

# *GUIDE TO MANAGING HISTORICAL SOCIETIES*

## **Managing the Organisation**

### **Funding for historical societies**

#### **Grants:**

Every group can get grants.

A grant proposal is a combination of having a well thought through and interesting project matching the criteria of the grant, presented clearly so that the funding body can clearly understand and have confidence in your application.

Sourcing funds from grants is a competitive process. If you were unsuccessful follow up the application and find out why. Successful grant writing comes with learning from the ones that weren't successful and practice. Never give up!!

The grant process involves three stages:

1. Completing the application
2. Fulfilling the requirements of the grant
3. Acquitting the grant

When applying for grants:

- Read the information about the grant carefully.
- Contact the organisation offering the grant to discuss your proposal.
- Fill in the application as directed in the guidelines.
- Keep a copy of the grant application.
- Ensure that the grant application arrives on time.

#### **Tips on writing grant applications can be found at:**

[www.ourcommunity.com.au](http://www.ourcommunity.com.au) *How to write a successful grant application*  
and

<http://www.museum.wa.gov.au/services/map/documents/ApplyingforGrants.doc> (*Notes from a Grants Workshop – Western Australian Museum*)

Our Community also runs excellent free grant writing workshops.

<http://www.ourcommunity.com.au/training/calendar.form>

**Examples of grants for the heritage sector include:**

Community Heritage Grants – managed by the National Library of Canberra including grants for collections and Significance Surveys <http://www.nla.gov.au/chg/>

Local History Grants Program administered by the Public Record Office Victoria  
<http://www.prov.vic.gov.au/lhgp/welcome.asp>

Victoria's Heritage grants administered by Heritage Victoria  
<http://www.heritage.vic.gov.au/Funding.aspx>

Holsworth Local Heritage Trust: Grants for regional organisations  
<http://www.anz.com/personal/private-bank-trustees/trustees/apply-grant/find-trust-program/>

Arts Victoria provide various grants for projects  
[http://www.arts.vic.gov.au/content/Public/Funding\\_Programs/Funding\\_at\\_a\\_Glance.aspx](http://www.arts.vic.gov.au/content/Public/Funding_Programs/Funding_at_a_Glance.aspx)

FAHCSIA - Dept Families Housing Community Services and Indigenous Affairs volunteer grants  
<http://www.fahcsia.gov.au/sa/volunteers/progserv/Pages/VolunteerGrants.aspx>

Victorian Multicultural Commission: Heritage and cultural grants  
<http://www.multicultural.vic.gov.au/grants>

Local Councils often have community grant schemes.

From time to time state and federal governments provide grant opportunities to support anniversaries or special events.

Community Banks such as the Bendigo Bank have community grant schemes -  
[http://vsc.biz/public/foundation/about\\_us/faq.asp](http://vsc.biz/public/foundation/about_us/faq.asp)  
Also contact your local branch.

Other large organisations, such as the Commonwealth Bank and Telstra, run community grant programs. These usually target sections of the community but are worth investigating in case an opportunity arises.

Service Clubs may also provide assistance for community projects.

**Information about available grants can be found via:**

*History Victoria Support Group* mc2 Links page has a section on grants. Information about grants is also provided in the forum of this mc2 group.

The Museums Australia (Victoria) website <http://www.mavic.asn.au/>

The RHSV newsletter, *History News*, publishes and promotes information about grants from time to time - [www.historyvictoria.org.au](http://www.historyvictoria.org.au)

Our Community produces an EasyGrants newsletter which gives details on every open grant in Australia. It costs \$45.00 per year to subscribe. Further information about this service - [www.ourcommunity.com.au/easygrants](http://www.ourcommunity.com.au/easygrants) Or 9320 6805

Department of Planning and Community Development (DPCD) Grants Finder:

[www.grants.dvc.vic.gov.au](http://www.grants.dvc.vic.gov.au)

Museums Australia(Victoria) runs a workshop *Shaking the Money Tree – pathways to funding*

**Sponsorship:**

Sponsorships or partnerships are an exchange between the organization and the sponsor; the sponsor provides support in exchange for increasing their brand. A local business may be prepared to sponsor an exhibition or project.

*Museum Methods* includes an article on sponsorship – Section 2.7

Notes on Fundraising and Sponsorship from Western Australian Museum

<http://www.museum.wa.gov.au/services/map/documents/FundraisingandSponsorship.doc>

**Considerations when applying for funding:**

Develop a strategic plan / business plan / forward plan to be able to demonstrate, if requested, how the project referred to in the funding application fits into the general organisational program

Having a business plan which includes strategies for the next twelve months is also an aid when deciding whether funding can help an organisation fulfill its goals.

Only apply for funding if the society will be able to fulfill the conditions of the grant within the time-frame.

Make sure that there are people in the society able to carry out the project.

Ensure that equipment necessary to undertake the project is available or can be purchased with grant funds.

If the purchase of equipment is part of the grant ensure that that equipment is purchased and the money not used for something else.

If the organisation receives funding for a project and is unable to fulfill the conditions, contact the funding body to discuss the situation.

When applying for funding stress the benefits of your project to the funding organisation as well as to your organisation.

Funding organisations often favour applications that involve partnerships with other organisations.

Have a list of organisations or people who can be called upon to write a letter of support for your application – do not leave this to the last minute.

If the grant application is not successful it may be possible to use the information gathered in another application.

**Other possible opportunities for monetary and / or other assistance with projects include:**

Local councillor discretionary funds

Funds / assistance from other politicians

Working with other community groups on a project or part of a project including:

- Service organisations
- Scout groups / guide groups
- Students including work experience students
- Community groups such as woodworkers, art societies
- U3A groups including gardening groups, writing groups