



Dedicated to a better Brisbane

Historical Organisation Assistance Grant Program Guidelines

The Historical Organisation Assistance Grant Program provides multi-year funding to build the sustainability and capacity of community-based, not-for-profit cultural heritage and historical organisations in delivering history and heritage activities that bring Brisbane’s stories to life and enable a deeper connection to place.

This program will provide an opportunity for organisations to apply for triennial funding between \$2000 and \$10,000 per year.

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Introduction

Brisbane City Council recognises the significant contributions of cultural heritage and historical organisations in promoting and linking residents and visitors to Brisbane’s history and heritage and is committed to ensuring Brisbane’s history is valued, protected and enjoyed.

Cultural heritage and historical organisations play a critical role in celebrating and sharing Brisbane’s history and help to connect people with the city’s rich cultural heritage by ensuring cultural facilities, performances, events and exhibitions are accessible to residents and visitors.

The Historical Organisation Assistance Grant Program provides funding for three years to contribute to the core operations of cultural heritage and historical organisations whose primary purpose is to ensure the conservation, access and promotion of locally significant cultural heritage items, collections, places and events.

Objectives

The Historical Organisation Assistance Grant Program provides triennial funding to Brisbane-based not for profit cultural heritage and historical organisations to build their heritage economy so that they can:

- continue to operate and grow
- build stronger, more resilient organisations to achieve long-term sustainability
- increase the skills and capacity of organisations and their staff
- preserve Brisbane's cultural heritage and history and ensure it remains accessible for the Brisbane community.

Eligibility and grant requirements

Who can apply?

Applicants must:

- be a not-for-profit organisation, or be auspiced by a not-for-profit organisation that is registered or is eligible for registration under the Australian Charities and Not for Profits Commission Act 2012 (Cth) and is based in the Brisbane LGA
- have as one of its primary objectives, the purpose of advancing Brisbane's culture including promoting and fostering its culture and caring for, preserving, and protecting Brisbane's heritage
- operate a facility which is intrinsically linked to Brisbane's history and/or heritage that is accessible to the general public for regular hours
- be based and currently operating in the Brisbane local government area (LGA)
- not have any overdue Council grant acquittals or outstanding debts with Council.

Only one application per organisation can be submitted.

If you nominate an auspice not-for-profit organisation then you must include a letter from your auspice not-for-profit organisation signed by the Chairperson, President or Chief Executive Officer (or equivalent) of the organisation, agreeing to auspice your proposal.

The auspice not-for-profit organisations must be based or currently operate in the Brisbane LGA.

Ineligible applications

An application will be deemed ineligible if identified as:

- incomplete or submitted after the closing date and time
- for political organisations
- for an individual(s)
- for-profit organisations
- for Queensland or Australian Government departments
- for government educational institutions
- for organisations that are based and currently operate outside of the Brisbane LGA
- for organisations currently in receipt of multi-year funding from Council that supports this type of activity

- for applicants who have previously been successful in obtaining Council grants but have outstanding acquittals.

The following will NOT be funded:

- sponsorship, prizes, award ceremonies, fundraisers or competitions
- hospitality i.e. food and alcohol costs
- travel costs and allowances
- donations to individuals or organisations
- private collections
- family history research
- memorials and plaques
- capital works e.g. new developments (see glossary)
- retrospective funding i.e. where the organisation has committed to expenditure prior to the notification date
- proposals that do not meet the program objectives
- activities or projects currently financially supported by Council
- salaries and wages
- rates
- rent.

Funding

Organisations may apply for a minimum of \$2000 to a maximum of \$10,000 per annum for three years.

The Historical Organisation Assistance Grant Program will support investment in long-term organisational sustainability and capacity building by funding expenses attributable to:

- heritage economy
- core operations
- facility maintenance
- exhibition and display maintenance and development
- governance and organisational development
- training and development.

This includes, but is not limited to:

- building digital capacity and/or website development
- management systems to improve finances and attendance
- strategic and operational planning including commercialisation of the product and/or diversification of revenue streams
- marketing and communications plans
- policy and procedure development
- collections care and product development
- improving access to collections
- significance assessments and preservation needs assessments
- conservation activities and collection management
- staff professional development, including lectures, education, training and workshops

- utilities such as electricity, gas, water,
- telephone and internet costs
- stationery and postage
- photocopying
- contractor and professional service costs
- cleaning products
- audit fees
- accountancy services.

This is not an exhaustive list and applicants are welcome to contact a Creative Sector Development Coordinator to discuss their application and eligibility.

Triennial funding will be conditional on:

- compliance with funding conditions
- delivering agreed outcomes verified through an annual acquittal report
- the organisation continuing to work towards self-sustainability.

GST

If your organisation or your auspice organisation is GST registered 10% GST will be added to the funding provided as an itemised GST gross-up.

If your organisation or auspice organisation is not GST registered 10% GST will be added to the funding provided, but will not be itemised as GST.

For advice on GST, contact your tax advisor or the Australian Taxation Office on 13 24 78 or visit their website at www.ato.gov.au.

Assessment criteria and process

Applications are encouraged from organisations that can demonstrate how the funding supports their core operations to deliver upon the program objectives. Applications must articulate the activities that will be funded and how they will contribute to the long-term sustainability of the organisation.

Eligible applications will be assessed against the below criteria.

Criterion number	Criteria
1	<p>Merit (what is the outcome if funding is provided?)</p> <p>Does the application clearly and realistically articulate the issues impacting on the sustainability of the organisation?</p> <p>Do the proposed activities during the term have the potential to address the identified need?</p>

Criterion number	Criteria
2	<p>Reach (who is the project for?)</p> <p>Has the organisation demonstrated the ability to continue to deliver history and heritage activities beyond the three-year funding period?</p> <p>Has the organisation considered how it will attract new audiences to experience its locally significant cultural items, collections, places and events?</p>
3	<p>Benefit and value (why is the project important?)</p> <p>Is there a demonstrated community need and benefit for the organisation's services and/or facility?</p> <p>Is there a compelling rationale that Historical Organisation Assistance Grant Program funding will improve the viability of the organisation and materially impact long-term outcomes through improved sustainability?</p>
4	<p>Capacity (can you deliver it?)</p> <p>Is the proposal clearly planned?</p> <p>Is there evidence of commitment to the proposal from the Board (or Executive or senior management if the organisation does not have a Board)?</p> <p>Is the budget fair and reasonable for the proposal, including the cost of external expertise?</p>

Planning your application

Before commencing your application, review and consider the assessment criteria. Include in your application:

- a description of the organisation's current capacity and operations (e.g. business structure, hours of operation, volunteer hours and number of attendees/visitors)
- a compelling rationale, including evidence of need
- a description of the proposed activities and proposed outcomes and benefits
- evidence of planning and delivery mechanisms, including timelines and proposed personnel
- a realistic budget accompanied by quotes, previous expenses, any in-kind contributions or support, or other evidence
- a description of the impact you expect the funding to have on your organisation
- letters of confirmation from any external providers named in the proposal
- confirmation of commitment to the proposal from the Board, Executive or senior management of the not-for-profit organisation or auspice not-for-profit organisation.

Applications will be assessed as follows.

- Council officers will assess eligibility against the grant guidelines.

- Council will not redress errors in applications. If an application is deemed ineligible, it will not be assessed.
- An Assessment Committee appraises the eligible applications against the assessment criteria to provide a shortlist of meritorious applications to the Comparative Assessment Committee for review before presentation to Council's delegate.
- Council's delegate makes the final decision regarding grant allocation.

The Historical Organisation Assistance Grant Program is a competitive program. Not every application that meets the assessment criteria will receive funding. In some instances, successful applicants may not receive the full amount of the funding requested. If your proposal cannot proceed without the funding requested, this should be indicated in your application.

Application process

All applications are to be submitted via the online application system, SmartyGrants. Applications will only be accepted if submitted via the online application form and associated templates. The online application system will allow you to save, develop and print out applications before you submit them. Support material can also be attached to your online application.

Once an applicant has submitted an application through SmartyGrants:

- the applicant will receive an email confirming receipt of the application
- submitted applications will be kept confidential and the contents will not be disclosed to any person outside the application and assessment process
- the list of successful applicants will be published on Council's website.

Enquiries

Further information is available by phoning Council on 07 3403 8888 to speak with a Creative Sector Development Coordinator.

People with a hearing impairment or speech impairment can contact Council through the National Relay Service (NRS):

- TTY users phone 13 36 77 then ask for 07 3403 8888
- Speak and Listen users phone 1300 555 727 then ask for 07 3403 8888
- internet relay users connect to the NRS (www.relayservice.com.au) and then ask for 07 3403 8888.

This information is available in other languages by contacting the Translating and Interpreter Services on 13 14 50 and asking to be connected to Council on 07 3403 8888. All enquiry services are free.

Refer to the SmartyGrants help guide for technical assistance when submitting an application. The SmartyGrants support desk is open 9am-5pm, Monday to Friday, on 03 9320 6888 or by email.

Terms and conditions

Successful applicants must abide by Council's Conditions of Grant.

Only Council has authority to approve funding. Approval of funding does not imply that Council has given any other consent.

Glossary

This Glossary contains a number of terms and phrases applicants may need to be familiar with when planning an application.

The annual acquittal report is a report that accurately reports on the funded activities and the expenditure of Council's funding during the past 12 months and includes details on how the funding was spent, the activities undertaken, the outcome of the funded activities, an evaluation of the activities, participation by role and numbers and any target groups within the community. The report includes certified financial statements. Council will provide a template for the organisation to complete.

Assessment Process is the process where applications are assessed against the assessment criteria under these guidelines and a determination is made for recommendation to Council's delegate.

The Assessment Committee is a group of peers and industry experts who assess applications for funding with advice from art form peers and other industry experts as required. Assessment Committee members are selected for their experience and knowledge.

An auspice not-for-profit organisation is a not-for-profit organisation that is registered or is eligible for registration under the Australian Charities and Not for Profits Commission Act 2012 (Cth) that has as one of its primary objectives, the purpose of advancing Brisbane's culture including promoting and fostering its culture and caring for, preserving and protecting Brisbane's heritage or history and that will provide support and guidance to the applicant in carrying out the funded activities under the auspices of its organisation.

Capacity building is a term that references the opportunity for organisations to identify training and capability development that will further benefit the aims of the organisation and its ability to successfully deliver its services.

Capital works are works undertaken to create a new asset or space, or to change the use, function or layout of an existing asset or space.

Community benefit describes tangible and intangible benefits and opportunities to members of the public accessing or participating in funded project activity and can include cultural, social, economic and environmental outcomes.

Comparative Assessment Committee members role is the 'Review of assessment process and funding recommendations'.

Eligible means that the applicant or project satisfies the conditions for funding.

Facility maintenance is defined as work on existing infrastructure undertaken with the intention of:

reinstating the physical condition to a specified standard or replacement of like for like
preventing further deterioration or failure
undertaking repairs for health, safety and/or security reasons.

Governance is the way a committee works to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives. This includes the organisation's structure and processes.

GST stands for goods and services tax payable pursuant to the GST Laws. If an applicant or auspice not-for-profit organisation is GST registered, 10% GST will be added to the funding as an itemised GST gross-up. If an applicant or auspice not-for-profit organisation is not GST registered, the 10% GST will be added to the funding, but not itemised as GST. For advice on GST, please contact a tax advisor or the Australian Taxation Office on 13 24 78 or visit their website.

GST Laws mean the GST law (as defined by A New Tax System (Goods and Services Tax) Act 1999 (Cth)) together with all other laws and regulations which impose or regulate the implementation and operation of the GST.

In-kind contribution or in-kind support is the dollar value of non-cash contributions to a project e.g. office space, staff time or voluntary labour that would otherwise have needed to be paid for. It includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and must be included in the proposed budget.

Heritage Economy is the outcome of developing new approaches to the commercialisation of an organisation's heritage product this includes but is not limited to increasing revenue streams & building digital capacity.

Letter of support is a letter of endorsement or commitment to the proposal from partners, other organisations and/or elected members.

Organisational development references the opportunity for organisations to identify training and capability development that will further benefit the governance of the organisation.

Not-for-profit organisation is a not-for-profit organisation that is either registered or is eligible for registration under the Australian Charities and Not for Profits Commission Act 2012 (Cth) and that has as one of its primary objectives, the purpose of advancing Brisbane's culture including promoting and fostering its culture and caring for, preserving and protecting Brisbane's heritage and history.