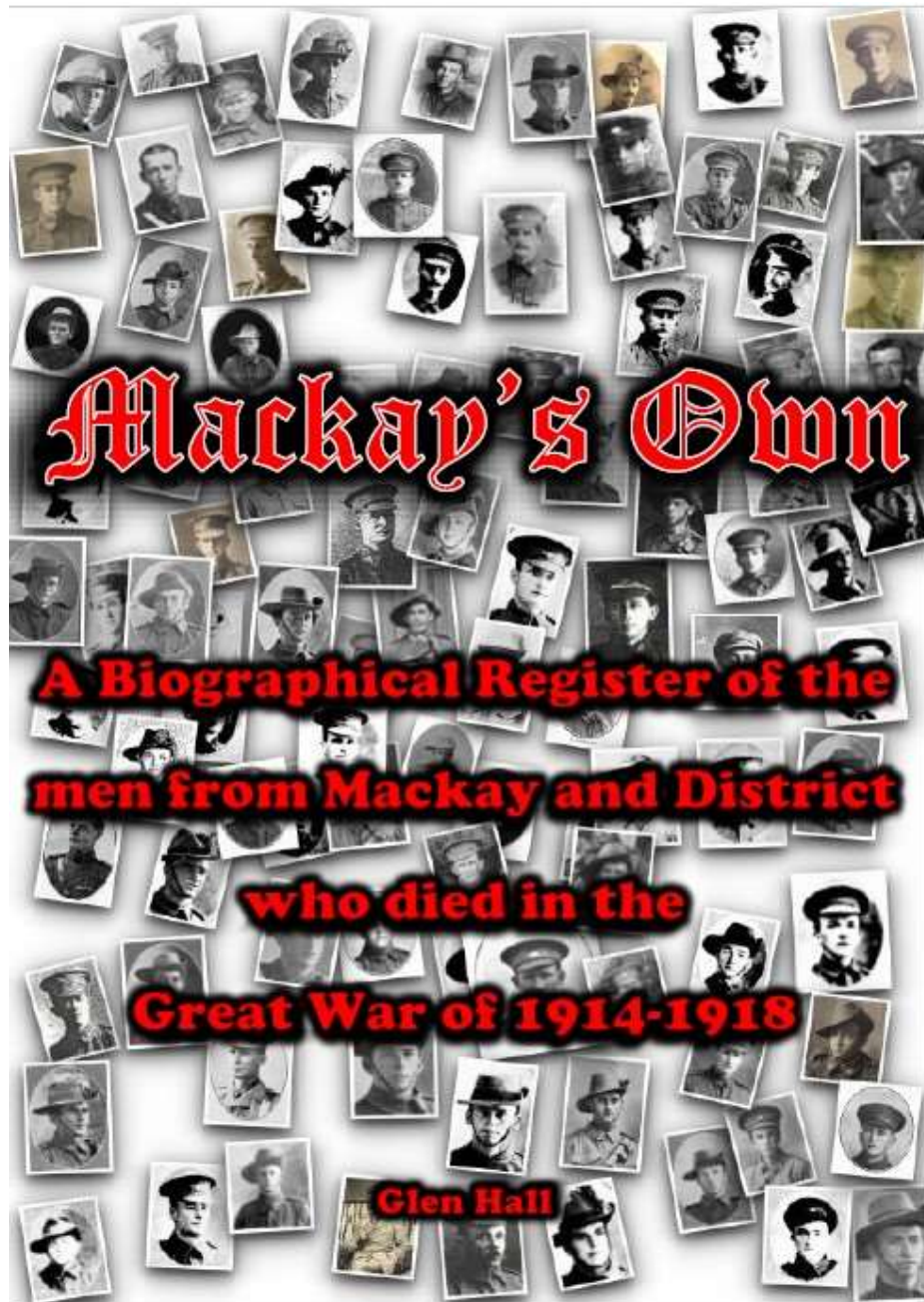


Museums & Galleries Queensland.

Securing Funding Workshop  
20 & 21 July 2016

ANZAC Centenary Grant  
by Glen Hall, Mackay Historical Society & Museum Inc.



## Introduction

This project began in December 1993 partly to help with the grieving process of the passing of my mother two months previous.

It really started shortly after I had moved to Pleystowe in May 1991. Ironically the house I am living in we found on Anzac Day 1991.

Pleystowe had a tree avenue planted in 1948 to commemorate the nine men from the area who died during the Second World War of 1939-1945.

My then wife Leanne and I went for a walk shortly after moving into the house and the first tree we came across had a plaque that said "GLEN H." Leanne said look that one is named after you!!!!..... It freaked me out a little but I thought nothing much of it.



After my mother died I needed a project to keep my mind off things. I also loved Military History as well as local history. One day I saw my Neighbour Cec gardening over the fence. Cec had served in the Artillery during the Second World War so I asked him about the history

of the Tree Avenue. He knew of a few of the blokes' names but not all.

I then contacted a couple of old local diggers from the area and the result was the same – they could tell me some names but very little else.

I felt sad that every Anzac Day a service was held and the traffic was stopped, the “Last Post” was played and we said “Lest We Forget”, however it seemed we had already forgotten them.

This started a 22 year obsession with recording every War Memorial around the district and every name recorded and researching these men and women who died in their service for the country. I travelled to every locality from Mackay to Bloomsbury, south to Carmila and west to Nebo.

In May 1994 I was seconded through my then employer for seven weeks in Canberra. This was a great opportunity to research these men. Every weekend I was there from 9am to 5pm sitting in the Australian War Memorial research rooms going through miles of Microfilm and Microfische and photocopying what I could without a lunch or pee break ..... It seems ironic now that ten years later everything had been put on the internet to research from the comfort of your own home.

Over the years I have sourced information from hundreds of sources, organisations, families etc.

The hours I have put into this research would be in the tens of thousands.....it staggers me to think about it..... 5,000 documents and over 20,000 files on my computer hard drive. Personally as a hobby it has cost me conservatively \$50,000 +. And what will I get back from the purchase of this book? Nothing... It is my gift to the families and the memories of those men who died so we can have the freedom we have today.

I would have liked to expand more on the men however the book would have been over 2,000 pages and uneconomical to produce. There are so many stories out there.

## **The Idea of Applying for a Grant.**

Over the years I had looked at various grants and felt they did not really cater to what the project was.

I literally looked at dozens of grants over the years waiting to find the appropriate grant.

Originally our Historical Society was going to pay for the printing our own book however when we received quotes for the printing it proved to be more than our funds would allow.

## **Looking for a Grant suitable for our needs**

I knew that the Anzac Centenary was coming up and I was sure there would be grant available to produce the book.

The Mackay Regional Council has a Grants Officer who was extremely helpful and was able to recommend a grant to us.

Queensland Anzac Centenary Grants Program appeared to suit the purposes and round three was advertised in early 2015.

The Project Category of “Historical research and education projects” with a funding limit of \$50,000 suited our criteria. This would provide us funding to help publish the book and allow us Editorial Control.



## **Taking it all in before you apply**

### **Funding Conditions.**

This particular grant expected us to contribute at least 25% of the overall expense project.

### **Eligible Applicants**

We are an Incorporated Association so we ticked that box as well.

### **Eligible and Ineligible Costs**

Make sure you read what is covered and what isn't. There is no point doing the hardwork lodging your application if it is isnt covered.

### **Eligible project timelines**

Always check the completion dates. Make sure your project can meet these guidelines.

# The Application Process

1. A valid ABN.

The screenshot shows the 'ABN Lookup' page for ABN 14 146 495 429. It provides current details for the entity, including its name, status, type, GST registration, and main business location. It also details the entity's registration with the Australian Charities and Not-for-profits Commission (ACNC), its trading name, and its charity tax concession status, including GST, FBT, and income tax exemptions. Additionally, it confirms the entity's status as a Deductible Gift Recipient (DGR) since July 2000. An important notice at the bottom advises users to read DGR information before making a gift.

**Current details for ABN 14 146 495 429**

**ABN details**

Entity name:	MACKAY HISTORICAL SOCIETY AND MUSEUM INCORPORATED
ABN status:	Active from 02 May 2000
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	QLD 4740

**Australian Charities and Not-for-profits Commission (ACNC)**

MACKAY HISTORICAL SOCIETY AND MUSEUM INCORPORATED is registered with the Australian Charities and Not-for-profits Commission (ACNC) as follows:

ACNC registration	From
Registered as a charity <a href="#">view ACNC registration</a>	03 Dec 2012

**Trading name(s)**

Trading name	From
MACKAY HISTORICAL SOCIETY AND MUSEUM INCORPORATED	02 May 2000

**Charity tax concession status**

MACKAY HISTORICAL SOCIETY AND MUSEUM INCORPORATED is a Charity endorsed to access the following tax concessions:

Tax concession	From
GST Concession	01 Jul 2005
FBT Rebate	01 Jul 2005
Income Tax Exemption	01 Jul 2000

**Deductible gift recipient status**

MACKAY HISTORICAL SOCIETY AND MUSEUM INCORPORATED is endorsed as a Deductible Gift Recipient (DGR) from 01 Jul 2000. It is covered by Items 1 & 4 of the table in section 30-15 of the *Income Tax Assessment Act 1997*.

**Important**

Please read [Deductible Gift Recipient \(DGR\)](#) information before making a gift.


2. Complete responses to all application questions. The application form can be saved to complete at a later time. We recommend allowing plenty of time to compile comprehensive answers with supporting documentation.



3. Comprehensive budget information including detailed current quotes.

**CLARK & MACKAY**

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Email: mail@clark-mackay.com.au Website: www.clark-mackay.com.au  
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Quote 41,162  
14/01/16

**MACKAY HISTORICAL SOCIETY**

Fax:

Dear **GLEN**

We thank you for your enquiry and have pleasure in submitting our quotation for your consideration.

**DESCRIPTION:** BOOK 380PAGES + COVER

380 PAGES , 366 PRINTED COLOUR , 14 PRINTED BLACK , COVER PRINTED  
COLOUR 1 SIDE , GLOSS CELLO , BURST BIND  
SIZE: A4

**STOCK:** TEXT 130 GSM GLOSS , COVER 300 GSM GLOSS  
**INK:** TEXT BLACK , CMYK , COVER CMYK  
**ART:** SUPPLIED  
**REMARKS:** .

Quantity :	300	400	500
Printing(\$)	10,893.64	14,347.27	17,540.91
GST(\$)	1,089.36	1,434.73	1,754.09
TOTAL(\$)	11,983.00	15,782.00	19,295.00

**DELIVERY:** To be arranged.

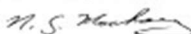
As agreed your terms are COD

Prices are subject to Stock Prices and availability at receipt of order.

Title of goods does not pass from supplier to purchaser until the account is paid in full.  
This quotation is based on acceptance within 30 days and is subject to Printing Industries Australia Standard Terms and Conditions of Trade. (A copy is available on request).

Please contact us if you have any queries regarding these prices. We look forward to receiving your order and assure you of our full co-operation at all times.

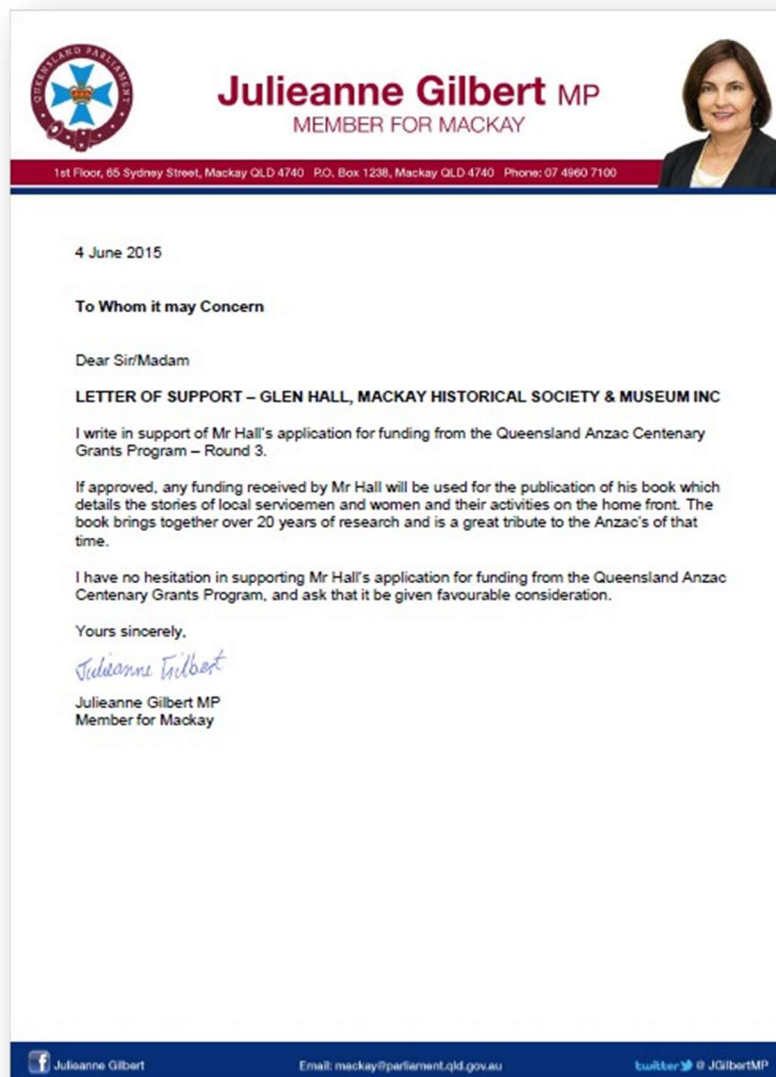
Yours faithfully



4. A copy of your organisation's certificate of incorporation (if your organisation is not clearly listed on [www.abr.business.gov.au](http://www.abr.business.gov.au) as being an Incorporated Entity or registered by another Act of Parliament).

5. A copy of your organisation's constitution or governing rules (if [www.abr.business.gov.au](http://www.abr.business.gov.au) does not identify that your organisation is a charity, charitable institute or public benevolent institution).

6. Two current letters of support for your project. These should be from relevant respected community representatives external to the applicant organisation, or your local Member of Parliament, councillor or mayor. If the application relates to a project occurring at a location not owned by the applicant organisation, the owner of the land must provide additional letters of approval for the project or activity.

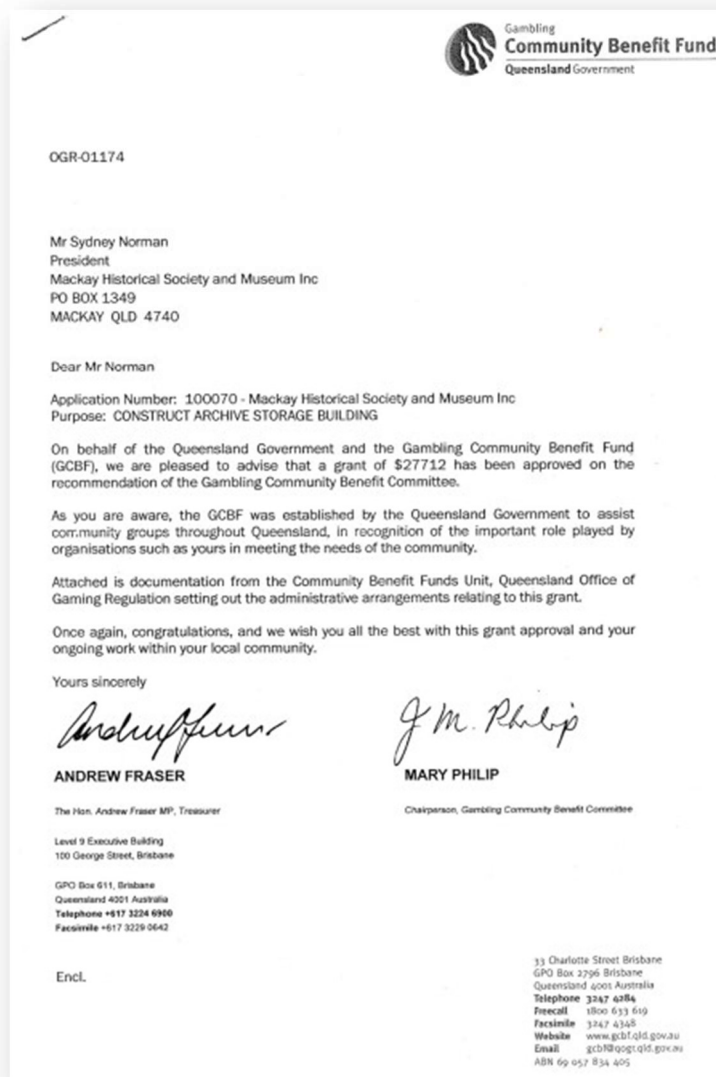




7. Details of any other sources of funding (including pending applications).

8. For individuals or organisations supported by an eligible organisation, current written evidence that the eligible organisation supports your application and agrees to accept legal and financial responsibility for the grant.

9. Additional support material if applicable (e.g. quotes for major works, insurance certificates, samples of previous work, artwork proposals, evidence of relevant permits and approvals, site plans, artist impressions and maintenance plan).



## The Application Form

This particular grant could be done online which was a lot easier and less daunting for myself and is becoming the current method for applying.

Is a lot easier to supply documents online as well and you can save the progress or easily correct any errors.

Always get it proof read before lodging and if you require any help ASK!!!!

Always keep copies and always make sure of the date it is due.

### Queensland Anzac Centenary grants program - round three

#### Round three - application form

Application GPR30145 from Glen Hall

#### General information

\* indicates a required field.

#### What's new in round three?

In round three, priority will be given to projects which focus on community research and have the potential to expand our knowledge of:

- the war efforts of service men and women from your local area
- notable activities on the home front

The collection of this information, its documentation (and ultimate digitisation) will add considerably to our knowledge of Queenslanders and Queensland during the First World War. Information and images can also be integrated into the State Library of Queensland database to be available to all Queenslanders in perpetuity.

#### Before you begin

Key Dates:

Round three opens: Monday 4 May 2015

Online workshop: Friday 8 May 2015 please register your interest by emailing [anzac100grants@premiers.qld.gov.au](mailto:anzac100grants@premiers.qld.gov.au)

Round three closes: Tuesday 9 June 2015 at 4.00pm

#### About the application form

All applications must be made by completing a round three application form and submitting it online according to the instructions. Incomplete applications will not be considered. The application form can be saved and completed later, so please save your work frequently.

Before completing this form, please visit the [Queensland Anzac Centenary grants program webpage](#) and ensure you have read:

- Round three application guidelines

#### Applicant organisation

The applicant organisation must be eligible to receive funding from the Department of the Premier and Cabinet under the round three program guidelines.

In the case of **auspiced applications**, the applicant organisation is the eligible organisation that will accept legal and financial responsibility for the grant if successful.

In the case of **joint applications**, the applicant organisation is the lead organisation that will accept legal and financial responsibility for the grant if successful.

No more than a total of \$80 000 (GST exclusive) will be considered per project.

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I have read the Queensland Anzac Centenary Grants program, round three, guideline for applicants \*

## Were you successful?

Always note it won't happen overnight but it will happen.

You can't rush these things. Here is a short time line for you.

- 3 June 2015 – Application Lodged
- 17 December 2015 – Notification we were successful.
- 1 April 2016 - First cheque received.



Once granted you will most likely have to sign a contract with the Grant provider to be returned to them before any payment is forwarded. Ensure you look at the fine print as with any contract.

The delays in receiving payment did unfortunately make a change to some timeframes on the launching of the project.

I originally had planned to launch book around Anzac Day 2016 however was not possible to arrange printer and have books delivered in 3 weeks.

So always have a backup plan. Remember the process sometimes is not a quick one so always plan ahead.

## **GPR30145**

<b>Organisation Name</b>	Mackay Historical Society and Museum Inc
<b>Project Title</b>	"Mackay's Own" - a biographical register of the men from Mackay and district who died during the Great War of 1914-1918
<b>Project Scope</b>	Research of 340 men so far identified from the Mackay district who died during the First World War. It includes biographical and service information as well as portrait photos, gravestones and personal stories. The research will be published in a public book.
<b>Grant amount</b>	\$15,000
<b>State Electorate</b>	Mackay, Mirani

## **Get all your approvals.**

One might think publishing a book is not too hard. However for this one:

- Ensure Copyright restrictions are adhered to.
- Gain approvals for use of Anzac Logo
- Need to have artwork etc approved by the Grant Committee.

## **After the approval**

Can be painful but be aware this is what you have to do.

- Reporting to grant committee on progress of activities.  
(Milestones)
- Reporting in case of any problems caused by delays. e.g delay in launch due to late receipt of funds.
- Notifying the grant committee of Event date and time, guests, invitations, access, speeches catering etc.

## **After the Event**

I will let you know how we go as yet to do this yet.

However in our case we will require to send a report on the launch event and how the monies have been spent. So ensure all records are up to date and all receipts have been saved.

Always be aware that some grants will not release all remaining funds after satisfactory completion of the project.

So in the case for our grant that is 75% approval and 25% once completed. So always budget effectively.

## **Conclusion**

Applying for a grant and being successful does require a lot of preplanning, negotiation, arithmetic, crystal ball gazing, frustration but you will find with the right project will be very worthwhile.