

# Northern Territory History Grants 2018-19

## Guidelines and application information

### The History Grants Program

The Northern Territory History Grants Program was established by the Territory Government to commemorate the attainment of self-government on 1 July 1978.

The grants are administered by the Northern Territory Archives Service (NTAS).

The aim of the program

The aim of the program is to encourage and support original research about Northern Territory history, and broaden the resources available in this field, for the community to access and engage with.

### Who can apply?

Individuals, societies and community organisations, who are current residents of the Northern Territory, are eligible to apply.

Territory, State and Federal government agencies are not eligible to apply.

Employees of the Northern Territory Archives Service are not eligible to apply.

Previous recipients of NT History Grants which have not been acquitted are not eligible to apply.

Northern Territory Associations applying for grants must ensure that they comply with the Associations Act.

### What can be funded?

The Grants are intended to assist with associated expenses that will be incurred whilst carrying out research projects including:

- travel and accommodation
- printing and publication
- production of research guides based on select topics
- stationery and consumables
- incidental research fees
- copying charges.

The Northern Territory History Grants Program has funded projects relevant to Northern Territory (NT) history for over 30 years. Details of previous projects can be found on the NTAS website at [dta.nt.gov.au/arts-and-museums/northern-territory-archives-service/past-recipients-nt-history-grants](http://dta.nt.gov.au/arts-and-museums/northern-territory-archives-service/past-recipients-nt-history-grants)

The use of archival services and resources for History Grants projects is mandatory. Suggestions for projects which draw from and compliment NTAS collections could include:

- Collection and self-transcription of Oral History.
- Indexing and production of research guides to collections relevant to NT History.
- Written histories that tell a story of the Northern Territory's past.

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Preference will be given to applications covering topics which have not been researched before or if the topic has been researched before, the applicant must propose a new approach.

At the completion of a project, successful applicants are encouraged to present the results of their project in a public forum for the Northern Territory Archives Service, in the format of a talk, presentation or exhibition.

If you have any queries about a proposed project and whether it would be suitable to apply for support through the History Grants Program, please contact the NTAS office to discuss on 8924 7677.

The following are examples of projects which have been funded in the past:

- Historical research for a radio program.
- Historical research for a journal article.
- Historical research for a published work.
- Historical research for an unpublished or self-published work.
- Oral history interviewing.
- Historical research for production of a video/film.
- Historical research for production of a website.

### What cannot be funded?

The following costs cannot be funded:

- Purchase of equipment and assets.
- Cataloguing of collections.
- Digitising or reproduction of collections.
- Professional consulting fees.
- Costs associated with work that has already been done.
- Wages.
- Interview fees or gift payment for participation.

### How much funding is available?

The total annual allocation for the History Grants Program is \$60,000. Single grants may range up to \$7,000.

### Who assesses the applications?

All grant applications received are assessed by the Northern Territory History Grants Committee. The Committee comprises three representatives from the community who are conversant in the field of NT history. The Committee is appointed by the Minister for Tourism and Culture. The Committee recommends to the Minister the dispersal of funding as it deems appropriate.

### Criteria for assessment

Applications for Northern Territory History Grants must address all criteria on the official application form in order to be considered.

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Key criteria in the assessment of applications must include:

- demonstrated uniqueness of the project
- provision of an achievable project plan
- identification of funding requested (maximum \$7,000) based on a realistic budget
- proposal on how the result of the research will be disseminated
- written references from two (2) supporting referees to be received with the application by COB Friday, 23 November 2018.

Applications without written references will not be considered for an NT History Grant. All applications must be submitted online via the Grants Tracker system.

Each application is considered individually on its merits, against the criteria and guidelines. Previous successful applicants are not assured of success in subsequent applications.

### Key dates

#### October 2018

Grant applications are opened to the public on Friday, 26 October 2018.

#### November 2018

Closing date for applications is Friday, 23 November 2018.

#### November/December 2018

The Committee will assess applications and applicants will be advised of the outcomes shortly after assessment.

### Conditions of Grants

#### Terms of the Grants

Grant recipients are required to sign an agreement undertaking to abide by the conditions described below. The Northern Territory History Grants Committee reserves the right to attach specific conditions to the expenditure of the Grant allocations.

#### Timing and acquittal

The Grant project is to be completed within 12 months of commencement of the Grant Agreement unless agreed otherwise.

A Grant recipient must report progress in Grants Tracker five (5) months after commencement of the Grant Agreement.

Upon conclusion of the project, a final acquittal must be submitted. This is a two-step process:

(1) An acquittal in Grants Tracker that includes a report outlining the project activity, with details of the grant expenditure in accordance with the guidelines and indicating availability to conduct a presentation of the results in a public forum for the NTAS.

(2) Two copies of the results of the project to be provided to the Northern Territory Archives Service.

### Termination/suspension

A Grant may be suspended or terminated before the approved completion date either at the request of the recipient or if, in the opinion of the Northern Territory History Grants Committee, performance is unsatisfactory or the conditions governing the Grant are not being observed.

### Acknowledgement

Any publication including articles, books or internet based material describing the work or containing the finished product of the work, the research for which has been supported wholly or partly by the Grant, must acknowledge the support of the Northern Territory Government and the Northern Territory History Grants program.

### Public notification of successful grant applications

Successful grant recipient's name, project title, and amount of grant will be published on the NTAS website and announced by media release.

#### Payment of Grants

When setting up as a stakeholder to submit an application in Grants Tracker, applicants are required to enter financial details.

Payment of grants will take place after the successful grant recipients have signed agreements undertaking to abide by the conditions described in Conditions of Grants above.

Grants money is paid to the successful applicant unless an alternative stakeholder organisation or administering body is advised in the application process.

Successful applicants will be required to fill in a vendor creation/amendment form, available on the website [nt.gov.au/leisure/arts-culture-heritage/apply-for-an-nt-history-grant](http://nt.gov.au/leisure/arts-culture-heritage/apply-for-an-nt-history-grant)

### General information

- Funds are not granted for work that has already been done.
- Acquittal must occur within the agreed timeframe outlined in the agreement or an extension request must be submitted before that timeframe is reached.
- Recipients will be required to comply with all conditions of the Grant Agreement.
- The NTAS reserves the right to withdraw approval for funding at any time if there is a change in circumstances in the nature or financial viability of the project.
- If an applicant does not meet all requirements as set out in the Grant Agreement, monies paid may be recovered as a debt due.
- Unexpended funds of the approved grant amount are to be refunded to the NTAS.
- Recipients will be required to acknowledge the assistance provided by the Northern Territory Government and the Northern Territory History Grants program in any published or distributed results from the grant.
- Grant payments can only be processed on receipt of a signed Grant Agreement, a Vendor Creation/ Amendment form, and an ATO Statement by Supplier form if not registered for GST.
- Funding in each year of the grants program is subject to the appropriation of funds through the normal NT Government budget process.

## How to apply

- Read these guidelines carefully to ensure you have a full understanding of the Northern Territory History Grants Program. Complete the application in Grants Tracker.
- Contact the Northern Territory Archives Service to discuss your application if required.
- Submit your application by COB Friday 23 November 2018 in Grants Tracker.

For further information visit [www.nt.gov.au/leisure/arts-culture-heritage/apply-for-an-nt-history-grant](http://www.nt.gov.au/leisure/arts-culture-heritage/apply-for-an-nt-history-grant) or phone (08) 8924 7677.

**Closing date for applications is COB Friday 23 November 2018**