



ORAL HISTORY AUSTRALIA SA/NT
2019/20 PROJECT GRANT

Guidelines and Application Form

Grant Application close 30 June 2019

Oral History Australia SA/NT

PO Box 3113

Unley SA 5061

Email: contact@oralhistoryaustraliasant.org.au

Website: www.oralhistoryaustraliasant.org.au

ORAL HISTORY AUSTRALIA SA/NT GRANT SCHEME APPLICATION GUIDELINES

Purpose

This grant scheme aims to foster small oral history initiatives in South Australia or the Northern Territory.

Oral History Australia SA/ NT wishes to support, assist and help develop oral history projects in these states.

The grant scheme is funded by sales of the *Oral History Handbook* by Beth M. Robertson. We hope that the scheme fills a gap left by the closure of many federal and state funding options and helps revive an important means of recording South Australia's and the Northern Territory's history.

We encourage all prospective oral historians to join our Association so that we can help fulfil these objectives. Only current financial members of the Association are eligible to apply for a grant.

Grant Funds

In 2019, two grants will be offered. A grant of \$1000, and a special student grant of \$500.

What is Oral History?

Beth M Robertson¹ defines oral history in the following terms:

“Oral history is a picture of the past in people own words. Oral history is as old as humanity but today it is associated with recorded interviews with people about their memories.”

A practical definition of oral history is:

- A recorded interview in question-and-answer format
- Conducted by an interviewer who has some knowledge of the subject to be discussed
- With a knowledgeable interviewee speaking from first-hand experience
- On subjects of historical interest
- That is made accessible to other researchers.

Who Can Apply?

Applications are invited from individuals, community groups and voluntary organisations who are financial members of Oral History Australia SA/NT. The special grant of \$500 is available only to student members of the Association whose study involves oral history.

What Can Be Funded?

Suitable oral history projects may include:

- Community or family history
- Historical displays that include oral histories
- History of an organisation
- Identifying through the use of oral history the significance of museum objects for interpretation and/or conservation
- A particular subject area, e.g. music
- Creative community arts projects, e.g. oral history projects leading to dance or theatre productions.

The student grant only can be used to fund an oral history project, or related equipment, travel, workshop registration costs, or conference registration.

What Cannot Be Funded

- Ongoing salaries
- Purchase of equipment (except for the student grant, see above)

How Projects Are Assessed

Applications are assessed by a panel of oral historians selected by the Oral History Australia SA/NT Committee.

Criteria for Assessment

The panel assesses applications according to the following criteria:

1. The project reflects the definition of oral history as defined by Beth M Robertson (refer above). Oral History Australia SA/NT therefore supports:
 - a. Oral history recordings rather than written notes,
 - b. Video recordings may be considered if recorded oral histories are clearly evident and incorporated,
2. The significance of the project is clearly outlined. For example, how does this project document a unique aspect of South Australian history?
3. The process of how the project is to be conducted is fully and clearly explained,
4. The project will involve either:
 - a. Interviewers with oral history training, particularly those who have either completed, or are prepared to enrol in, one of the Oral History Australia SA/NT's training workshops or
 - b. Organisers obtaining professional advice and/or using experienced oral historians or interviewers.

5. Oral history projects will either:
 - a. Use the State Library of South Australia's digital recorders or
 - b. Have access to and use of high quality recording equipment resulting in recordings that meet IASA standards and those of the State Library of South Australia. Projects using smartphones, dictaphones or tablets as recording devices are not acceptable.
6. The expected outcomes and anticipated end use of the project are clearly outlined. For example:
 - a. How does the project enrich the people involved in the process so that there is a broader and ongoing impact?
 - b. How will the oral histories be used rather than them being an end in themselves? For example: publication, play, series of articles, website, exhibition.
 - c. How will the recordings be preserved in the long-term? For example: in a library or archive?
7. Projects that support non-profit organisations rather than organisations, which can call on government funding will be given preference.
8. Collaborative projects will be viewed favourably.
9. The project is costed as accurately as possible and includes:
 - a. Estimated budget
 - b. Where additional support is coming from, including financial and in-kind support.
 - c. The panel may give preference to projects that include a financial contribution from the applicant organisation.

Applying for a Grant

- Read the application form carefully and ensure you complete all relevant sections
 - Include detailed and accurate information
 - Attach copies of quotations, letters of support and any other supporting documents
- If applying for more than one grant, submit each project proposal on a separate application form

Claiming your Grant

The successful grant recipient will be notified by e-mail, and announced in the spring edition of the Oral History Australia SA/NT's newsletter, *Word of Mouth*, and on the OHA SA/NT website.

If they have not already done so, the applicant or one member of their organisation will be able to attend one of the organisation's workshops free of charge. All unsuccessful applicants will be invited to attend an oral history workshop at a discounted rate.

Conditions of Grant

1. Applicants must be current financial members of Oral History Australia SA/NT.
2. The successful applicants for the \$1000 grant and the special student grant will be required to provide a report on their project for Oral History Australia SA/NT's newsletter, *Word of Mouth*.

ORAL HISTORY AUSTRALIA SA/NT
GRANT SCHEME

APPLICATION FORM: 2019/2020 PROJECT GRANT

Please make sure that you have read the Application Guidelines prior to completing this form.

All applicants to complete this page

REQUIRED INFORMATION

Name of individual and/or organisation: _____

Type of Project: _____

Working title of project (in 10 words or less): _____

Postal address for correspondence:

_____ **Post Code** _____

Contact for project:

Name: _____

Position: _____

Telephone No. _____ E-mail address: _____

Organisation or individual ABN, if available:

If **available**, please provide your ABN _____ If **not available**, please attach a copy of your exemption. Funding payments are subject to a withholding tax of 48.5% as required by legislation if an ABN or ATO exemption are not produced before payment.

Is your organisation registered for GST? YES / NO

If **Yes**, funding payments made to your organisation are subject to the GST and will be grossed-up for GST. You will be required to provide a tax invoice, and remit GST collected to the Australian Tax Office through your Business Activity Statement. If **No**, funding payments are not subject to GST and no withholding amount applies.

Does your organisation have an income tax exemption? _____

Grant Amount Sought	\$
Total Cash Costs	\$

Only those wishing to be considered for the student grant are required to complete this page

STUDENT DETAILS

Where are you studying? _____

What course are you enrolled in? _____

Please provide a brief summary of how oral history is part of your course of study.

Do you wish to use the grant funds for (tick all that apply):

- oral history project
- equipment
- travel
- workshop registration
- conference registration
- other (please specify) _____

(Further details about how you would use the funds are requested on the next page.)

All applicants to complete this page.

PROJECT DESCRIPTION AND SIGNIFICANCE

What are the intent, significance and purpose of the project?

What is the scope of your project? (e.g. number of interviews to be carried out, end use)

How will you and/or your organisation manage the project?

How many people will be involved? In what capacities?

What are the estimated commencement and completion dates of the project?

All applicants to complete this page

PROJECT BUDGET

Please attach quotes where appropriate

Project Costs (cash expenses only)

Expense	Total Amount (including GST)	GST Component
Total Cash Costs	\$	\$

Grant Amount Sought	\$
----------------------------	-----------

Have you received any grants over \$500 within the last two years?

Please specify source, amount and purpose. Write N/A if none were received.

Financial details of Project

Amount of Grant	\$
Own Cash Contribution	\$
Other Contributions (e.g. other grants / in-kind)	\$
Total Cost of Project	\$

All applicants to complete this page

DECLARATION ON BEHALF OF APPLICANT

I certify on behalf of the applicant that grants received from Oral History Australia SA/NT (OHA) will be spent in the manner approved by OHA. Any proposed alteration to the project will be referred to OHA for its prior approval.

Name: _____

Address: _____

Position in organisation: _____

Signature: _____

(Please sign here, and obtain the witness signature, and then scan the page. This page can be sent as a separate file)

Witness: _____

Witness' position in organisation: _____

Witness signature: _____

Date of application: _____

APPLICATION CHECKLIST

Before submitting this application form, please check that you have:

- Completed all required sections
- Signed and witnessed the Declaration section on the application form
- Attached any requirements such as working plans, letters of support
- Indicated the grant amount you are seeking

Please e-mail (preferred) completed applications forms to contact@oralhistoryaustraliasant.org.au, or post to

Oral History Australia SA/NT
PO Box 3113
Unley SA 5061

For further information: contact@oralhistoryaustraliasant.org.au

CLOSING DATE FOR APPLICATIONS: 30 JUNE 2019