



ABN 12 234 568 600

History Queensland Inc.

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SMALL GRANTS 2024 – INFORMATION SHEET

2024 HQ Small Grants Program

- 5 grants of up to \$2,000 each may be awarded in 2024.
- Applications open on 19 May 2024 and close on 31 August 2024.

Purpose of the HQ Grants

- 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.

Eligible Expenditure for Funding

- Funding will be for discrete projects only, including website development or purchase of small equipment items.

- Funding will not be provided for any expenditure incurred prior to the granting of the grant.

Eligibility

- Grants are open to all societies who are financial members of History Queensland Inc. (HQ Inc.).

Assessment procedure

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

Assessment Criteria

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

- Level to which the project enhances community knowledge and understanding of Queensland's cultural heritage and history.
- Demonstration of how the 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 two referees to confirm the society's capacity to undertake and complete the project.

Applications

- Applications on the *Small Grants 2024 Application Form* must be submitted in writing to the Secretary of History Queensland Inc.
- Applications can be sent electronically to secretary@historyqueensland.org.au or posted to History Queensland Inc, P.O. Box 734, Golden Beach, Qld 4551.
- Applications should include a full description of the project, cost of the project, what contribution (if any) the organisation will make towards the project (this may include set-up, indexing, hosting an event to launch the project, development of a website etc.)
- Applications open on Sunday 19 May 2024 and close at 6pm on Saturday 31 August 2024.

Conditions

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

- Funding will be for one-off projects only and will not include funding for volunteers.
- Funding will not be provided for expenditure incurred prior to the granting of the grant.
- The grant money will not be used for any purpose other than that for which it is awarded ('the project').
- The grant will be made on a one-off basis and no guarantees will be made for ongoing funding.
- HQ Inc may in its discretion elect to make the grant in two or more instalments which may be of the same or different amounts, and payment of any instalment may be conditional on the receipt by HQ Inc of evidence of satisfactory progress with the project.
- The grant recipient will advise HQ Inc of any changes to the office-bearers of the organisation within 30 days after their occurrence. Any other changes to the organisation such as bankruptcy, liquidation, or winding up must be advised 7 days of the occurrence.
- The grant recipient will also advise HQ Inc if for any reason the organisation decides not to proceed with the project within 30 days of the decision and will on demand pay to HQ Inc an amount equivalent to grant money received by the organisation but not used for the project.
- The grant recipient will acknowledge assistance from HQ Inc in all documentation and promotion of the funded project by displaying the HQ Inc logo. (A copy of the logo will be forwarded to the grant recipient for this purpose.)
- The grant recipient will provide a report and financial summary to HQ Inc within three months of completion of the project.
- If requested by History Queensland Inc. any funds not used for the project after payment of all invoices are to be repaid.
- The project will be completed within 12 months of receipt of the grant.
- 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 amount of the grant is less than the amount sought or if the project runs over budget.

The member organisation/grant recipient agrees to the above conditions.

Signed: Date:

Name (printed): Office held:

On behalf of (name of member organisation):