COMMUNITY HERITAGE GRANTS 2020

Mask of 'Penny Arcade', papier mache, Luna Park Collection, Stanton Library (2018 CHG recipient)

NATIONAL LIBRARY OF AUSTRALIA

Australian Government

Department of Infrastructure, Transport, Regional Development and Communications

Office for the Arts

NFSA

NAA
NATIONAL ARCHIVES OF AUSTRALIA

national museum australia

What are Community Heritage Grants?

- Cash grants of up to $15,000
- To assist in the preservation & access to heritage collections of national significance held by community groups

Who can apply

- Not-for-profit, incorporated organisations that own/manage a collection of nationally significant material which is accessible to the general public

- Examples of not-for-profit organisations:

Archives	Indigenous groups
Art galleries	Migrant community groups
Genealogical societies	Professional associations
Community groups	Museums
Historical societies	Religious groups

Where do I start?

Funding priority will be given to projects that are being carried out in a logical order as follows:

Step 1. Significance assessments

Step 2. Preservation needs assessments

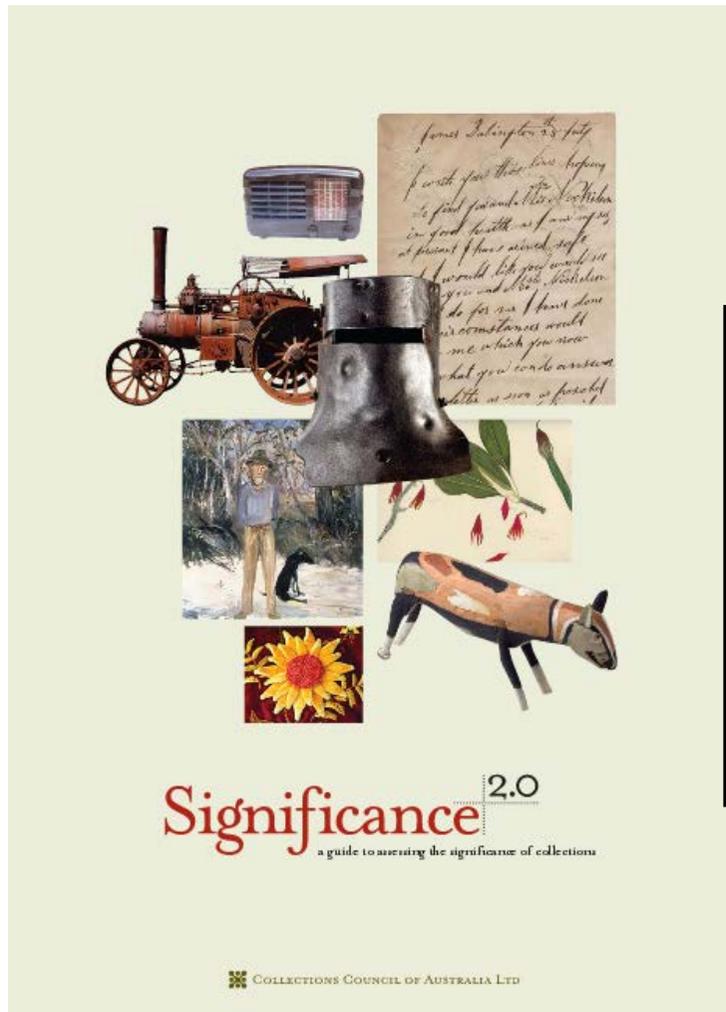**Step 3**. Conservation activities and collection management

but first …

CHECK THE GUIDELINES ON THE CHG WEBSITE

www.nla.gov.au/chg/guidelines

(A copy is also available as a handout at this workshop)

Step 1. Significance Assessment

Significance defines the meanings and values of an item or collection through research and analysis, and by assessment against a standard set of criteria.

For a detailed explanation of significance, refer to Significance 2.0 - A Guide to Assessing the Significance of Collections (2009) - 2nd rev. ed. (online version) http://arts.gov.au/resources-publications/industry-reports/significance-20

Significance Assessment

- Should be done by an experienced and qualified consultant

- Someone external to your organisation who can look at the collection objectively

- Someone who can collaborate with people who have knowledge of and interest in the collection
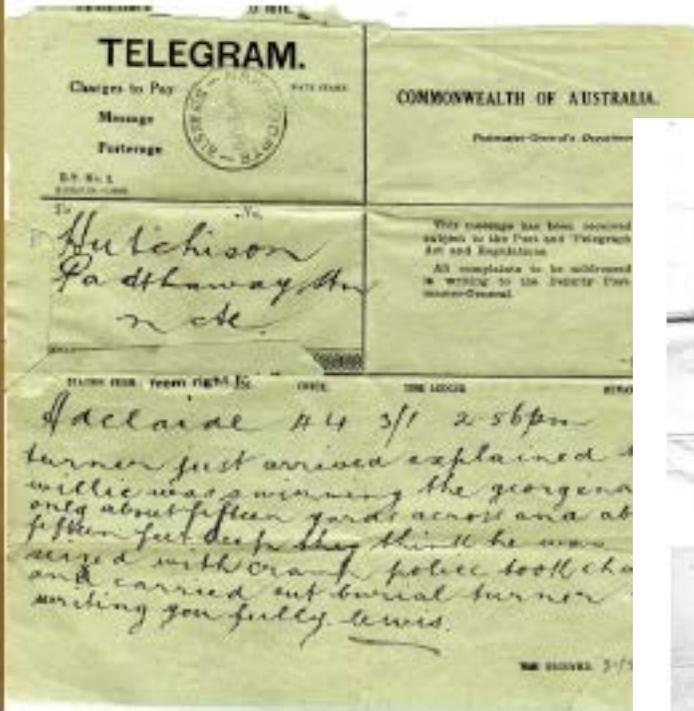
www.phavic.org.au

National Significance of Your Collection

- The information you provide in your application is paramount
- You will be asked to tell us why you think your collection is of national significance

Collection of the John McDouall Stuart Society (Photograph Geoff Speirs)

The first opal

H15 - William Hutchison

H22 -Telegram reporting Will's death

From the Coober Pedy Historical Society Archives SA by June Edwards
and Madeleine Regan 2014

H8 Will's letter to his mother

H 55 - Map showing the location of the opal

Step 2. Preservation Needs Assessment

A preservation needs assessment will:

- Be done by an experienced and qualified conservator

- Assess the physical condition of the collection

- Assess housing and storage facilities

- Make prioritised recommendations
  - which can be the basis for further funding applications

www.nfsa.gov.au

15.3 Recommended Action Plan

Recommendation	Priority	Resources
Immediately – within 1 month		
Take interim steps to assess collections, quarantine, freeze affected objects, clean sites and develop an IPMP to deal with the Case making clothes moth infestation	1	• Curator / Collection Manager • Volunteer resources • Emergency finding
Commence negotiations with building owner to rectify building related issues	2	• Committee, Curator / Collection Manager
Improve current security arrangements and develop a policy to maintain improved security during times when the Museum is unattended	3	• Funding and resources • Negotiation with building owner and Tennant
Implement an interim housekeeping policy for the house and collections	4	• Curator / Collection Manager • Volunteer training

| Recommendation	Priority	Resources
Short-term – within 1 year		
Develop and implement a comprehensive IPMP to deal with the current moth infestation and establish an ongoing strategy, quarantine and disinfest affected items and purchase sealed polyethylene bags for rehousing	1	• Funding • Staff and volunteer resources
Relocate collection displays and stored items away from all walls to create a buffer against outside temperature environmental fluctuations and to allow cleaning access behind cases (this strategy is also linked to pest management planning)	2	• Volunteer resources
Revise the current storage area and separate non collection materials from collection materials Identify duplicate material or material that does not fit the acquisitions policy	3	• Funding • Staff and volunteer resources • Staff and volunteer resources • Time • Committee approval
Ongoing negotiations with building owner to rectify building related issues	4	• Committee, Curator / Collection Manager
Provision of preservation training for staff and volunteers to promote good preservation practice throughout the collection and enable collection rehousing to be undertaken	5	• Funding • Staff and volunteer time
Purchase of preservation housing materials to maintain and improve collection housing (preservation boxes and packaging for material on open storage)	6	• Funding • Conservation advice on the most cost effective and efficient materials
Develop and implement a Museum disaster plan	7	• Curator / Collection Manager • Funding for outsourcing task
Revise, upgrade and update the Collection Policy. Develop specific exhibition and loan policies as part of or separate from the CP	8	• Staff resources • Specialist advice
Continue documentation of collection items not yet photographed or included on Collection Mosaic	9	• Staff and volunteer resources

Extract from a PNA –the prioritised recommendations

Step 3.Conservation Activities & Collection Management

- Application must relate to the prioritised recommendations from the PNA

- Focus on most at risk and most significant items. Projects could involve
  - Rehousing collections
  - Conservation treatments
  - Reformatting – including digitisation

Conservation of Proeschel's Atlas
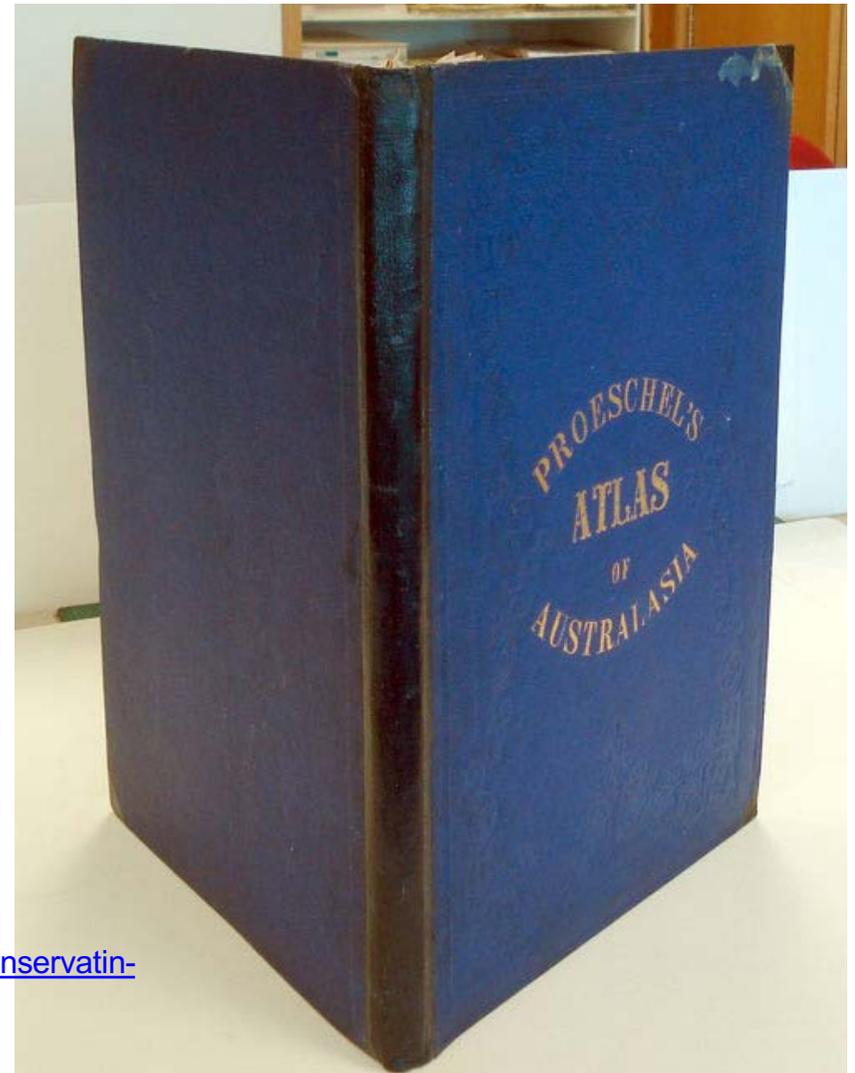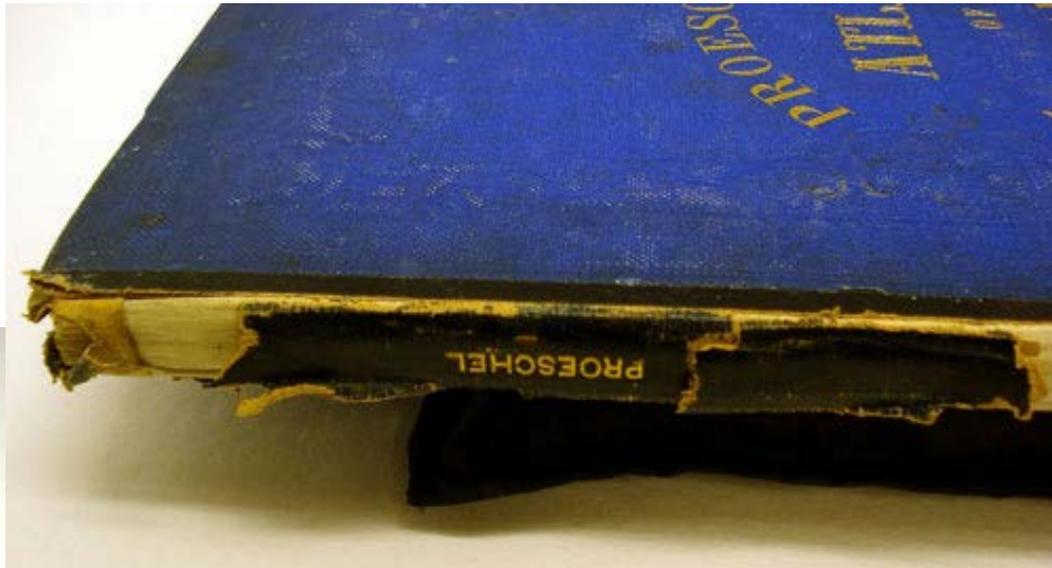
Digitisation

Application must show you have considered

- **Preservation** of original materials
- **Access**
- Budgeted **plan**
- Digital copies management **plan**
- Outsourcing **or** in-house?

Digitisation of Fairfax negatives

Think about access

Rehousing collections

Oral history digitisation project

MEDIA RELEASE

campbelltown
city council

31 October 2014

Technology helps to bring Campbelltown's oral history to life

Campbelltown's history is making its way back to the future with the preservation of hundreds of local oral history interviews, as well as film and video, of significant events from the city in years gone by.

Campbelltown City Library has digitised the audio visual interviews with local residents, some of which date back to the 1970s, following receipt of a $13,600 Community Heritage Grant.

The Community Heritage Grants program is funded by the Australian Government through the National Library of Australia.

The digitisation of the recordings of life in Campbelltown's early days will soon be made available via Council's website, making them more accessible than ever to the wider community.

Mayor of Campbelltown, Cr Paul Lake, said that digitising the recordings meant an important part of Campbelltown's history could be preserved indefinitely.

"The interviews are a priceless record of life in our city more than 40 years ago, and it's wonderful that Campbelltown City Library has been able to secure funding to ensure that these important stories from our past can be shared with future generations," Cr Lake said.

"These snapshots of our history will soon be even more accessible via Council's website and will be a valuable resource to anyone researching Campbelltown's past, whether historians, local school children or those tracing their family tree.

"This innovative project forms part of Campbelltown City Library's commitment to bringing our history to life," Cr Lake added.

For more information, contact campbelltown.nsw.gov.au/library or phone 4645 4444.

Figure 20: Local Studies Store audio tape cabinet.

Campbelltown's digitisation of oral history project

Conservation of a terrestrial globe

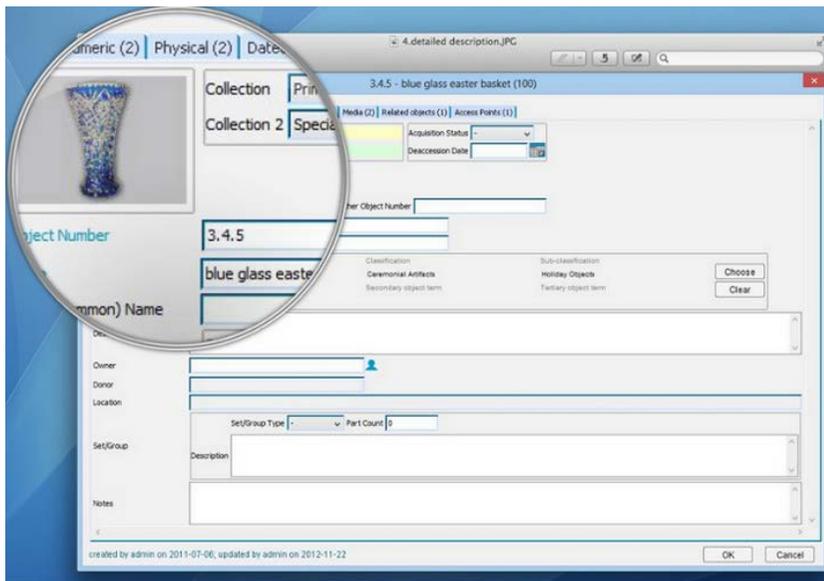Malby's terrestrial globe, Robert O'Hara Burke
Museum, Beechworth

BUT

Other eligible projects

Two things you can apply for without having had an SA and PNA done for your collection.

1. Collection Management Software

2. Training projects

Collection management software

Fact sheet

Collection management systems

General comments

More than one person in the group needs to understand the computer system and be able to use it. The design of forms and records should be discussed with someone with experience in establishing a database, so that they capture essential information in ways that will be useful for users.

It's a relatively easy process, though time–consuming to learn how to enter information into the database, however make sure training is provided for everyone who will use the system. There are many cases where a volunteer or well-meaning person has come to the museum or gallery, set up a system and put it into use, and then left without training others in how to use the database.

Off-the-shelf products

Microsoft Access

Microsoft Access is purchased as part of the Microsoft Office Professional system that also performs word processing, spreadsheets and publishing tasks. As Access is a relational database system, distinct sets of information can be linked to work together. Access costs around $150 and will only function on a PC computer.

FileMaker Pro

FileMaker Pro is said to be the Mac equivalent to Microsoft Access. This product is made for Mac computers and can be run on a PC but you also need Windows. This is also a good package to create your own database and keep files on any subject. It is used by small business generally, for example by doctors to keep patients records, etc and costs around $200 - $500.

Custom products

These are the most popular collection management systems used in small museums and galleries in Australia:

eHive

eHive is a simple to use and secure online cataloguing system with built-in options for publishing to the web. eHive has been developed for small museums, heritage communities and councils looking for a professional low-cost solution for managing their collections.

eHive is a hosted web-based system which requires no dedicated IT infrastructure. Upgrades and backups are done automatically by Vernon Systems. The system can be accessed from any computer via broadband Internet.

Key features:

- Catalogue collections using screens for Art, Photography and Multimedia, Archives, History, Natural Science, Archaeology, and Library items.

You might also like ...

Cataloguing
Museums & Galleries of NSW
www.mgnsw.org.au/sector

M&G NSW MUSEUMS & GALLERIES OF NSW / EMAIL: info@mgnsw.org.au / WEB: www.mgnsw.org.au / PHONE: 02 9258 1760 / PAGE: 1

The Small Museums Cataloguing Manual

A guide to cataloguing object and image collections

museums australia victoria

http://mgnsw.org.au/media/uploads/files/Fact_sheet_collection_management_systems.pdf

http://www.mavic.asn.au/assets/Small_Museums_Cataloguing_Manual_4th.pdf

Training Projects

Examples of eligible training projects:

- Collection care and handling
- Cataloguing
- Disaster Preparedness
- Collection Management software training
- Assessing significance
- Digitisation training.

Consider partnering with other groups.

Museum volunteers handled with care

MUSEUM volunteers from Wingham to Dorrigo to have recently completed a training program to help them care for special and vulnerable costume and textile objects in their collections.

The Stitches, Threads & Yarns project was organised by Museums Australia – Mid North Coast Chapter (MA MNCC) and funded by a grant from the 2016 Community Heritage Grants program administered by the National Library of Australia.

"This project has enabled us to bring in some expert consultants to train and mentor museum volunteers so that they can better care for costume and textile objects in their collections," Debbie Sommers, MA MNCC president said.

"There were 30 volunteers from 11 museums participating in the project. They attended a series of seven workshops over the past six months and learnt how to document costume and textile objects, how to perform a significance assessment and how to handle, store and display their objects to ensure they survive into the future.

"Training programs like this one are very important for local collections and local communities. They ensure that people working with collections have the necessary skills to care for items they hold in trust for their local communities."

"There are numerous significant objects in collections across our region and this project has helped to identify some that might otherwise have gone unnoticed."

Participating museums included Tinonee and Wingham Museums.

STORYTELLING: Port Macquarie Museum volunteer Margaret Blight with the Boer War forage cap recently documented for the Stitches, Threads & Yarns project.

MA- MNC Training Opportunity
'Stitches, Threads & Yarns'
Thursday 16 March 2017

Museums Australia - Mid North Coast Chapter presents:

'Stitches, Threads & Yarns' - Workshop No. 1

A series of collection documentation workshops with Kylie Winkworth

Thursday 16 March 2017
10.00am to 3.00pm

Workshop No. 1 includes:
- Introduction to the Stitches, Threads & Yarns project
- Introduction to collection documentation, object files, significance assessment and writing statements of significance
- Finding significant objects in collections
- Practical examples
- Training notes and materials

Venue: Port City Bowling Club
4 Owen Street, Port Macquarie

Cost: Free - Morning Tea and Lunch provided

Enquiries and RSVP by 9 March 2017 to:
Debbie Sommers
cooncat@bigpond.net.au
02 6583 1108 or 0438 195 776

This project is supported by the Community Heritage Grants (CHG) program. CHG is managed by the National Library of Australia. It is funded by the Australian Government through the Department of Communications and the Arts; the National Archives of Australia; the National Film and Sound Archive; the National Museum of Australia and the National Library of Australia.

Digitisation Training

Meeting	Digitisation Training / North Stradbroke Island Museum
Date	Friday, 9 MAY 2014
Time	10 am – 4 pm
Attendees	Day 1 -Grant Collins, Leif Ekstrom, Catherine Cottle, David Allen, North Stradbroke Island Museum Representatives
	Day 2 –Leif Ekstrom, Catherine Cottle, North Stradbroke Island Museum Representatives
Venue	Day 1 -State Library of Queensland Conservation Lab / Level 5
	Day 2 - North Stradbroke Island Museum

9 MAY 2014
DAY 1 / State Library of Queensland

10:00 am / Conservation Lab, Level 5

- Introductions – Overview and Conservation (Grant Collins)
- Get Your Inventory Together - Categories and Documentation (Catherine Cottle)
- Write a Curated Digitisation Plan – Making it achievable (Catherine Cottle)
- Digitisation Selection for Year 1 – Workshop with all participating

12:30 – 1:30 pm / Lunch Break - On Your Own

1:30 -2:00 pm / Conservation Lab, Level 5

- Digital Preservation - Checksums (David Allen)

2:30 – 4:00 pm / Visual Media, Level 5

- File Naming and Directories - Demonstration (Catherine Cottle and Leif Ekstrom)
- Scanning, SLQ Standards – Demonstration (Leif Ekstrom)
- Storage - Demonstration (Leif Ekstrom)
- Flickr – Free Storage, Trove Harvesting (Catherine Cottle and Leif Ekstrom)
- Wrap up - Questions, schedule trip to museum for hands-on training

SLQ Digitisation Toolkit: http://www.slq.qld.gov.au/about-us/projects-and-partnerships/distributed-collection-of-queensland-memory/digitisation-toolkit

NSLA Digital Archiving Toolkit: http://www.nsla.org.au/publication/digital-archive-toolkit

Library of Congress online Digital Preservation training course: http://dpoutreach.net

3 November 2014
Day 2 / North Stradbroke Island Museum

9:00 Arrive at Island, ferry or air field

9:30 Arrive at Museum
Status Reports from Day 1 discussions
- Get Your Inventory Together – (Elisabeth and Lisa to Report from Museum)
- Write a Curated Digitisation Plan – (Elisabeth and Lisa)
- Digitisation Selection for Year 1 – (Elisabeth and Lisa, Show items selected*)
- Copyright Documents provided for Selection

10:30 Quick Tea Break

11:00 Digitising North Stradbroke Island Museum Materials to standard
- File Naming, File Directories
- Capture Standards, Preservation and Access
- Definitions? Do volunteers need definitions?

12:00 Lunch

12:30 Scanning/Capture
- Scanning using Museum scanners**
- Overhead capture using Museum camera/equipment**
- Show digitised outcomes from scanning / talk about engagement options
- Connecting with others in distributed collection

4:00 Depart ferry or air field

*Please provide information to SLQ staff about selected collection items to be digitised on Day 2.
This will inform planning for best outcomes eg describe formats, size, fragility, object-based etc.
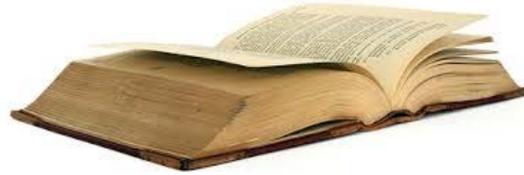**Please provide equipment information to SLQ prior to Day 2.
This will inform planning for best outcomes eg make, brand, year of scanners, make, brand, year of camera, other capture equipment.

Agenda - Digitisation Training days at North Stradbroke Island Museum 2014

Check the guidelines again – is my project eligible?

https://www.etsy.com/listing/130246367/measure-twice-cut-once-sign

Ineligible Projects

Oral History Interviews

Application submitted

www.whatnextculture.co.uk

Assessment Process

FOR A FAIR SELECTION EVERYBODY HAS TO TAKE THE SAME EXAM: PLEASE CLIMB THAT TREE

http://libguides.eastern.edu/assessment
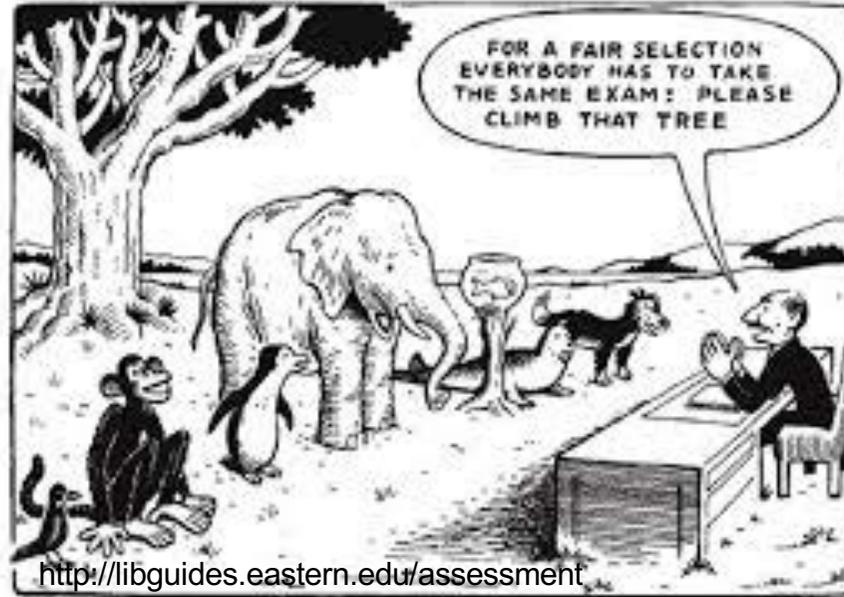
1. CHG Coordinator
   – Confirms eligibility

2. Significance Assessor
   – Considers national significance

3. Preservation Assessor
   – Considers feasibility
   – value for money

4. Expert Assessment Panel
   – Considers the comments from both assessors
   – Looks at the overall application

What are the assessors looking for?

- Evidence of national significance
- A clear description of the collection, who owns it and how it is used
- A project that is feasible & good value for money with a well supported budget
- Projects that will enhance access to collections
- Training projects that will reach many people and collections

As well as a cash grant...

First time grant recipients are invited to come to Canberra to receive their awards and to participate in 3 days of Preservation and Collection Management Workshops, presented by experts from the CHG partner organisations.
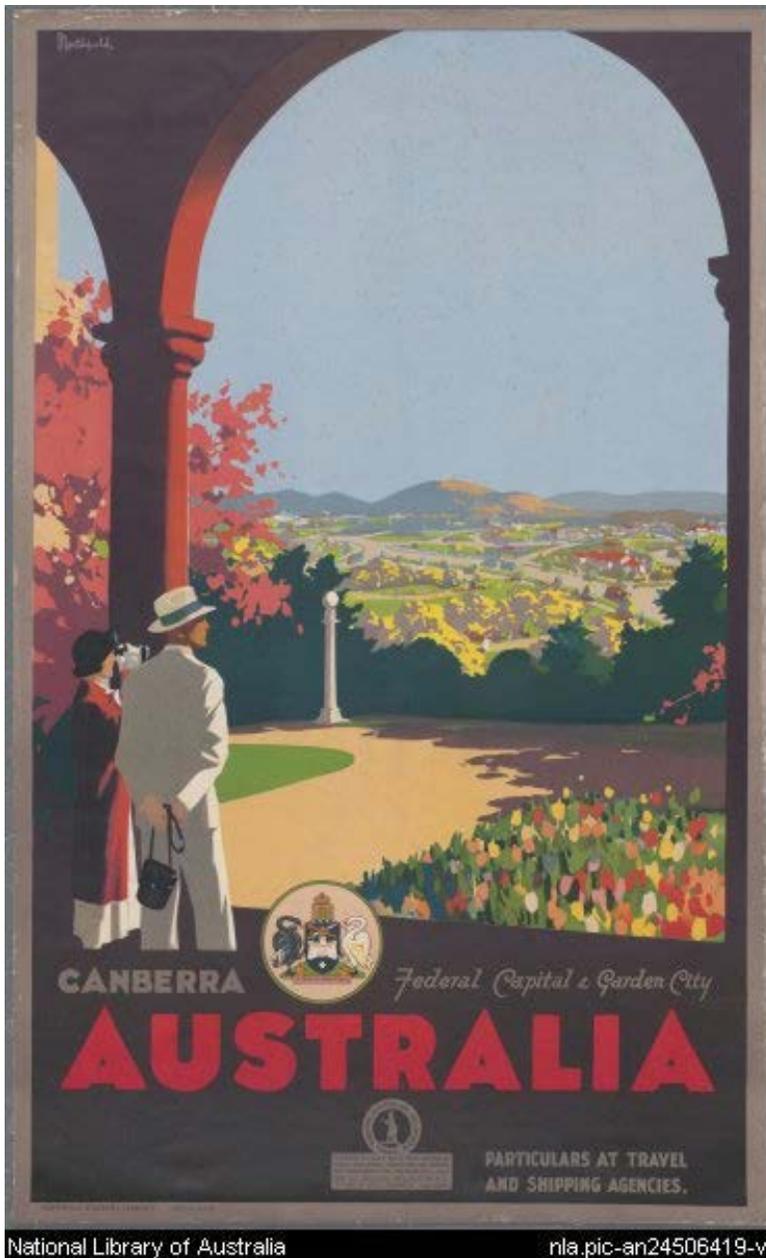
© James Northfield Heritage Art Trust

Everything you need to know
nla.gov.au/chg

Fellowships, Scholarships and
Grants

Community Heritage Grants

Projects funded by CHG

Guidelines and application
form

Grant recipients

Significance assessments

Preservation needs
assessments

Conservation activities and
collection management

Useful resources

Contact us

2019 Community Heritage
Grants Assessment Report

Mask of 'Penny Arcade', papier mache, Luna Park Collection, Stanton Library (2018 Community Heritage Grant recipient)

Applications for the 2020 Community Heritage Grants (CHG) program are now open. Applications close 5pm, Monday 4 May 2020 (AEST). For details on how to apply, visit the guidelines and application form.

The Community Heritage Grants (CHG) program provides grants of up to $15,000 to community organisations such as libraries, archives, museums, genealogical and historical societies, multicultural and Indigenous groups. The grants are provided to assist with the preservation of locally owned, but nationally significant collections of materials that are publicly accessible

How to Apply

Applications must be submitted online through our online grants management system. Follow the links from our homepage at www.nla.gov.au/chg

The 2020 grant round opened on 2 March & will close on 4 May.

Tips!

- Read the CHG guidelines

- Attach quotes as required

- Submit your application online and on time – late submissions will not be accepted

- Contact the CHG office (02) 6262 1147 for further information and advice

Any final questions?