

2025 Round Community Heritage Grants Application (Repeat)

Form Preview

Introduction

The Community Heritage Grants program has three funding stages:

- 1. Significance Assessment**
- 2. Preservation Needs Assessment**
- 3. Conservation and collection management activities**

This application is available for organisations who have completed a CHG stage (either a significance assessment or preservation needs assessment) in the past five years (since 2020) and are now applying for the next stage (for example, a group completed a preservation needs assessment in 2022 and is now applying for conservation and collection management activities).

Applicants are still required to provide information on their collection and demonstrate the national significance of their collection. However, if there have been no major changes, applicants can draw upon and summarise the information from their previous application.

If there have been significant changes to the collection or new information relating to the significance of their collection, this must be documented in the application.

Please contact the CHG Program Team via email chg@nla.gov.au if you need to update the SmartyGrants user login in order to access previous applications. Applicants who regularly use SmartyGrants (for CHG or other grant programs) may also consider establishing a [Smartyfile](#) account.

Applicant Details

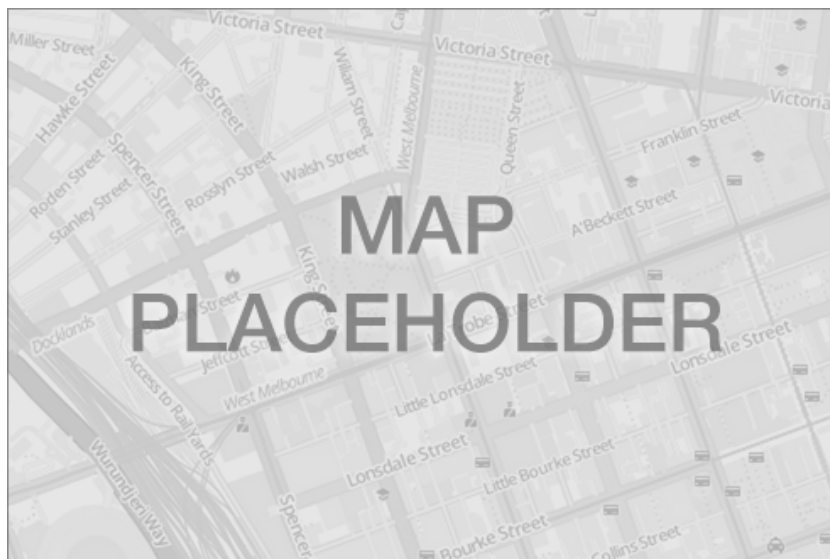
* indicates a required field

Legal name of your organisation *

Address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal Address

Address

Any, but at least one field is required. Country must be Australia

Phone number *

Must be 8 digits - e.g. 01 2345 6789 or 0123 456 789

Organisational email address *

Website

Must be a URL.

Social media

If your organisation has an active social media page include the URL here.

ABN (must provide the ABN of the organisation supplying the invoice for the grant payment.) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

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Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Please select your Federal Electorates from the drop down list *

Visit Australian Electoral Commission <https://electorate.aec.gov.au/> to find your federal electorate

Contact Details

* indicates a required field

Provide details of the person within the organisation accountable for the management, reporting and financial control of the project. These details may be published on the NLA website in the CHG Final Project Summaries Report.

Contact name *

First Name

Last Name

Position within organisation *

Phone number (business hours) *

Can be landline or mobile

Email address *

Your Organisation

* indicates a required field

Tick one box ONLY which best describes your organisation: *

Archive

Art gallery

Community group

Historical society

Indigenous group

Library

Local government / council

Multicultural community group

Museum

Religious group

University organisation

Other

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Community group includes (but not limited to) to sporting clubs, crafts and arts guilds, performing arts groups, disability and health organisations, ex-service organisations, progress and professional organisations, agricultural societies, and environmental groups. Museums and libraries funded by local councils should select museum or library.

Describe your organisation and its history *

Word count:
Maximum 200 words.

Paid and Volunteer Staff:

Please provide numbers of paid and volunteer staff.

Full-time paid staff

Estimated number of volunteers

Part-time paid staff

Your Organisation's Budget

* indicates a required field

Funding Budget

Provide an estimate of your organisation's expected funding sources in 2025/26.

This table should reflect funding for YOUR organisation, NOT the parent body of your organisation. Click on **Add More** for extra lines.

Source of funding	\$ (AUD)
Membership / subscription	\$
Admission fees	\$
Fundraising	\$
Donations	\$
Funding from your parent body (if applicable)	\$
Local government	\$
State government	\$
Federal government	\$
Grants	\$
Private	\$
Other	\$
	\$

Budget Totals

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Total Income Amount

\$

This number/amount is calculated.

If your organisation has received additional cash or in-kind support for your proposed CHG project (eg from a parent organisation, interested group or other grant programs), please describe and if available, attach letter or other verification of the details.

Details of other funding

Word count:

Must be no more than 100 words.

Attach letter or other verification

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Has your organisation previously received a Community Heritage Grant? *

- Yes
 No
 Unsure

Must be no more than 1 choice selected

If Yes, please record previous CHG application number(s) if known (e.g. 2022/174 significance assessment).

If your organisation has received grants (other than CHG) for collection management activities in the past five years, provide details of the two most recent grants.

Name of grant program, project title, amount and grant period

Name of grant program, project title, amount and grant period

Your Proposed Project

* indicates a required field

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You MUST read the [CHG 2025 Guidelines](#) to ensure your project is eligible and complies with the three stage process.

If you are applying for more than one type of project, please discuss with the CHG Team.

The combined value of projects applied for in a single round must not exceed \$20,000 (including GST) and must be completed within one year.

Project Title *

Maximum 20 words, e.g. Preservation Needs Assessment of the [name] collection

Project Category (tick the boxes that best describes your proposed project): *

- Significance Assessment (SA)
- Preservation Needs Assessment (PNA)
- Conservation treatment
- Collection rehousing & storage
- Environmental controls
- Digitisation
- Cataloguing software
- Other

List and attach SA, PNA and/or any previous, relevant statements of significance and assessments. Please identify pages in SA or PNA reports that present key recommendations which support this project. Also attach any references or letters of support.

Word count:

Must be no more than 100 words.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Describe recently completed preservation activities, noting other grant funding as applicable (including all PNA report recommendations).

Word count:

Maximum 250 words.

Project Description

What is the primary format of the collection material that relates to your application? *

- Documents
- Artefacts

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- Audiovisual
- Mixed
- Other:

Examples of **documents** include archival records, maps, books, manuscripts, photographs and pictures. Examples of **artefacts** include furniture, household items, textiles, toys and machinery. Examples of **audiovisual** include sound recordings, videos, film and digital files.

Provide a brief summary of the project, including the type of collection. This description may be used in public documents. *

Must be no more than 100 words.

Provide more detail on the proposed project. *

Word count:
Maximum 300 words.

If undertaking a SA or PNA, please provide details of your nominated assessor. *

Word count:
Max 75 words

How will you manage the project? *

Word count:
Must be no more than 200 words.

What are the expected outcomes of your project, including how it will improve access to the collection, conservation and collection management improvements, support for staff / volunteers? *

Must be no more than 200 words.

Digitisation

Complete the following questions if you are applying for digitisation funding. See Guidelines - Attachment A for more guidance on what information should be included.

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Provide details of your nominated digitisation supplier and their relevant experience.

Word count:

Must be no more than 100 words.

Provide a summary of the Digitisation Plan and/or further information on the project, addressing key issues (collection handling, technical standards, public access, ongoing management of digital content, copyright arrangements).

Word count:

Must be no more than 300 words.

If your organisation has a separate Digitisation Plan please attach.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Software Purchase or One-off subscription Costs

Complete the following questions if you are applying for cataloguing and collection management software. See Guidelines - Attachment A for guidance on what information should be included.

Describe how items in your collection are currently registered and catalogued.

Word count:

Must be no more than 250 words.

Describe your nominated software including purchase or licensing details, number of users, storage, size, formats, connectivity with other platforms (eg Trove, Victorian Collections, Collections WA). Why is this software option the best fit for your collection and organisation?

Word count:

Must be no more than 300 words.

Describe your software management and training plan: ie how staff will be trained, ongoing support and managing software upgrades.

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Word count:
Must be no more than 300 words.

Project Budget

* indicates a required field

DETAIL YOUR PROPOSED PROJECT BUDGET EXPENDITURES IN THE TABLE BELOW.

Key points:

- Read the [Guidelines](#) to check ineligible projects and costs (page 4) and details of allowable expenses, including travel costs.
- Grant total MUST NOT exceed **\$18,182 excluding GST / \$20,000 including GST**. This includes the combined value of all applications by one organisation in a single round.
- Consultancy fees for SAs and PNAs are funded at the standard rate of \$5,500 (excluding GST). Include this amount in the project budget table. If your assessor must travel to your organisation, you can seek funding for associated costs - see the Guidelines for more information. Links to Australian Tax Office guidance are provided for your convenience: [ATO Tax Determination 2024/3](#) (reasonable accommodation and meals allowances) and the [ATO Cents per kilometre method](#) (allowances if travelling by car).
- Attach quotes to support all budget expenditure including consultancy fees and associated travel. You can also attach the assessor's CV in this section.
- For conservation activities and collection management projects, itemise all proposed treatments, storage, equipment and software purchases / subscription costs.
- Click here for [examples of project budgets](#).
- If your own organisation is contributing funds to the project please detail in the "additional cash or in-kind support" question in the **Your Organisation's Budget** section.
- Click on **Add More** if extra lines are needed.

**Requested Project Budget items
(consultant fees, travel, activities,
materials)**

Grant request (excluding GST)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Project Budget Totals

Total grant request (excluding GST)

\$

This number/amount is calculated.

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Attach quotes for consultancy fees, travel, conservation and collection management activities and purchases. Assessor CVs can also be attached here. *

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Your Collection

* indicates a required field

Describe your organisation's entire collection, including the size and the types of material. If the proposal focusses on part of the collection, provide additional detail on the relevant collection material. You can draw upon responses from past CHG applications, although you must note any significant updates to the collection since that time. *

Word count:
Maximum 500 words.

Describe how your collection (or the collection material that is the subject of the application) is managed, including responsible staff, cataloguing, storage and collection management activities. *

Word count:
Maximum 500 words.

Describe how your collection is made available to the public and main user groups (eg exhibitions, online access, publications, access by researchers). *

Word count:
Maximum 300 words.

Is your collection (or collection material that is the subject of the application) predominantly Indigenous cultural material? *

- Yes
 No

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If your collection is digitised, is it available in Trove? *

- Yes
- No
- Not digitised

Must be no more than 1 choice selected

Describe any current or planned preservation activities, including condition of items, deterioration risks, urgency of treatment.

Word count:
Maximum 300 words.

Attach supporting documents in relation to your collection, eg exhibition catalogues, publications, collection management policies or photographs of items most in need of treatment (limit of 6).

Attach a file:

A maximum of 6 files may be attached.

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Collection Owners and Partners

Does your organisation own the collection? *

- Yes
- No

Select one choice only.

If no, provide details of the owner (individual or organisation) and the management arrangements, and attach a signed letter of consent from the collection owner below.

Does your organisation have an agreement with another organisation to store, care for or exhibit the collection? *

- Yes
- No

If yes, provide details of the agreement and a signed letter of support from your partner organisation below.

Word count:
Must be no more than 100 words.

Attach letters of consent / support from collection owners or partners (including contact details).

Attach a file:

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• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

National Significance of Your Collection

* indicates a required field

All Significance Assessments and other new applications will be assessed for the national significance of the collection, against the criteria outlined in [Significance 2.0](#).

A summary of the primary and comparative criteria, along with guidance on how to build a case for national significance is provided [here](#).

Please select the significance criteria where your collection has strong claims.

- | | |
|--|--|
| <input type="checkbox"/> Historic (primary criteria) | <input type="checkbox"/> Provenance (comparative criteria) |
| <input type="checkbox"/> Artistic or aesthetic (primary criteria) | <input type="checkbox"/> Rarity or representativeness (comparative criteria) |
| <input type="checkbox"/> Scientific or research (primary criteria) | <input type="checkbox"/> Condition or completeness (comparative criteria) |
| <input type="checkbox"/> Social or spiritual (primary criteria) | <input type="checkbox"/> Interpretive capacity (comparative criteria) |

Why do you think your collection is of national significance? Please refer to the findings of your significance assessment report in your response. *

Word count:
Maximum 500 words.

Attach supporting documents in relation to the national significance of your collection, such as photographs of the significant items, publications, reports or testimonials that justify your claims (maximum six attachments).

Attach a file:

A maximum of 6 files may be attached.

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Declaration

* indicates a required field

The President/Director and Contact Officer/Project Manager of the applicant organisation are required to read and accept the Statements below and provide their name, position and

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contact details. If the President/Director and Contact Officer/Project Manager are the same person, the Declaration must be completed by another official officeholder.

The [Conditions of Grant](#) (2024 Round) and the [CHG 2025 Guidelines](#) are provided for your information.

Statements *

- We have read and agree to abide by the CHG 2025 Guidelines, including the standard Conditions of Grant
- We confirm that the applicant organisation and proposed activities are eligible for the CHG program

Contact Officer / Project Manager

Name *

Position *

Email *

Must be an email address.

Phone number *

Must be an Australian phone number.

Director / President (or other official officeholder)

Name *

Position *

Email *

Must be an email address.

Phone number *

Must be an Australian phone number.

Attachments Checklist

Attachments included with your application help our assessors to understand your collection and fully assess your application.

Tick all the listed documents that you have attached to this application:

- Quotes for budget items (mandatory)
- Significance Assessment
- Preservation Needs Assessment
- Collection description documents
- Photographs of collection items
- Preservation Policy
- Digitisation Plan
- Letters of support / References
- Letter confirming in-kind or financial support
- Letters from collection owner and/or collection partner
- Other:

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List and attach any other relevant documents.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Feedback

* indicates a required field

How did you hear about Community Heritage Grants? *

- CHG e-flyer
- National Library of Australia website
- Internet search
- Social media
- Local media
- Local government
- Museums, historical societies & libraries
- Previous recipient/applicant
- Professional network (including consultant)
- Word of mouth
- Other:

Please tick all applicable boxes

Have you used SmartyGrants previously? *

- Yes
- No

Must be no more than 1 choice selected

How would you rate the application process, including the online application, CHG Team support and other resources? *

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Please provide any additional comments and/or suggestions on the application process.

Word count:

Must be no more than 150 words.

Thank you for your feedback on the Community Heritage Grants application process.

