

GUIDELINES

Heritage Publication Grants 2021-2022

Georges River Council Heritage Publication Grants Program

Council awards grants for the publication of works which shine a light on the history, heritage and development of the Georges River area.

Grant funding available

A total of up to \$5,000 grant funding is available in the 2021-2022 financial year.

Program Objectives

Georges River Council supports the promotion of publications relevant to the history and development of the local government area. Council may provide financial assistance towards the publication of relevant documents as part of its Heritage Publication Grant program.

Council may choose to offer financial assistance for the publication of historical works of sufficiently high standard for:

- a) Original research submitted by their authors or copyright holders;
- b) Re-publication of items of primary source material relevant to the Georges River area.

The Heritage Publication Grants Program seeks to support projects that have already commenced and are sufficiently developed to be close to publication. The program does not provide research or development funding. The grant is provided to support the design and/or publication of the project to enable it to reach its intended audience.

Before any publication is approved for financial assistance, chapters or the whole item will be examined and assessed by Council's local studies librarians and other relevant staff. Council may seek advice from an adviser with specialist knowledge of the subject area to help inform its decision.

Publication may be in the form of books, booklets, e-books, digital media resources, documentaries, films or online. It is expected that any online publication will be made accessible through Trove, the National Library's online service.

Applications which reflect the diversity of the Georges River area's people and places are encouraged, for example oral histories, migration stories, Indigenous history, cultural and public history and social history.

Key Dates

Applications open	Monday 21 February 2022
15-minute individual online information sessions. Bookings essential. Register for tickets via Eventbrite .	#1 - Friday 25 February 2022 1pm-3pm
	#2 – Thursday 3 March 2022 9:30am-11:30am
	#3 - Wednesday 9 March 2022 12pm-2pm
	#4 - Tuesday 15 March 2022 8am-10am
	#5 – Wednesday 23 March 2022 11am-1pm
	#6 – Monday 28 March 2022 2pm-4pm
Applications close	5pm Friday 1 April 2022
Assessment of applications	April-May 2022
Announcement of successful applicants	June 2022
Project completed	31 December 2022
Final report and acquittal due	28 February 2023

How to apply

1. Read these Guidelines.
2. Read Council's [Grants, Donations and Sponsorship Policy](#), especially pp.16-19.
3. Check your eligibility.
4. Check that your project fits the Selection Criteria.
5. Submit your application on Council's [SmartyGrants page](#) by 5pm on Friday 1 April 2022.

Selection Criteria

A. ORIGINAL RESEARCH

- i. Manuscripts must be substantially complete.
- ii. Applications must include at least a part manuscript, some illustrations and an outline of the whole publication.
- iii. The proposed layout and look of publication should be shown.
- iv. The work should be substantially new research.
- v. Preference will be given to works exploring previously undocumented communities, practices or places.
- vi. Preference will be given to works that use primary documents rather than relying on secondary sources.

B. RE-PUBLICATION OF PRIMARY SOURCES

- i. Written permission must be obtained from the copyright holder if the work is not in the public domain.
- ii. Preference will be given to works with wide interest to the public and/or applicability to a variety of researchers.
- iii. Preference will be given to works long out of publication, or never previously published.
- iv. Preference will be given to rare works, particularly where surviving copies are fragile or otherwise inaccessible.

Implementation

1. Applicants must complete the Heritage Publication Grant application form online through Council's SmartyGrants page.
2. The successful applicant must complete and launch the project by 31 July 2023. Grantees are encouraged to launch the project during History Week (3-11 September 2022).
3. A detailed budget for the publication of the work must be provided.
4. Costs may include those incurred as reproduction charges for photographs from Georges River Libraries' work.
5. The application may in part or wholly cover costs for production.
6. Assessment of the amount made available will be based on the itemised budget proposal provided by each applicant and the importance of the work to the history of the Georges River area.
7. In consideration of applications Council may take the following action:
 - i. It may decide to offer financial assistance for the publication of the work with or without conditions, or
 - ii. It may decide not to offer financial assistance for the publication of the work.
8. Following publication, a financial acquittal including receipts showing expenditure must be provided to Council.
9. Council may submit the work, or part thereof, to an adviser (or advisers) with specialist knowledge of the subject, or legal adviser, and consider their advice before making a decision.
10. Successful applicants will be required to provide ten (10) copies of each publication for which financial assistance is granted to Council.
11. In all cases the decision of the Council will be final.
12. The funding will be made available by Council as a single payment to the successful applicant/s. It will be based on the itemised budget proposal of all costs outlined in the application. No other costs will be funded.
13. No additional funding will be made available for the same project in the same year.
14. The successful applicant will give regular updates according to an agreed timeframe to ensure that the project is of the desired standard and anticipated outcome as outlined in the application.
15. The successful applicant will provide Council with a proof copy to be approved before proceeding to publication.
16. The publication will acknowledge the support of Council and the following

statement should be included on a prominent place on the publication (e.g. the reverse of the title page):

This publication has been assisted through the 2021-2022 Georges River Council Heritage Publication Grants Program.

The facts, opinions and imputations contained in this work are not in any way endorsed by Council in respect of accuracy or otherwise. Georges River Council expressly disclaims liability of any kind in respect of this work or its contents.

17. The author of any historical publication accepted for financial assistance will sign a statement indemnifying the Council against any breach of copyright.

18. In addition, every application will include a declaration that:

- a. No words in the publication are (to the best of the knowledge, information and belief of the author/s following reasonable enquiry) defamatory or contain on the face of them any libellous matter; and
- b. The authors (to the best of their knowledge, information and belief following reasonable enquiry) do not know of circumstances by virtue of which any words in the publication might be understood to be defamatory of any person; and
- c. The authors have exercised all reasonable care in respect of the publication to ensure no defamatory matters are published in it.

19. Copyright of published publications will remain with the author. However, publication of the same work in another form will not be permitted while the publication is in print.

20. The applicant should liaise with Council Officers in advance regarding details of the launch and promotion of the publication.

Acquittal Process and Financial Reporting Requirements

When the project is complete recipients are required to submit a final report that includes a financial statement and acquittal to complete the grant process. Acquittals must show that funding was spent on the items listed in the budget of the application. Any unspent grant funds must be refunded to Council.

The acquittal must include:

- An outline of what the applicants have achieved;
- Some photos, video, media articles or other documentation of the project;
- A copy of all receipts for expenditure.

Any organisation that does not meet the reporting requirements or does not provide a final report and financial acquittal by the due date will not be eligible for any further funding from Council under this program.

From 1 January 2019, any organisation, individual or entity receiving Council funding that totals more than \$15,000 per annum in any financial year must provide a set of Audited Financial Statements to Council. This applies to all organisations, individuals and entities that receive grant funding (including but not limited to Community Grants, Venue Hire Grants, Heritage Grants), Councillor Ward Discretionary Funds, rental subsidies, event sponsorship and/or donations in both cash and in-kind funding. The Audited Financial Statements must be provided to Council on request by the due date following the financial year in which the funding was received.

Grant and funding recipients should keep a tally of all funding (cash and in-kind) received from Council during the financial year. If the total amount is more than \$15,000 on 30 June, you must have your organisation's financial accounts audited, and the Audited Financial Statements forwarded to Council's Grants Officer by the due date. Any grant applicants who cannot meet this condition will be deemed ineligible to receive Council funding in the future.

All grant allocations made by Council are made on the assumption of honest and full disclosure of information contained in the application. Evidence of any breach will render the grant invalid, in which case any funds paid under the scheme must be returned to Council.

Contact Us

To discuss your application please contact Council's Grants Officer at grants@georgesriver.nsw.gov.au or 9330 6262.