



Lotterywest Grants Information Package

Valuing Our State's Heritage

Community Histories Grants

This information package provides not-for-profit organisations and local government authorities with information to assist you to apply for a Lotterywest Grant for a Community Histories proposal. Information on other grant areas is available from our website or by calling Lotterywest.

You will find in this package:

- Information about Lotterywest Grants.
- How to apply for a Community Histories Grant
- Assessment Criteria for Community Histories Grants
- Information about the Community Histories Expression of Interest Form.



Lotterywest

Thanks to the thousands of Western Australians who play our games, Lotterywest has been an important source of funds for the Western Australian community for over 70 years.

Profits from the sale of our games enable us to provide millions of dollars each year to WA's hospitals, sports, arts and community groups, to help build our community and improve the quality-of-life of Western Australians.

What is a Lotterywest Grant?

Lotterywest grants aim to assist community organisations to turn their ideas into reality. We see the grants we make as an investment, not only in the future of your organisation, but in the future of the Western Australian community as a whole.

Lotterywest grants should make a difference to a community. Our preference is for proposals that have come from, or been embraced by, a community, that will involve a wide cross section of people and will enhance the quality-of-life of Western Australians.

Lotterywest has five broad grant areas. These have come about in response to community priorities. Lotterywest grants will:

- Extend the capacity of not-for-profit organisations.
- Strengthen community service delivery.
- Enhance community development initiatives.
- Value our State's heritage.
- Advance participation in community life.

Within these grant areas we have developed information packages which provide information on common grant opportunities. We encourage you to look at the different packages to get a more detailed sense of the various opportunities.

In addition to community histories we provide grants for a variety of purposes. Just a few examples include recreation for people with a disability, community celebrations, heritage and conservation, and for services for seniors, young people and children.

Our primary intent is to provide grants! Once we've confirmed your organisation's eligibility under our legislation, we work with the organisation to develop their proposal. We may also consider a small grant to further develop a proposal to a stage where the application can be assessed.

If your organisation has an idea, we encourage you to contact Lotterywest. Please refer to the contact details at the end of this document.



This Information Package

This information package provides information to help your organisation apply for a grant for a **community histories** proposal.

If you have a Community Histories grant proposal we would like you to discuss it with a member of our grants team before submitting your application. This helps us keep track of the various Community Histories proposals and to provide appropriate advice.

The term **Aboriginal**, is used broadly in this information package in describing the first Australians, and should be taken to mean Australian Aboriginal; Torres Strait Islander; and Indigenous peoples.

Please visit our website at www.lotterywest.wa.gov.au/grants to see the other information packages or ring Lotterywest on 9340 5270 or 1800 655 270 to discuss your proposal.

Who Can Apply for These Grants?

Lotterywest grants are guided by legislation that requires grants to be made to not-for-profit organisations or local government authorities for charitable or benevolent purposes.

Priority for Community Histories Grants is given to **not-for-profit community groups** and **local government authorities**.

Individuals, private or for-profit organisations, government bodies and organisations with a statutory base are not eligible for Lotterywest grants.



Community Histories

Lotterywest's Community Histories Grants aim to help communities to record and share their history, as a way of maintaining their sense of identity and heritage.

A project may:

- record the history of people living in a particular place;
- focus on a community of interest;
- look at a local theme;
- cover the local experience of a broader event or movement; or
- record the history of an organisation, activity, or significant event.

Although we do not provide grants for family histories, a community history might incorporate a genealogical approach.

Grants can be considered towards:

- the cost of research, writing, collation, and production; or
- the cost of obtaining professional advice to guide the early stages of the project.

Proposals should generally result in a product that is accessible to the community. The history can be produced in a format appropriate to your project, for example, as a book, a CD-ROM, a leaflet or brochure, photographic record, or for oral histories, audio, or video tape.

Grants for publications will only be made towards the cost of a limited print run, being the quantity required to ensure free access by the public. Grants are generally not provided towards equipment due to the time limited nature of projects.

As the reference materials / source documents collected as part of the project are likely to be of value, your proposal should include a plan for their preservation and archiving.

While a commissioned work may remain the intellectual property of the author(s), copyright will reside with your organisation.

Proposals solely to preserve local archival materials are not a high priority for this grant area but may be considered under other Lotterywest grant opportunities.



Additional Grant Opportunities

If your proposal does not seem to fit this grant area, we may have an alternative information package that may be more relevant.

Information about grants towards the cost of conservation works or conservation planning may be found in the *Conservation of Cultural Heritage Grants* Information Package.

Information about grants to interpret our State's heritage is available in the *Interpretation of Cultural Heritage Grants* Information Package.

Information about grants towards conserving the natural environment may be found in the *Gordon Reid Conservation of Natural Heritage Grants* Information Package.

Information about grants towards establishing an Interpretive Centre may be found in the *Service Accommodation and Community Facilities Grants* Information Package.

Information about grants for initiatives that seek to conserve cultural heritage such as through a memorial or to an ethnic school for the maintenance and development of the language and culture of ethnic groups are available in the *Valuing Our State's Heritage Overview of General Grant Opportunities* Information Package. This package also contains information about grants towards equipment, capital works or planning in relation to broad cultural heritage activities such as those undertaken by museums and historical societies, including documentation and preventative conservation.

These information packages can be found via our website or we can mail a copy to you. Alternatively, we invite you to discuss your proposal with a member of our grants team. Contact details are at the end of this information package.

Grants Process

Applications for a Community Histories Grant may be made to Lotterywest at any time.

It is expected that the majority of grants made will be for \$15,000 or less.. Where projects demonstrate merit, larger grants may be considered. You should discuss any such request with Lotterywest prior to submitting your application.

Please note:

- Organisations not legally incorporated or not registered for GST can apply for single or multiple grants with a combined total of up to \$15,000 in any one financial year.
- Applications should be for more than \$1,000.



Community Histories Assessment Criteria

Applications will be assessed and prioritised using the following criteria:

- Your proposed history has broad significance
 - How has the organisation, activity or event being researched impacted beyond your community?
- Your proposed history is of community interest
 - Where has the idea for the project has come from (or been embraced by) in your community/organisation?
 - What is the level of community involvement and/or likely interest?
- Your proposed history adds to the historical heritage of Western Australia
 - What previous research has been done in this field?
 - Have any similar histories been produced?
 - Will the proposed methodology/approach result in a historically significant project?
- Your organisation has demonstrated an ability to manage and complete the proposal providing a well-developed project plan (including time line) and budget.
- Researchers/writers or other consultants have demonstrated expertise relevant to the aspect(s) of the project they are involved with.
- Your proposal will result in the production of a quality product that will be accessible to the community.
- Your organisation is making and/or can obtain financial or 'in kind' contributions towards the cost of the project.
- Your proposal is competitively priced.

Your application must include the names of two referees who are qualified to comment on your proposal and your organisation's ability to carry it out. Proposals from community organisations about a history for a particular place should also include evidence of support from their local government authority.

How to Start

If you think you have a suitable proposal for a Community Histories Grant, you should speak to a member of the Lotterywest grants team (contact details are on the back page of this Information Package) to ensure this grant area is appropriate for your proposal. If you decide to proceed with an application, an application form can be downloaded from our website or we can mail it to you.



Completing the Application Form

After discussing your proposal and confirming its eligibility for a grant, you will need to complete a Grant Application Form, an Additional Information Form, as well as provide the documents requested in the application form.

Additional Information to Attach

In addition to the information specified in the **Grant Application Form**, you also need to complete the **Community Histories Additional Information Form**. This separate document has been developed with information requested under various headings. The headings also form the assessment criteria used to assess the grant and are outlined in the Assessment Criteria Section.

Lodging Your Application

When you have completed your application, you can either mail it to us or bring it into our office. Our address details are on the back page of this document.

If you have included all the required information, within approximately two weeks, you will receive a letter acknowledging that your application has been accepted and detailing how the process will proceed. If we need further information we will contact you.

How is your Application Assessed?

Your application will be assessed by a member of our grants team. As part of the assessment process, we will discuss your application with the nominated contact person and seek more information where necessary. A recommendation will be submitted to the Lotterywest Board for its consideration, and then to the Premier for approval. This process, which ensures accountability for the grants we provide to the community, usually takes about four months.

All applicants will receive written advice on the result of their application.

Grant recipients will receive a Grant Approval letter advising of any special grant conditions. For example, submitting regular progress reports or advising Lotterywest of any changes in circumstances in relation to the project.



Acknowledging Lotterywest's Support

Grant recipients are generally encouraged to acknowledge the support they receive from Lotterywest however potential promotion opportunities of Lotterywest will not influence the assessment outcome.

You might include the Lotterywest logo in brochures or other printed material/signage or hold a community event to 'launch' the project. The Grant Approval letter will let you know if we would like you to acknowledge Lotterywest.

Lotterywest will generally expect you to share your community history with all relevant stakeholders. Unless there are extenuating circumstances, you will also be expected to lodge a copy of your community history with the JS Battye Library of West Australian History.

Who to Contact

For further information or to discuss ideas for projects please contact a member of our Lotterywest grants team.

Phone: 08 9340 5270
Toll Free: 1800 655 270
TTY: 08 9340 5236
Fax: 08 9340 5274
Email: grants@lotterywest.wa.gov.au
Web: www.lotterywest.wa.gov.au/grants

Street Address: Lotterywest (Grants and Community Development)
74 Walters Drive
Osborne Park WA 6017

Postal Address: Lotterywest (Grants and Community Development)
P O Box 1113
Osborne Park WA 6917