deliver it
- use of appropriate techniques, methods, skills and services
- thorough costing, viability, value for money and audience reach
- the need for the project, including confirmation of participation by any project partners or the wider community, if relevant
- clear outcomes for South Australian history.

Assessment Process

Eligibility checks and administrative processes are undertaken by History Trust staff. Applications are then assessed by a peer assessment panel against the assessment criteria. Recommendations of the panel are considered and approved by the Board of the History Trust. You will be notified about the outcome of your application in **mid-December 2019**.

Payment and acquittal of grants

To claim your grant you/your organisation needs to submit a tax invoice for the amount of grant plus GST if you/your organisation is registered for GST. Please submit your claim by **31 January 2020**. Your grant notification will let you know how to submit your invoice.

All grant payments are made by EFT. Please note that if you/your organisation are not already a registered vendor with the History Trust we will organise this with you to minimise delay to your grant payment.

All grants are due to be acquitted (finalised) by **30 November 2020** online. You will be advised how and when to do this.

Conditions of grants

- Grants may be used only for the purposes specified in the letter of approval
- 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 are responsible for legal requirements such as planning approval and copyright clearance
- Where possible funding is to be acknowledged by the use of History Trust and Government of South Australia logos. Specific use is to be negotiated with the History Trust to be appropriate to the project.
- The History Trust may offer funding subject to other conditions. Such conditions will be set out in the letter of offer.

Assistance with your application

Please refer to the **Frequently Asked Questions** available on the History Trust website [grants](#) page.

Applicants are encouraged to contact the History Trust to discuss their applications.

Telephone 08 8203 9888 and ask to speak to the Community History Officers or email community@history.sa.gov.au

TIPS FOR APPLYING

Planning and working to recognised good practice standards

- Show you've done the research and preparation needed to be able to deliver a great project
- Demonstrate how what you intend to use, who you intend to involve, services you intend to engage, or items you intend to purchase support recognised good practices relevant to your project
- Be specific about the equipment, materials and processes you plan to use and justify your choices

Put numbers on it

- Get quotes for project expenses. Informal quotes are fine (such as costings from websites).
- Be specific about who will benefit from the project, how many collection items will be involved, what you think the reach of the project will be (as relevant to your application).

Relevant support material

- Detailed outlines and a writing sample must be included with publication applications
- For many other types of projects, including website, audio-visual and interpretive projects, sample texts, images, layouts and synopsis of content can be really helpful – include them if they help build a picture of your project

Check everything

- Make sure all the information you've been asked to give is included
- Include attachments that support your application and verify the anticipated project expenses
- Clarity and good editing makes an application much easier to read so it's well worth having another person read over the application before you submit it.