



# COMMUNITY HERITAGE GRANTS 2017

Sadie Macdonald's Florence Nightingale medal, awarded in 1953, Queensland Women's Historical Association



# 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
  - Art galleries
  - Genealogical societies
  - Community groups
  - Historical societies
  - Indigenous groups
  - Migrant community groups
  - Professional associations
  - Museums
  - 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](http://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





# Just a stump chair?

The stump chair



This is one of the most significant items in the collection, and also one of the oldest and most vulnerable to decay. It represents the foundation moment of the Catholic Church in Bendigo, the earliest European institution to operate in the area, and as such is highly historically significant. It was used at a time when the Victorian goldrush had just begun. When Backhaus first arrived there the population of Sandhurst was around 15,000, most of whom had arrived in the six months since the discovery of gold. It demonstrates the very rough and basic conditions and the humility and courage of missionary priests like Backhaus, who were determined to bring the word of God to people in the most remote and rugged areas. Even though it is not one, this

From the Significance Assessment for the Catholic Diocese of Sandhurst, Bendigo by Dr Megan Cardamone 2012

# 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**



# The first opal



H15 - William Hutchison



H22 - Telegram reporting Will's death



H8 Will's letter to his mother



H 55 - Map showing the location of the opal

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



## 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







15.3 Recommended Action Plan

Recommendation	Priority	Resources
<b>Immediately – within 1 month</b>		
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	<ul style="list-style-type: none"> <li>• Curator / Collection Manager</li> <li>• Volunteer resources</li> <li>• Emergency funding</li> </ul>
Commence negotiations with building owner to rectify building related issues	2	<ul style="list-style-type: none"> <li>• Committee, Curator / Collection Manager</li> </ul>
Improve current security arrangements and develop a policy to maintain improved security during times when the Museum is unattended	3	<ul style="list-style-type: none"> <li>• Funding and resources</li> <li>• Negotiation with building owner and Tennant</li> </ul>
Implement an interim housekeeping policy for the house and collections	4	<ul style="list-style-type: none"> <li>• Curator / Collection Manager</li> <li>• Volunteer training</li> </ul>

Recommendation	Priority	Resources
<b>Short-term – within 1 year</b>		
Develop and Implement a comprehensive IPMP to deal with the current moth infestation and establish an ongoing strategy, quarantine and disinfect affected items and purchase sealed polyethylene bags for rehousing	1	<ul style="list-style-type: none"> <li>• Funding</li> <li>• Staff and volunteer resources</li> </ul>
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	<ul style="list-style-type: none"> <li>• Volunteer resources</li> </ul>
Revise the current storage area and separate non collection materials from collection materials	3	<ul style="list-style-type: none"> <li>• Funding</li> <li>• Staff and volunteer resources</li> <li>• Staff and volunteer resources</li> <li>• Time</li> <li>• Committee approval</li> </ul>
Identify duplicate material or material that does not fit the acquisitions policy		
Ongoing negotiations with building owner to rectify building related issues	4	<ul style="list-style-type: none"> <li>• Committee, Curator / Collection Manager</li> </ul>
Provision of preservation training for staff and volunteers to promote good preservation practice throughout the collection and enable collection rehousing to be undertaken	5	<ul style="list-style-type: none"> <li>• Funding</li> <li>• Staff and volunteer time</li> </ul>
Purchase of preservation housing materials to maintain and improve collection housing (preservation boxes and packaging for material on open storage)	6	<ul style="list-style-type: none"> <li>• Funding</li> <li>• Conservation advice on the most cost effective and efficient materials</li> </ul>
Develop and Implement a Museum disaster plan	7	<ul style="list-style-type: none"> <li>• Curator / Collection Manager</li> <li>• Funding for outsourcing task</li> </ul>
Revise, upgrade and update the Collection Policy. Develop specific exhibition and loan policies as part of or separate from the CP	8	<ul style="list-style-type: none"> <li>• Staff resources</li> <li>• Specialist advice</li> </ul>
Continue documentation of collection items not yet photographed or included on Collection Mosaic	9	<ul style="list-style-type: none"> <li>• Staff and volunteer resources</li> </ul>

Extract from a PNA –the prioritised recommendations



## Step 3. Conservation Activities & Collection Management

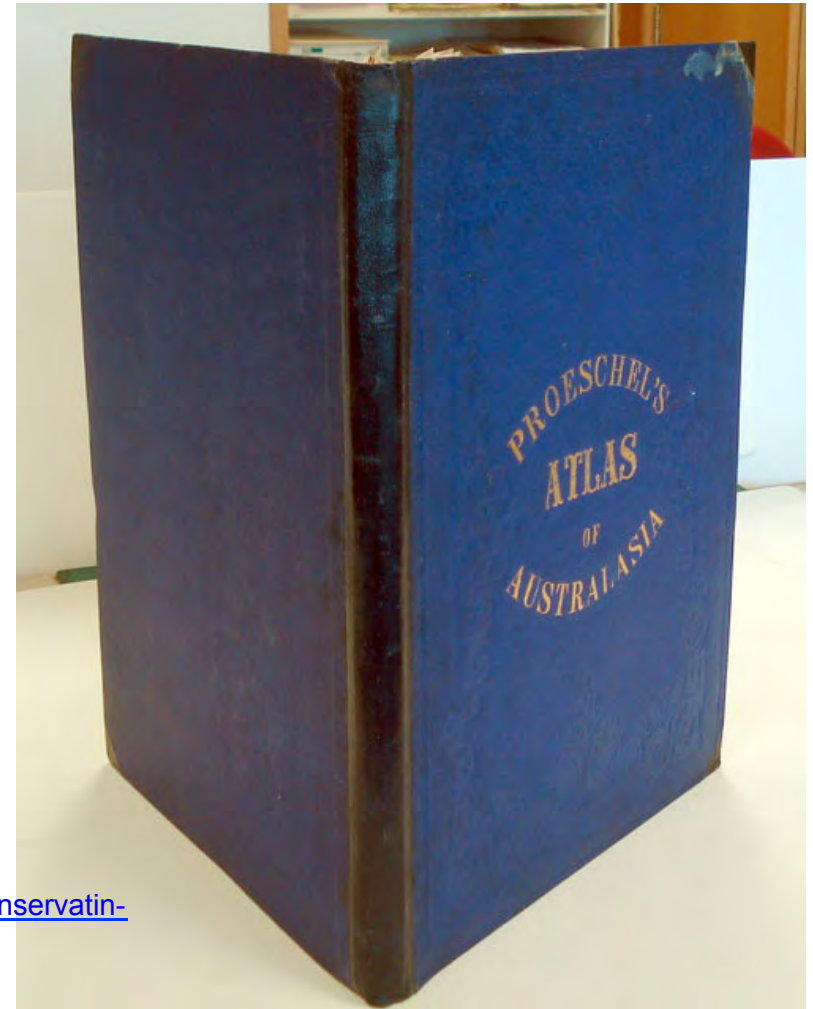
- Application must relate to the **prioritised recommendations** from the PNA
- Focus on most at risk and most significant items. Projects could involve
  - Rehousing collections
  - Conservation treatments
  - Reformatting – including digitisation



# Conservation of Proeschel's Atlas



<http://www.nla.gov.au/blogs/behind-the-scenes/2013/11/29/proeschel-atlas-conservation-part-4-bindings-conservation>



# 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

Home > New Search > Revise Search > Collection > Copyright > Warning > Prices > Order > Help > Contact Us

**BERRIMA DISTRICT HISTORICAL & FAMILY HISTORY SOCIETY INC** IMAGE LIBRARY

Page View: [Icons] Search Results: emden Page 1 of 2 (20 images)

### Images from the Berrima District Historical and Family History Society

1. Vegetable garden and Karl Muller, a German internee, Berrima, NSW
2. Warrant Officers from SMS Emden, Otto Monkedeck and Gerhard Freund in front of Schloss am Meer (Emden Hut) Berrima NSW
3. View across Grosse Sea (Big Lake) at Berrima Internment Camp NSW
4. Personnel of the Hamburg-American (HAPAG) Shipping Line interned at Berrima BSW
5. Program produced by Otto Monkedeck at the Internment Camp Berrima NSW, for a concert celebrating the Battle of Jutland which, contrary to the British claims, the Germans considered they won.
6. Program produced by Otto Monkedeck for a concert in honour of General-Fieldmarshall von Mackensen at the Internment Camp Berrima NSW
7. Program produced by Otto Monkedeck for a comedy "The Honeymoon Journey" for the birthday of Crown Prince Friedrich Wilhelm at the Internment Camp Berrima NSW
8. Program produced by Otto Monkedeck Drama "Homeland" in 4 Acts by Sudermann. Routine
9. Program produced by Otto Monkedeck. Drama "St John's Fire" in 4 Acts by Sudermann. Produced at the Internment Camp Berrima NSW
10. Concert program produced by Otto Monkedeck to celebrate the Kaiser's (Wilhelm II) birthday at the Internment Camp Berrima NSW
11. Scene of the war at SMS Emden "Before P...

NATIONAL LIBRARY OF AUSTRALIA

**Trove**

Books Pictures, photos, objects Journals, articles and data sets Digitised newspapers and more Music, sound and video Maps Diaries, letters and archives

(nuc:"NBDHS")

Available online Australia

**Refine your results:**

- Format: Photograph (837), Poster, chart, other (252)
- Availability: Online (889), Freely available (889)
- Decade

**Pictures, photos, objects**

Showing: 1 - 20 of 889

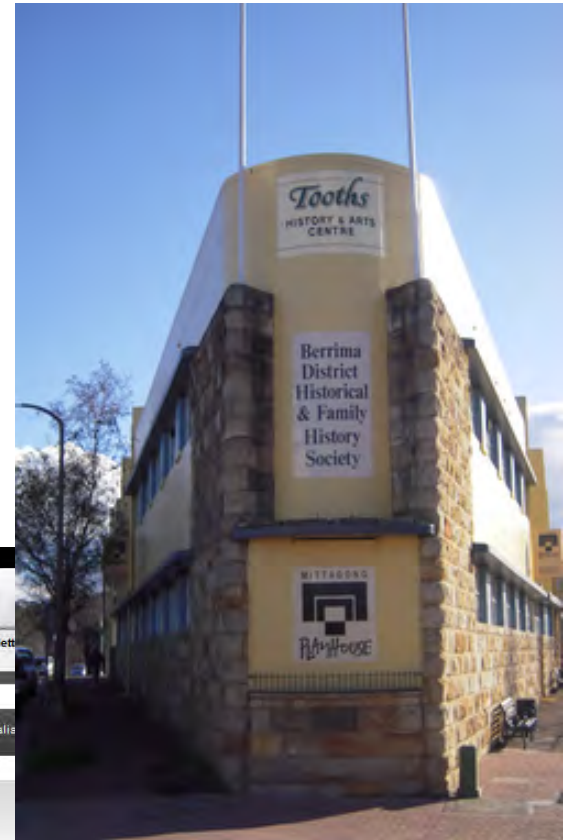
Sort by: Relevance

**Wombateers**  
[ Photograph : 1917 ]

[View online](#)  
At Berrima Hist Soc

**Annesley College, Bowral See 0101010969**  
[ Photograph ]

[View online](#)  
At Berrima Hist Soc



# Rehousing collections



# Oral history digitisation project

**MEDIA  
RELEASE**



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](http://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

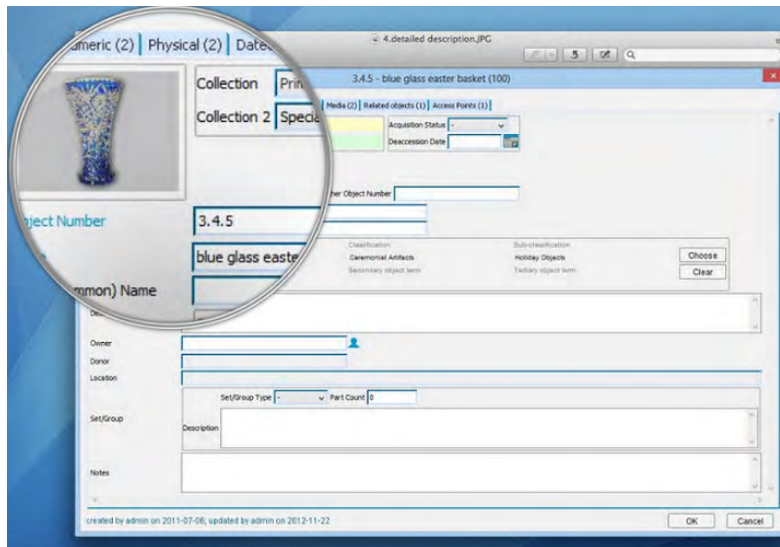
**BUT**



# 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 Vermon 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/](http://www.mgnsw.org.au/)

## The Small Museums Cataloguing Manual

A guide to cataloguing object and image collections



# 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.



## Learning to look after heritage items

By Natasha Ewendt

[natewendt@infonews.sa.gov.au](mailto:natewendt@infonews.sa.gov.au)

LEARNING how to restore and maintain historic items such as old mayoral robes and memorabilia from World War I and II was part of a Caring for Collections workshop held in Port Lincoln by History SA and Artlab Australia last week.

History SA community history officer Pauline Cockrill said the two-day workshop held in the Civic Hall Media Room was offered free to those working with local history collections in places like community museums, libraries, archives and RSLs across Eyre Peninsula.

"It is a workshop we have run in Adelaide as well as other regions in South Australia but this was the first time on the Eyre Peninsula," she said.

"We've been pleased to attract almost 20 people each day from nine organisations, not only from Port Lincoln but further afield from Koppio, Cummins, Mount Dutton Bay and even Whyalla.

"It's a great opportunity for everyone to network and for us to learn what people need.

"Participants were asked to bring some examples of textiles or paper items with which they needed help regarding storage, display or cleaning."

Some noteworthy items included a World War I diary, a World War II signature supper cloth and an 1836 sampler.

"We also spent Wednesday afternoon at Mill Cottage where the participants could practice measuring light levels, temperature and humidity as well

as learn how to look for pests that might destroy their precious collections."

Participants were also shown how to clean old mayoral robes and made coat hangers designed to store historic costumes.

Ms Cockrill said History SA could also provide other assistance to heritage groups through advice and help with grant applications.

"History and heritage is very important on Eyre Peninsula and we like to help as it can be

expensive.

Participants came from Whyalla's Mount Laura Homestead Museum, Mount Dutton Bay Woolshed, Axel Stenross Maritime Museum, the Port Lincoln Railway Museum, Port Lincoln Settlers Cottage/Mill Cottage, Cummins-Yeelanna RSL, Port Lincoln RSL, Koppio Museum and the Anglican Parish of Port Lincoln.

The workshop was free due to a federal National Library of Australia Community Heritage Grant.



**HISTORY WORKSHOP:** Back: Port Lincoln Railway Museum committee member Murray Wright, History SA community history officer Pauline Cockrill; front: Artlab Australia senior textile conservator Kristin Phillips and Rose Kerkhof from the Settlers Cottage/Mill Cottage.

History SA - Training for 18 people from 9 organisations

## Caring For Collections

Port Lincoln 2014

Members of your museum/historical group are invited to attend a skills development program presented by History SA and Artlab Australia

**Two day FREE program  
at the Port Lincoln Civic Centre**

(in the Media Room, rear entrance to Civic Hall, Washington St)

**Wednesday 19 March**

**Thursday 20 March**

**9.30 am — 4 pm each day**

Topics to be covered:

- Managing the museum environment
- Identifying and managing risks in museums
- Integrated pest management
- Housekeeping and cleaning in museums
- Storing and displaying archival material and photographs
- Storing and displaying costume and textiles

The workshop program is a mix of talk/demonstration & practical sessions  
Training notes will be provided.

LIMITED PLACES

Enquiries & bookings

Pauline Cockrill, History SA p: 8203 9878 e: [pcockrill@history.sa.gov.au](mailto:pcockrill@history.sa.gov.au)



Funded by a Community Heritage Grant



## Digitisation Training

<b>Meeting</b>	Digitisation Training / North Stradbroke Island Museum
<b>Date</b>	Friday, 9 MAY 2014
<b>Time</b>	10 am – 4 pm
<b>Attendees</b>	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
<b>Venue</b>	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.

Check the guidelines again –  
is my project eligible?



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



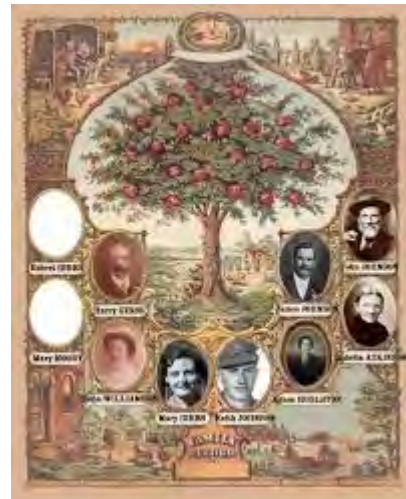
# Ineligible Projects



**The Dungog**  
Durham and Gloucester Advertiser  
publishing in—Dungog, Bandoah, Bandon Grove, Underbank, Sushan, Clarence Town, Glen William, Brookfield, Terraco, Morpeth, Gloucester, Barrington, Copeland, Paterson, Graford, Eccleat

Dungog, Tuesday, April 17, 1894.

<p><b>JOHN ROBSON,</b> AUCTIONEER, Stock, Station, and GENERAL COMMISSION AGENT DOWLING STREET, DUNGOO.</p>	<p><b>H. C. DARK &amp; Co.,</b> — HALL OF COMMERCE — Dungog</p>
<p><b>H. E. ELLIOTT,</b> Attorney, Solicitor &amp; Conveyancer, DOWLING-ST., DUNGOO.</p>	<p><b>BOOTS BROS.,</b> BUILDERS, CONTRACTORS, AND UNDERTAKERS. Dungog</p>



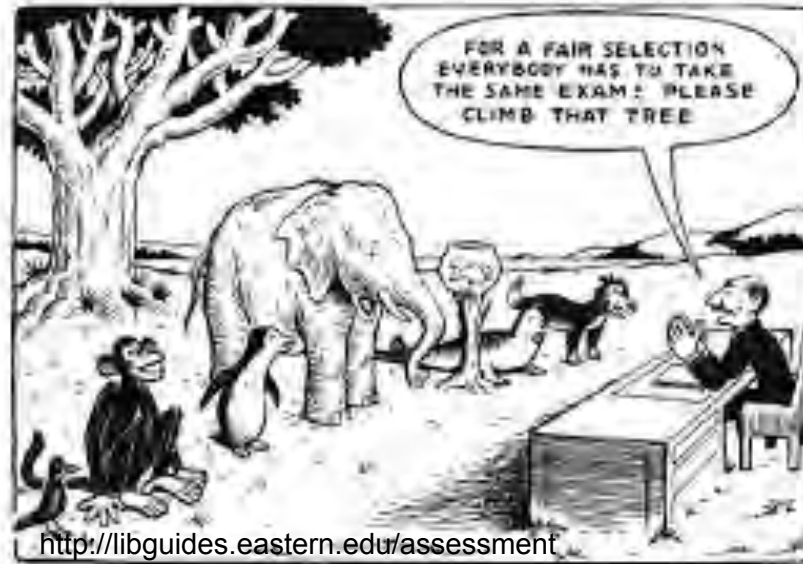
# Application submitted



[www.whatnextculture.co.uk](http://www.whatnextculture.co.uk)



# Assessment Process



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.





# 2016 CHG Awards Ceremony



# Everything you need to know

[nla.gov.au/chg](http://nla.gov.au/chg)

## COMMUNITY HERITAGE GRANTS

**The 2017 grant round is now open. 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 including artefacts, letters, diaries, maps, photographs, and audio visual material.

The types of projects supported include

- significance assessments of collections
- preservation needs assessments of collections
- conservation activities and collection management, and
- training workshops.

[Read more about past CHG recipients.](#)

### 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](#)

[2016 Community Heritage Grants assessment report](#)

[Fellowships and scholarships](#)

# 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](http://www.nla.gov.au/chg)

**The 2017 grant round opened on 6 March & will close on 8 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 1447 for advice



# Any final questions?

