# 2025 Round Community Heritage Grants Application (Training)
Form Preview

## Introduction

The Community Heritage Grants program has three funding stages.  Eligible organisations can also apply for training projects at any time (regardless of whether a Significance Assessment or Preservation Needs Assessment has been completed).

Professional organisations without collections are eligible to apply for training projects that are targeted at other community groups with heritage collections.  These organisations are not required to complete questions on collections, although they are encouraged to include any information on training participants and their collections.
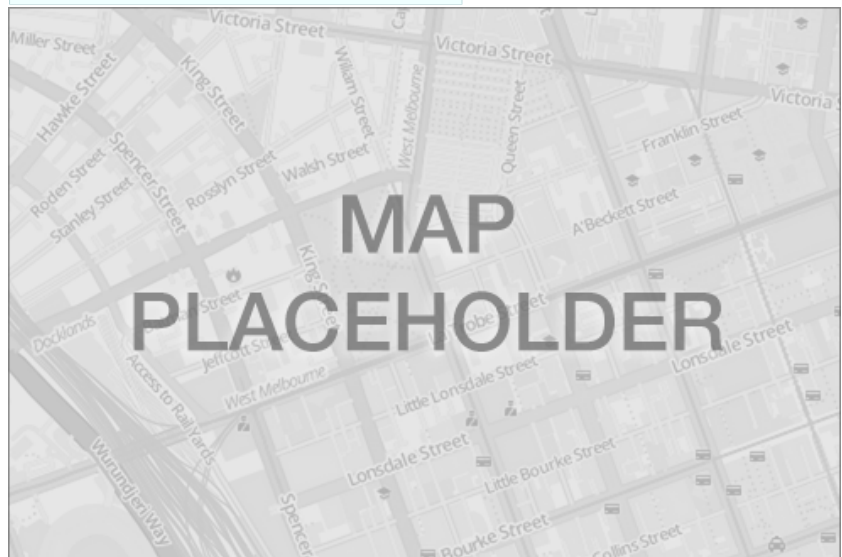
## Applicant Details

* indicates a required field

**Legal name of your organisation ***

**Address ***

Address



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

**Postal Address ***

Address

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

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

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 | |
| 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** *

Title    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

○ Local authority
○ Multicultural community group
○ Museum
○ Professional association (for training projects)
○ Religious group
○ University organisation
○ Other:

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

**Total Income Amount**

$

This number/amount is calculated.

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

**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.

**Details of other funding**

Word count:
Must be no more than 100 words.

**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).**

## Your Proposed Training Project

* indicates a required field

**Training Project Title** *

Maximum 20 words, eg Preventive Conservation training for [name of organisation] and regional groups

## Project Description

**Describe the training project. This description may be used in public documents.** *

Maximum 100 words

**Provide more details on the project, including participants, content and how it will be managed. Was the training recommended in a Significance Assessment or Preservation Needs Assessment?** *

Word count:
Must be no more than 300 words.
Maximum 300 words.

**Provide details of your nominated training provider.**

Word count:
Must be no more than 100 words.

**Attach the CV of the trainer** *
Attach a file:

<div style="border: 1px solid #cce;"></div>

**Have you formed a partnership with other organisations to host / participate in training? Please provide details. ***

Must be no more than 200 words.

**Why is the proposed training the best fit for your organisation? Include value for money considerations. ***

Word count:
Must be no more than 200 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 for training providers (pages 6-7).
- Grant total MUST NOT exceed **$18,182 excluding GST / $20,000 including GST**. This includes the combined value of all applications submitted by one organisation in a single round.
- Attach quotes to support all budget expenditure, including training provider fees and associated travel. If the training provider 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 ATO Cents per kilometre method (allowance if travelling by car).
- Attach quotes to support all budget expenditure including training fees and associated travel.
- Click here for examples of project budgets.
- If your own organisation is contributing funds, this should be detailed in the "additional cash or in-kind support" question of the **Your Organisation's Budget** section.
- Click on **Add More** if extra lines are needed.

**Requested Project Budget items**        **Grant request (excluding GST)**
**(training provider fees, travel, materials)**

| | $ |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

## Project budget totals

**Total grant request (excluding GST)**

$

This number/amount is calculated.

**Attach quotes for training provider fees, travel, materials. ***
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

*Professional associations without collections are not required to complete this section, although we welcome information on collections managed by participants.*

**Briefly describe your organisation's entire collection, including the size and the types of material. If the training proposal relates to part of the collection, provide additional detail on the relevant collection material.**

Word count:
Maximum 250 words.

**Attach supporting documents if applicable, including Significance Assessment or Preservation Needs Assessment reports**
Attach a file:

**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 250 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

**If your collection is digitised, is it available in Trove?**
○ Yes
○ No
○ Not digitised
Must be no more than 1 choice selected

## Collection Owners and Partners

**Does your organisation own the collection? ***
○ Yes
○ No
○ Not applicable
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
○ Not applicable

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

Must be no more than 100 words.

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

• 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

*Professional associations without collections are not required to complete this section.*

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 indicate the significance criteria that your collection meets.**

☐ Historic (primary criteria)
☐ Artistic or aesthetic (primary criteria)

☐ Scientific or research (primary criteria)

☐ Social or spiritual (primary criteria)

☐ Provenance (comparative criteria)
☐ Rarity or representativeness (comparative criteria)

☐ Condition or completeness (comparative criteria)

☐ Interpretive capacity (comparative criteria)

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

Word count:
Maximum 250 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 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.

## President / Director (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 training and related items (mandatory)
☐  Trainer CV
☐  Significance Assessment
☐  Preservation Needs Assessment
☐  Collection description documents
☐  Photographs of collection items
☐  Preservation Policy
☐  Digitisation Plan
☐  Letters of support (for the project) / References
☐  Letter confirming in-kind or financial support
☐  Letter from collection owner and/or collection partner
☐  Other:

**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

Tick one box only

**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:
Maximum 150 words

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