



History Queensland Inc.

SMALL GRANTS 2012

Closing Date 30 April 2012

Purpose

- To provide financial assistance to member societies for projects to enhance community knowledge and understanding of Queensland's cultural heritage and history.

Objectives

- To document the history of people and places.
- To encourage compilation of local and family histories.
- To collect and/or create resources to assist with local and family history research.
- To gather and display items of historical interest.

Description of Program

Projects may include:

- Research, reporting and/or publication of information including historic materials/manuscripts/photographs.
- Oral history recording and transcription.
- Cataloguing and archiving a society's records, workshops, seminars and special events relating to the history of a place or family.

Eligibility

- The maximum figure for each grant process will be determined by the Management Committee.
- Grants are open to all societies who are financial members of History Queensland Inc. (HQ Inc.).



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Assessment Criteria

The project proposal will be assessed on the extent to which the following criteria are met:

- Level to which project enhances community knowledge and understanding of Queensland's cultural heritage and history.
- Demonstration of how project will meet its objectives.
- Demonstration of how the project will be completed on time and within identified funding.
- Demonstration of the contribution the funded society will make to the project.
- Demonstration of the support of other societies or individuals who will be impacted on by the project or who will be a partner in the project.
- Provision of referees as to society capacity to undertake the project.

NB. Please note that priority of funding may be given to smaller organisations with limited assets.

Assessment procedure

- Applications will be initially assessed by an assessment panel as determined by the Management Committee of HQ Inc. after the closing date for applications has passed.
- The recommendations of the assessment panel will then be considered by the Management Committee of HQ Inc.
- All applications, successful or unsuccessful, will be notified of the outcome of the application.



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Conditions

All grants awarded by HQ Inc. are subject to the following conditions:

- The closing date for applications will be determined by the Management Committee.
- The grant money will not be used for any other purpose other than that for which it is awarded.
- The grant recipient will advise HQ Inc. of any changes within the organisation within 14 days after their occurrence.
- The grant recipient will acknowledge assistance from HQ Inc. in all documentation and promotion of the funded project by displaying HQ Inc. logo. A copy of the logo will be forwarded to all recipients for this purpose.
- A report and financial summary will be forwarded to HQ Inc. within three months of the completion of the project.
- The project will be completed within 12 months of receipt of the grant.
- All grants will be made on a “one-off” basis and no guarantees will be made for ongoing funding.
- The President and Management Committee members of HQ Inc. are to be given a formal invitation to any event related to the launch or publication of the grant products.
- No responsibility will attach to HQ Inc. for any funding shortfall if the grant allocated is less than the amount sought or if the project runs over budget.

Eligible Expenditure for Funding

- Funding will be for discrete projects only.
- Funding will not be provided for volunteers.
- Funding will not be provided for capital items including equipment with the following exceptions:
 - Contribution towards computer acquisition for the project.
 - External hard drive for the project.
 - Recorder for the project.



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- Other small value items as considered necessary for the project.