



# Museums and Collections (MaC) 2021-22 Project Grant Guidelines

Among the key aims of The History Trust of South Australia is to keep building the evidence of our state's rich and fascinating past and to make it accessible to all. We offer two annual grant programs that progressively add to South Australia's history and bring it to life. Museums and Collections (MaC) grants support the development, preservation and sharing of community-held historical collections, promote best practices, and raise the profile, impact and reach of South Australian history and community history organisations. We welcome and appreciate your interest in helping to make that happen.

## Our guiding principles



### MaC Project Grants

Museums and Collections (MaC) grants support your organisation to be an active, valued part of the Statewide History Network.

The annual grant pool is around \$250,000.

### Eligibility

MaC grants are available only to organisations who are members of the Museums and Collections (MaC) development and funding program. MaC membership is open to a wide range of community organisations and membership can be applied for at any time.

### What can be funded

A wide range of projects that help your organisation care for, document, present and share collections and local history can be funded.

Individual grants can be up to \$20,000. Major projects that demonstrate more innovative

approaches to making collections and history accessible or that will have significant impact and reach for SA history beyond your organisation's region are suited to a higher level of funding. More foundational projects (such as collection management projects) will usually attract a lower level of funding. Project possibilities include:

- Projects that make connections with your communities and/or invite people to view historical events from different perspectives
- Innovative digital or physical history projects and exhibitions
- Collections or community development projects and programs that engage new audiences and/or engage existing audiences in new ways
- Projects that make connections with schools including education resources and programs
- Physical and digital publication projects that make history and collections accessible to local and global audiences
- Collection documentation/cataloguing,

# Museums and Collections (MaC)

## 2021-22 Grant Guidelines

- digitisation or reformatting
- Development of collection storage facilities, rehousing and conservation of significant collections
- Engagement of specialists to conduct collection care or management review, significance assessment, or to develop interpretation or design plans for physical or digital projects
- Collection research activities and oral histories
- Visitor research
- Specialist workshops/skills training for staff or volunteers
- Projects that promote community wellbeing and lifelong learning
- Projects that engage local First nations communities in the telling of our shared history
- Partnerships with other organisations that further your historical activities and impact.

Please note that requests for funds under \$1,000 should come through the MaC small grants fund.

### What cannot be funded

- Restoration of historic buildings or general building maintenance
- Ongoing expenditure for salaries or administration
- Costs that have already been incurred
- Office and general organisation running costs

### How to apply

Applications open Friday 10 September and close on Sunday 24 October 2021. There will also be a supplementary round in February/March 2022. All applications are submitted through the SmartyGrants management system:

<https://history.smartygrants.com.au/MaCprojectsRound5>

### Assessment process

Applications are assessed by an external peer panel appointed each year by The History Trust of South Australia.

Each applicant will be notified of the outcome of their submission in December 2021.

## Assessment considerations and criteria

### Projects need to:

- **Contribute to the development of rich and diverse South Australian history experiences for identified audiences**
- **Be significant and relevant to preservation, care, interpretation, accessibility of or engagement with South Australian history**
- **Lead to outcomes that will have lasting impact and value for South Australian history**
- **Demonstrate understanding, and intended application, of good practice standards in caring for collections or engaging audiences**
- **Be well-planned and accurately costed**

Please keep these criteria firmly in mind when preparing your application and if you have any questions about them or how they relate to your intended project [get in touch](#). Amanda and Pauline are very happy to help you.

# Museums and Collections (MaC)

## 2021-22 Grant Guidelines

### 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
- Grant recipients must acknowledge the History Trust of South Australia's support in all promotional material associated with the project; this includes use of the History Trust's logo and a standard text of acknowledgement:

This project was supported by the History Trust of South Australia's Museums and Collections grant fund.
- Grant acquittal requirements form part of the conditions of the grant (see below)
- Project acquittal information and images will be used by the History Trust of South Australia to promote the outcomes of the grants program and the work of the History Trust. This includes but is not limited to
  - Social media
  - Website
  - Publications (online and print)
  - Public programs.
- The History Trust may offer funding subject to other conditions. Such conditions will be set out in the letter of offer.

### Payment 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. Your grant notification will let you know how and when 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.

### Grant acquittal requirements

- All grants are due to be acquitted (finalised) by 30 November 2022 for grants approved in 2021 and 30 June 2023 for grants approved in 2022
- Acquittals are done using an online form that asks for your project story and a financial statement
- Copies of paid invoices/receipts are to be included as part of the financial statement
- Your project story is to include: why was the project needed; how did the grant support that need; what was the result of your project and the ongoing outcomes; were there any unexpected outcomes from the grant
- 4-5 images as high resolution jpg file format. MP4 or MOV video files, or links to uploaded Vimeo or YouTube videos can also be included.
  - Any images or video must be cleared for copyright (i.e. you must have permission to share and distribute the image)
  - Please ensure that people in any images or video have provided their consent for their image to be used

### Assistance with your application

Please email us: [community@history.sa.gov.au](mailto:community@history.sa.gov.au)  
[Help with SmartyGrants](#)