



NSW GOVERNMENT  
**Department of Planning**



**NSW Heritage Grants 2009-2011**

**Historical Research & Archives Projects**

***Department of Planning Heritage Branch and  
Royal Australian Historical Society***

## **GUIDELINES**

### **INTRODUCTION**

This Guideline follows the structure of the Application Form available on the Heritage Branch website. Use it to help you complete your application.

This program has been fully funded by the Department of Planning Heritage Branch for the last 18 years. Local historical societies have always played an important role in heritage work by providing the historical basis and detailed data on which heritage research and assessments are undertaken. Some historical society members have also been actively involved in Community Based Heritage Studies jointly funded by local councils and the Heritage Branch.

The Heritage Council is now undertaking a new approach to heritage listings for the NSW State Heritage Register. It has developed a set of thematic priorities, and will generally only be considering nominations for items consistent with these themes (see Point 8 below). Nominations will be largely prepared by Heritage Branch staff, who will rely to a large degree on the extensive body of 'place-history' research and publications currently held by repositories such as the Heritage Library in Parramatta, and by local and specialist historical and heritage societies.

This is an important shift in the way nominations will come before the Heritage Council, and this year's grants program has been realigned to help the Heritage Council in its work. The new program is also a key opportunity for historical and heritage societies and local and community historians to undertake historical research and presentations that will directly contribute to maintaining the high standards now expected of State Heritage Register listings.

### **ASSESSMENT OF APPLICATIONS**

Each section below follows the numbering of the Application Form, and shows the total points available in each section when the application is being assessed.

A standard assessment method is used to assess all applications. The method provides for allocating points to the different sections of the form, with an overall allocation of 100 points. No section dominates the overall marking, but failure to adequately address a section may critically affect the overall assessment. The assessment of applications under this program is undertaken by a panel with equal Heritage Branch and RAHS representation.

### **PROJECTS NOT FUNDED INCLUDE**

- Any project not covered by the Project Eligibility or Program Priorities of the guidelines
- The purchase of capital equipment such as computers, filing cabinets and display boards.
- The publication of low cost heritage brochures, journals and newsletters.
- Heritage trail, local heritage celebrations and plaque projects.
- Projects where the applicant has a poor record in undertaking projects or has too many funded projects on hand.
- Interpretation Projects: there is a separate Heritage Branch grant program for such projects.

## 1. WHO CAN APPLY?

Community organisations and individuals with an interest in NSW history and heritage are eligible to apply. State government agencies are not eligible but may be involved as a project partner. Membership or affiliation with the Royal Australian Historical Society is not required, but welcomed. The question relating to affiliated status is for RAHS statistical purposes only and does not affect the assessment of the application.

## 2. 3. & 4. APPLICANT AND PROJECT DETAILS

Please complete all the relevant fields, and provide accurate details. The 'Applicant' may be an organization, but the 'Project Director' is the person who will be responsible for the project and the main contact person.

## 5. YOUR PROJECT (10 points)

You need describe your project aim succinctly and concisely. It is essential to 'sell' your project. Begin with the words "The aim is xxxx". This statement will be used in any publicity for the grants program, and to let decision makers know about your project. If the statement exceeds 50 words, you need to reconsider what you want to achieve, or how you are expressing it.

The form allows you to attach a one page summary of the project, which provides more room to expand upon your aim and provide further details.

The project scope must identify what is and was is not included in your project. For example, a World War One project might cover the attempts to find viable land uses on a local soldier settler scheme, but not include local war memorials.

## 6. PROJECT FUNDING (10 points)

The costing should include all foreseeable expenses, supported with written quotes where applicable. In-kind contributions need to be given a cash value, usually worked out on an hourly rate. You could use the hourly rates charged by professional researchers, historians, editors, and so on as a basis for a reduced rate for volunteer labour.

The maximum points can be earned in this section by obtaining cash and in-kind contributions from other sources in addition to what you are providing and what can be obtained through the grant.

## 7. PROJECT ELIGIBILITY (20 points)

Eligibility is restricted to compatibility with the Heritage Council's thematic priorities (see Part

3 below). At least one of the three choices in this part of the Application must be ticked 'yes'. If you tick 'yes' to more than one of the eligible choices, you will need to explain (in Part 9) how your project will meet these choices. An example might be a historical research project that may also include a component involving the cataloguing of a certain class of records in a local archives to assist in the historical research.

## 8. PRIORITIES (30 points)

In the NSW Heritage Grants 2009-2011, priority will be given to projects that:

1. Research and present histories demonstrating or illustrating the following Heritage Council themes:
  - Heritage relating to Major-General Lachlan Macquarie's governorship (1810-1821) in NSW, including places and objects associated with his life and vice-regal term,
  - convict systems and experiences in NSW, especially relating to companion sites for the proposed world heritage listing of the *Australian Convict Sites*, and places and objects associated with those systems and convicts under sentence experiences,
  - Aboriginal heritage in NSW, especially relating to the contact and post-contact periods, and places and objects associated with that heritage,
  - World War One and/or Two heritage within NSW, and places and objects associated with the war(s).
2. Assessing and developing a collections management plan or strategy for local archives.
3. Assessing and developing a collections management plan or strategy for local photographic collections.

The Priorities include some focus on places and objects that can illustrate or demonstrate a theme, and include the conjunction 'and/or', which allows for themes to be combined either with each other or with the archives and photographic priorities.

The Macquarie and Convict themes can be applied across the state. For example, Macquarie's support for finding a passage across the Blue Mountains had consequences for town planning history in much of NSW; the stories of convictism did not end with the last convict transport, and later-generation convict descendants playing an important role in many localities, and in the volunteer enlistments for the Great War. Similarly, every community experienced the divisions on the conscription referenda in World War One; while the role of Aboriginal service personnel is achieving greater recognition in local histories and memorials.

Collections management plans for archives or photographic collections can include plans for lone, or very small groups of, highly significant documents or photographs. Their importance could be drawn out by relating the documents or photographs to the priority themes above.

A collections management plan should be consistent with guidelines for such plans available online from the Collections Australia Network or similar institutions.

### **9. COMMON SELECTION CRITERIA (30 points)**

All grant applicants, in all grant programs, must address these common criteria. The form provides a statement under each sub-criterion to help you. You must address each criterion, as this accounts for a third of the assessment points and also helps the Heritage Council measure the public benefits and impacts of the program. For example,

- a contribution to 'sustainable long term heritage management' may be in providing historical research that can be used in a heritage study or conservation plan for a heritage item;
- 'opportunities for people to learn' may be provided through the presentation of your research, such as a book or website;
- 'active community involvement' could be shown by the involvement of society members in the research;
- 'a positive transformation' may be demonstrated by local media coverage of your project where this has not previously been the case;
- 'a high degree of innovation or creativity' could be illustrated by the use of electronic media or public art in presenting your research.

Criterion 4e is mainly quantitative, although it is important to note that obtaining funding or support from other sources as well will help you in attaining the maximum number of assessment points for this section.

### **10. RAHS CONTACT**

Once you have complied with the conditions in points 2, 3 and 4 you must discuss your project with RAHS Manager, Mari Metzke, before submitting your application.

### **11. OWNERSHIP**

Not all projects are carried out by the actual owners of the heritage item so you should indicate who the actual owner of the heritage item is in your application.

### **12. PROJECT CONSULTANT**

This point is most relevant where your project is for the preparation of a collections management plan for an archives or photograph collection that will require professional expertise. It could also be relevant if the presentation of your research involves 'works' on a State Heritage Register-listed site, such as a public art installation.

### **NOTE: APPROVALS FOR 'WORKS'**

If your project is likely to involve physical changes to a site listed on the State Heritage Register, or the physical relocation of, or work to, a collection that is listed on the Register, or excavations to reveal archaeological materials, there are likely to be requirements for approvals under the *Heritage Act 1977*. If this is likely to be the case you should contact the Heritage Branch Conservation Team and discuss your ideas when preparing your application.

**Applications for the 2009 grant program should arrive at the RAHS by Friday, 26 June 2009. Results will be announced during September and funding will become available after November 2009**

**Send in the completed application form, with attachments by email to....  
outreach@rahs.org.au**

**The Manager, Royal Australian Historical Society  
133 Macquarie Street, SYDNEY, NSW, 2000 - Phone 02 9247 8001**