



Lotterywest Grants Information Package

Valuing Our State's Heritage

Interpretation of Cultural Heritage Grants

This package provides not-for-profit organisations and local government authorities with information to assist you to apply for a Lotterywest Grant for an interpretation of cultural heritage 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 an Interpretation of Cultural Heritage Grant.
- Assessment Criteria for the Interpretation of Cultural Heritage Grants.
- Details about the Additional Information Form, which must be provided as an attachment to the Lotterywest Application 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. Our 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.

For each of 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 interpretation of cultural heritage grants we provide grants for a variety of purposes. Just a few examples include recreation for people with a disability, community celebrations, toward conserving our natural heritage, and for services for seniors, young people and children.

Our primary intent is to provide grants! Once we've confirmed 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 package provides information to help your organisation apply for grant for an **Interpretation of Cultural Heritage** proposal.

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. Indigenous peoples.

Please visit our website at www.lotterywest.wa.gov.au/grants for other grant information 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.

You can apply for an 'Interpretation of Cultural Heritage' grant if you are a **not-for-profit organisation** or a **local government authority**.

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



Interpretation of Our Cultural Heritage

Interpretation of Cultural Heritage Grants aim to help communities to develop an understanding of the significance of their cultural heritage places and objects, as a way of maintaining their sense of identity and heritage.

What is 'Interpretation' of Cultural Heritage?

Interpretation of cultural heritage relates to the process of defining and explaining our culture and how it has come to be. Two definitions follow:

Interpretation is a means of communicating ideas and feelings, which help people to understand more about themselves and their environment. (Interpretation Australia Association)

Every aspect of our heritage has a story to tell. Heritage interpretation tells the tales of the land, its people, and in the telling, helps people to form connections with our heritage. (Interpretation Canada)

Reference material can be accessed via the web sites www.interpcan.ca or www.heritageinterpretation.org.uk

A practical guide to heritage interpretation – *Sharing Our Stories – Guidelines for Heritage Interpretation* prepared by the National Trust of Australia (WA) and Museums Australia (WA) may also help you plan your project. This can be accessed directly at www.ntwa.com.au/sharingourstories. or a hard copy can be requested from Museums Australia (WA) on 94272770.

Priority is given to proposals that:

- Interpret and communicate the cultural heritage significance of objects or places*.
- Engage communities with their cultural heritage, in active and creative ways.
- Enhance community identity and a sense of place.
- Enhance the social and economic development of communities.

* For the purpose of these grants, 'place' can include a building or other structure, group of buildings or other structures, or a cultural landscape. An 'object' can include an individual artefact or a collection. Significant stories may also be the focus of a project.



Types of Proposals Supported

The following provides an overview of projects that have been supported in the past. The list is not intended to be limiting. Organisations are encouraged to seek new and innovative ways of interpreting their cultural heritage.

The types of projects that have been previously supported include:

- The development of cultural and heritage interpretation plans.
- The creation and installation of interpretive materials.
- The employment of consultants or the contracting of specialist services.
- The assessment of the significance of moveable heritage objects in accordance with the Heritage Council guidelines (*Significance: A Guide to Assessing the Significance of Cultural Heritage Objects and Collections* is available on www.amol.org.au/craft/publications).
- The development of public education and information programs.
- Improving the documentation, research and/or display of the object(s) or place.
- Training in relation to interpretative projects.
- Publications regarding the heritage object(s)/place.
- Public programs including the use of innovative strategies such as music, theatre and the visual arts.
- Interpretative signage which celebrates the community's heritage.

Grants will generally not be made for:

- Operating costs including general administration.
- Capital works for conservation and maintenance of objects or places (Lotterywest's Conservation of Cultural Heritage Grants may assist in this regard).
- Projects involving privately owned places or objects or to places on private property.
- Projects which relate to objects or places which are not vested in/owned by the applicant organisation.
- Work committed to or commenced before the applicant is notified of the outcome of its application.
- The purchase of places, objects or collections.



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 aim to help communities to record and share their history, as a way of maintaining their sense of identity and heritage are available in the *Community Histories 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 preventive 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

Lotterywest invites applications for its Interpretation of Cultural Heritage Grants through an annual grant round.

The deadline for this year's round is 3 July 2009.

The total budget available for the program is limited. \$15,000 is usually the maximum amount that can be granted to any one project. Where projects demonstrate merit, larger grants may be considered. You should discuss any such requests with Lotterywest prior to submitting your application.

Where two eligible organisations are working towards a joint initiative, you should discuss your application with a member of our grants team.



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.

Interpretation of Cultural Heritage Assessment Criteria

The following factors will inform our assessment of your application:

Significance

You need to provide information about the cultural heritage significance to your community of the object/place. Applicants seeking more information on 'significance' as it relates to cultural heritage may refer to *A Guide to assessing the significance of Cultural Heritage Objects and Collections* at:

http://sector.amol.org.au/publications_archive/collections_management/significance

Project description

Your Project description needs to include:

- A brief summary of your project.
- What the project hopes to achieve - why it is important and how it will increase the community's understanding of the object(s)/place?
- What specific items or part of this proposal you are seeking a grant for.

Applicants may wish to consider staging projects over more than one year, applying for planning prior to applying for implementation of recommended interpretive elements. Separate applications can be made for discrete parts of the project in different years.

Interpretation Plan

Interpretation plans are strongly encouraged. However, where an Interpretation Plan will not be prepared, please demonstrate how your project relates to your organisation's Strategic Plan, community Cultural Plan or other broader planning activity.

Project planning

You need to provide details of the:

- Planning and research already done for the project.
- Key tasks and stages of the proposal.



Expertise

You also need to provide information about the specialist advice you have obtained in the development of this application. If the proposal involves the use of contract and/or consulting personnel then your contractors/consultants brief and a copy of the proposed contractors/consultants curriculum vitae is also required.

Project budget

You will need to provide information about how your budget was calculated, as well as two written quotations for any item costing over \$3,000, or one quote for items less than \$3,000. Please ensure that all quotes address the same brief or specifications. Where two quotes can not be obtained, please discuss your options by contacting Lotterywest before submitting your application.

Community support and benefit

You need to provide evidence of the level of community support for the proposal and how it will benefit the community. This can include letters of support and/or explaining how the proposal links with your community cultural plan (if appropriate).

Community access

This section should describe how the proposal will be promoted to and accessed by the community. Your proposal should demonstrate an increase in community access to the place/objects.

On-going care

You will need to show that suitable maintenance of the place/object will be continued.

Planning/conservation considerations

Please also include documents such as site plans, floor plans, furniture designs, etc. This section should also include evidence that conservation and environmental issues will be addressed eg. a collections management policy.

Where furniture or signage is being requested, please include information on the proposed design and a description of the materials that you intend to use.

How to Start

Intending applicants are encouraged to discuss their project with relevant specialist organisations within the cultural heritage sector. These include Museums Australia (WA), Heritage Council Regional Advisers and/or the Museums Assistance Program at the Western Australian Museum. Visual arts projects may be discussed with relevant arts bodies, including Artsource. Applicants are also encouraged to attend information forums



conducted by Museums Australia (WA). You can find out about these forums by contacting Museums Australia (WA) on 9427 2770.

If you think you have a suitable proposal for a Interpretation of Cultural Heritage Grant, you should speak to a member of our 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 suitability for a grant, you will need to complete a **Grant Application Form** and 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 **Interpretation of Cultural Heritage 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 and Additional Information forms, you can either mail them to us or bring them 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 any further information we will contact you.

How is your Application Assessed?

Applications will be evaluated by Lotterywest before proceeding to technical assessment by a Panel convened by Museums Australia (WA).

We may contact you for additional information through this process and you are welcome to contact us with any additional information that might support your application.

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 five months.

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



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

If a round is particularly competitive, we may not be able to fund all worthwhile proposals. Unsuccessful organisations will receive specific written feedback on their proposal and are able to resubmit their applications in a future grant round. A discussion with the Lotterywest grant coordinator may assist you to develop your proposal to enhance its competitiveness in a future round.

Acknowledging Lotterywest's Support

Grant recipients are generally encouraged to acknowledge the support they receive from Lotterywest however potential promotion opportunities for 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.

Who to Contact

For further information or to discuss ideas for projects please contact a member of our 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