



Digitisation Project Grants Round 2022

Guidelines for Applicants

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. Digitisation Project Grants is an initiative aimed at enabling more collections and stories to be gathered, preserved and shared. We welcome and appreciate your interest in helping to make that happen.

Our guiding principles



Digitisation Project Grants

This special funding round will support a small number of projects that make a significant contribution to the volume, scope or accessibility of South Australian digitised collections.

Eligibility

Applications are invited from communities, groups and individuals that own or manage a significant South Australian historical collection. Collections may be archival, images, objects or a mix of collection types.

Aims of funding

Funds are available for

- New digitisation - purchase of equipment and/or engagement of a digitation officer or commercial service to undertake digitisation of analogue collections
- online projects that make an existing digitised collection widely accessible
- A combination of new digitisation and an online project.

Grants of between \$3,000 and \$10,000 will be considered for assessment. Smaller amounts

may be considered depending on needs and demands. Costs that have already been incurred cannot be funded.

How to apply

Applications open Thursday 21 April and close on Thursday 26 May. Applications are submitted through the SmartyGrants management system: <https://history.smartygrants.com.au/DigitisationGrants2022>

Assessment process

An external peer panel appointed by The History Trust of South Australia assesses applications.

Applicants will be notified of the outcome of their submission by 30 June.

Assessment criteria

- Significance of the collection to SA history
- Well-defined project purpose
- Evidence of best practices for collections digitisation and/or online accessibility in regard to planning, organisation, processes, standards, data management and storage

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- For online projects, identification of audiences and access for the project
- For new digitisation projects, strength of possibilities for access to the digitised collection and/or future creative use of the digital material
- Ownership and copyright status of the collection
- Accurate costings and clear project plan

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 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
- 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.

Grant acquittal requirements

- All grants are due to be acquitted (finalised) by 30 June 2023
- 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 release (i.e. you must have permission to share and distribute the image from the copyright holder if it is not you or your organisation)
- Please ensure that people in any images or video have provided their consent for their image to be used.

Payment of grants

- Grants are paid on receipt of a tax invoice for the amount of grant plus GST if relevant. Your grant notification will let you know how and when to submit the invoice.
- All grant payments are made by EFT. If you are not already a registered vendor with the History Trust we will organise this with you to minimise delay to your grant payment.

Assistance with your application

Please email us: community@history.sa.gov.au

[Help with SmartyGrants](#)