



ORAL HISTORY AUSTRALIA SA/NT

2023 LIZZIE RUSSELL PROJECT GRANT

### **Guidelines and Application Form**

**Grant Application closing date: 30 June 2023**

### **Oral History Australia SA/NT**

**Email:** [contact@oralhistoryaustraliasant.org.au](mailto:contact@oralhistoryaustraliasant.org.au)

**Website:** [www.oralhistoryaustraliasant.org.au](http://www.oralhistoryaustraliasant.org.au)

# ORAL HISTORY AUSTRALIA SA/NT LIZZIE RUSSELL GRANT SCHEME APPLICATION GUIDELINES

## Purpose

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

The grant scheme is funded by sales of the *Oral History Handbook* by South Australian oral historian 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. *Please note: only current financial members of the Association are eligible to apply for a grant.*

## Grant Funds

In 2022-23, one grant of \$500 will be offered.

## What is Oral History?

Oral History is defined by Beth M Robertson in her *Oral History Handbook* as:

*'Oral history is a picture of the past in people's 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. Membership forms can be found on the OHA SA/NT website.

Applicants are encouraged to seek part funding for their projects from additional sources, where possible.

## **What Projects Can Be Funded?**

Suitable oral history projects may include:

- recording oral history interviews
- transcribing new or existing oral history interviews
- using new or existing interviews for e.g., an exhibition, display, website content, multimedia product, arts projects, or
- a combination of these

The projects may be on any of a range of topics that highlight an aspect of SA or NT history, such as:

- community or family history
- history of an organisation
- a particular subject area, e.g., music, sport, education, medicine, architecture

## **What can the funds be used for?**

Funds may be used towards project costs, including travel to interviews, professional recording equipment, digitisation costs, or employing a professional oral historian or transcriptionist.

Oral history recordings can be audio-only or video and should ideally be recorded at a quality suitable for archiving in a repository such as the State Library of South Australia (SLSA), the Library and Archives NT (LANT), the Oral History Hub at Uni SA, local history collections, libraries, etc.

## **Project assistance**

OHA SA/NT regularly runs introductory workshops on how to plan, record and undertake oral history interviews. If you have not previously undertaken oral history interview, this workshop gives a very useful background on how to record a professional interview, how to use professional-quality recording equipment, and what we mean by archival recordings standards and why they are important.

## **How Projects Are Assessed**

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

The committee reserves the right not to award any grants if there are no applications of a sufficiently high standard.

## Criteria for Assessment

The panel assesses applications according to the following criteria:

- The project reflects the definition of oral history (refer above).
- The significance of the project is clearly outlined.
- The process of how the project is to be conducted is fully and clearly explained.
- Projects recording new interviews should use high-quality digital recorders.
- The expected outcomes and anticipated end use of the project are clearly outlined.

For example:

- how does the project enrich the people involved in the process so that there is a broader and ongoing impact?
- how will the oral histories be used rather than them being an end in themselves? For example: publication, play, series of articles, website, exhibition.
- how will the recordings be preserved in the long-term? For example: in a library or archive?
- Projects that support non-profit organisations rather than organisations which can call on government funding will be given preference.
- Collaborative projects will be viewed favourably. For example, recording interviews that are lodged with a library or archive; or a local historical society collaborating with a local school or service club.
- The project is costed as accurately as possible. A budget of estimated costs should be included. Any additional support, including financial and in-kind support, should be clearly stated.

## Applying for a Grant

Read the application form carefully and ensure you complete all relevant sections:

- include detailed and accurate information, including a budget.
- attach copies of quotations, letters of support and any other supporting documents
- email the form and any attachment to OHA SA/NT **by 30 June 2023**

## Claiming your Grant

The successful grant recipient will be notified by e-mail, and announced in OHA SA/NT's publication, *Word of Mouth*, and on the OHA SA/NT website. The award will be presented at the annual general meeting of OHA SA/NT in August.

The successful applicant should then send an invoice to the Treasurer, OHA SA/NT, for the grant amount together with bank account details to enable electronic payment of the funds.

### **Conditions of Grant**

- Applicants must be current financial members of Oral History Australia SA/NT at the time of applying and for the duration of the project.
- The successful applicant will be required to provide a report on their project for Oral History Australia SA/NT's publication, *Word of Mouth*, and for publication on the website within one year of being awarded the grant.

**ORAL HISTORY AUSTRALIA SA/NT  
GRANT SCHEME  
APPLICATION FORM: 2023 PROJECT GRANT**

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

**REQUIRED INFORMATION**

**Name of individual and/or organisation:**

\_\_\_\_\_

**Type of Project (tick as many as apply):**

- ☐ Recording oral history interviews
- ☐ Transcribing
- ☐ Using oral history
- ☐ Other

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

\_\_\_\_\_

**Contact for project:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Postal address for correspondence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

**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	\$

**BRIEFLY DESCRIBE YOUR PROJECT (approx. 100 words or less)**

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**RELEVANT EXPERIENCE**

If you are proposing to undertake interviews, have you e.g., attended a workshop (or equivalent) on how to do oral history, or had past interviewing experience?

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**PROJECT DESCRIPTION AND SIGNIFICANCE**

What are the aims and significance of the project?

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What is the scope of your project? (e.g., number of interviews to be carried out or transcribed, equipment to be used, proposed use of existing interviews)

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

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How many people will be involved? What will be their roles?

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What are the estimated commencement and completion dates of the project?  
What is your contingency plan if circumstances change (e.g., due to COVID).

**Please attach any other supporting evidence (e.g., letters of support from collaborating groups).**



## PROJECT BUDGET

Please attach quotes where appropriate

### Project Costs (cash expenses only)

Item	Cost (including GST)	GST Component
Total Cash Costs	\$	\$
<b>Grant Amount Sought</b>	\$	

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.

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### Financial details of Project

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

## **DECLARATION BY OR ON BEHALF OF APPLICANT**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Please sign here and then scan the page. This page can be sent as a separate file)*

Date of application: \_\_\_\_\_

## **APPLICATION CHECKLIST**

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

- ☐ completed all required sections.
- ☐ signed the Declaration section on the application form.
- ☐ attached any requirements such as working plans, letters of support, quotes.
- ☐ indicated the grant amount you are seeking.

**Please e-mail completed applications forms to:**  
**[contact@oralhistoryaustraliasant.org.au](mailto:contact@oralhistoryaustraliasant.org.au)**

**For further information: [contact@oralhistoryaustraliasant.org.au](mailto:contact@oralhistoryaustraliasant.org.au)**

**CLOSING DATE FOR APPLICATIONS: 30 June 2023**