

The South Australian History Fund

Frequently Asked Questions (FAQs)

How do I apply for the South Australian History Fund (SAHF)?

All applications need to be [lodged online](#) through The History Trust's Smarty Grants account.

How long will I get to complete my project?

All grants are due for acquittal by 30 November in the year following allocation of the grant.

Can I get help with my application?

The History Trust of South Australia's two Community History Officers administer the SAHF and can assist you with all aspects of putting in an application. You are welcome to contact them to discuss a potential project, to get specific advice on undertaking your project, or completing your application form. Contact the Community History Officers by calling History Trust reception on 08 8203 9888 or email community@history.sa.gov.au

Can I apply for more than one grant?

The SAHF is a heavily subscribed grant fund and only one application per organisation or individual can be considered.

Do organisation applicants have to be legal entities?

Organisations do not need legal status to be eligible for a grant, so informal/unincorporated groups can apply. However, such groups will need to show that they have processes in place for receiving and administering grant funding and managing the project. Informal/unincorporated organisations can also be auspiced by an incorporated organisation (who receives and manages funding on their behalf). There is information for informal/unincorporated organisations about becoming a corporation (whether an incorporated association or a co-operative or a company) on the [Our Community website](#).

How much detail should I include in the application?

You need only include the detail required to fully answer the questions. Clearly and simply describe the project, why it is important and how it will be done. Include any attachments that support your application. Depending on the project this could include design plans, conservation assessment, mock-ups of interpretive signage, draft manuscript for publication, or specifications for equipment purchases.

Do I need to get quotes?

You will need to include quotes for major expenses, such as printing costs, design fees and purchase costs of equipment. There is no need to get multiple quotes for the same thing.

What should I show in the budget?

The budget needs to show that the project has been accurately costed and that there is adequate income to meet the anticipated expenditure. Include all the major project costs in the budget section of the grant form and ensure the income and expenditure totals are the same.

What about GST?

Organisation and individual grantees who are registered for GST will have grant payments 'grossed up' for GST. Organisation and individual grantees who are registered for GST should deduct any gst amounts off the amount of grant requested, as GST will be added to the grant amount when the grant is claimed. The tax invoice form for claiming a grant will ask you to do this.

Can I attach additional information to the application form?

The grant guidelines suggest items you should include depending on the project you're applying for. There is opportunity in the form to attach additional

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information.

What about confirmation of participation?

Applications for funding sought for projects that are a partnership with another organisation or community should include evidence that any partner/s in the project are willing to participate or that a project has wider community support. This could include consent of an auspicing organisation, permission for interpretive signage to be placed on council or private land, or for privately held collections to be accessed or presented as part of a project.

How is my application assessed?

Your application goes through an administrative and peer assessment process. History Trust staff start by checking that you are eligible to apply and that any attachments you have indicated are included with your application have been received. History Trust staff then prepare summaries of applications and organise the applications for distribution to the peer assessment panel.

Applications are assessed by a three-person peer assessment panel against the assessment criteria for applications as given in the grant guidelines. Panellists have relevant knowledge and experience in the production, preservation, interpretation, sharing or presentation of history gained through their practice of history and/or work in organisations that support historical practice in South Australia.

Each year a panel is drawn from a pool of peer assessors. Peer assessment panellists review applications independently against the assessment criteria shown in the SAHF grant guidelines and then meet to discuss the merits of applications. At the

assessment meeting the panel agrees on which applications have the highest degree of merit against the grant assessment criteria.

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

I've got a grant – what now?

Successful applicants will be formally notified by mail with a letter of offer from the Minister for Education. This letter will specify the purpose and amount of the grant and detail the conditions of the grant, the claim process, and the reporting and acquittal requirements.

When and how are grants paid?

Grants are payable once you have provided the History Trust with an invoice for the amount of grant plus GST if you/your organisation are/is registered for GST. Invoices need to be submitted online.

Please submit your claim by 30 November. Grants are paid by direct deposit into your nominated bank account.

What if my application is unsuccessful?

You will be notified of the outcome of your application by email. There is a heavy demand on the SAHF and unfortunately many applications do not receive funding in any one year. The Community History Officers are happy to provide feedback about your application and to discuss reapplying in a future grant round – just call or email them on 08 8203 9888 or community@history.sa.gov.au

