

Community Grants Program Guidelines



A high-angle, top-down photograph of a diverse group of approximately ten people of various ages and ethnicities. They are all smiling and looking towards the center, with their arms raised and hands touching in a circular huddle. The background is a light-colored wooden floor with a visible grain pattern. A large, dark blue circle is superimposed over the center of the image, containing the text 'ANNUAL COMMUNITY GRANTS PROGRAM' in white, bold, sans-serif capital letters.

ANNUAL COMMUNITY GRANTS PROGRAM

Cultural Heritage and History Projects Fund

Overview

The Parramatta Cultural Heritage and History Projects Fund supports projects which add to and support the knowledge of Parramatta's history and cultural heritage.

The Fund aims to encourage projects which documents and interprets the Stories of Parramatta for the benefit of current and future generations.

Grant applications must demonstrate the significance and relevance of the projects to Parramatta's cultural heritage of the research topic to Parramatta's cultural heritage and history.

Applications should aim to enhance knowledge in areas that have not been previously researched.

Category Objectives

Priority will be given to projects which explore:

- Aboriginal heritage (for example; traditional and contemporary culture);
- Social history (for example; aspects of everyday life, people who have made significant contribution to Parramatta, community groups);
- Cultural heritage of our diverse communities (for example; Chinese, Lebanese, Indian, etc.);
- Contemporary heritage (for example; living histories, or contemporary cultural trends)

It is expected that projects will make a significant contribution to the research of Parramatta's cultural history and heritage and to gaps in knowledge regarding local history.

Available Funding

Approximately \$20,000 per financial year is available for the Cultural Heritage and History Projects Grant. There is a funding cap for each application of \$10,000.

Program Timelines

This program is open once a year. Projects must start after January 1st. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding.
- Submit a progress report at the 6 month mark and a Final Acquittal Report due date 31st January (following year).

Failure to acquit the grant will affect any future funding requests.



Retail Precinct - Fashion Parade in Parramatta.

Examples of Activity Supported

Applicants should also consider projects that will deliver enhanced knowledge within any of the following key themes:

- Cultural Heritage (including Aboriginal, Colonial, Urban/Contemporary & Multi - Cultural)
- Food Culture
- Arts, Culture, Events & Entertainment
- Outdoors
- Social History

Successful projects have previously included:

- 'From Canton with courage: Parramatta and beyond, Chinese arrivals 1800 - 1900', author Jack Brook (LS 305.8951 BRO, which can be viewed at the Parramatta Public Library)
- St Johns' Cemetery project stjohnscemeteryparramatta.org

Type of Activity Not Supported

City of Parramatta Council does not provide grants for:

- Purchasing equipment;
- Purchasing, repairing, or maintaining buildings and object;
- Activities or research that has been completed;
- Living expenses

Grant funds are not intended solely for the purpose of administration costs (printing, scanning, etc.) and costs for the development and presentation of the research. Expenditure these types of costs must be clearly outlined and must not make up the total expenditure of the grant.

Conditions for Program Eligibility

To be eligible for funding applicants must:

- Be not-for-profit and incorporated or have evidence of auspice from a not-for-profit incorporated organisation;
- Be located within the Parramatta LGA, or principally service Parramatta residents;
- Not have overdue progress or acquittal reports for previously funded grants.

Further Conditions

- Applicants must provide an itemised budget proposal (with receipts of project expenditure to be provided at the acquittal stage).
- Applicants must supply Council with a digital copy of the research output - or a URL link to the material. It is optional, though recommended, that applicants discuss opportunities for presentation, display or archiving of content developed as a part of their grant with the City of Parramatta Research & Collection Services Coordinator 8839 3324.
- A version of the final project report will be made available for public access through the City of Parramatta's Research & Collections Services under a Creative Commons Share - Alike (CC BY-SA) copyright license (where culturally appropriate) and will be integrated into the Council's collections.
- Approved projects which involve copyright must contain the following acknowledgement: This project was funded through the Parramatta Cultural Heritage and History Projects of City of Parramatta Council. The contents of the research will not necessarily reflect the views of Council.

Council prefers that output is accessible through a creative commons share-alike copyright license and which can be integrated into the Council's collections. Project Managers may have to gain approval for the use of images owned by other parties and:

- The project may include a variety of research methodologies such as interviewing via video/media, and/or desk research;
- The project manager must clearly outline the copyright status of research content producers as a result of the grant;
- The project manager must agree to gain the written permission of participants in line with this outline;

Supporting Documentation

- CVs for key staff, no more than two pages each;
- If you are successful in your application, evidence will need to be provided that you have planned appropriate insurance coverage for the funded activity. If you already have insurance coverage, we ask that you attach the Certificate of Currency to your application.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on 9806 5110.

Applicants are encouraged to discuss their research topic with the Research & Collection Service Coordinator on 8839 3324.

Any applications related to Aboriginal Culture will be required to consult with Council's Aboriginal and Torres Strait Islander Advisory Committee. For details about the advisory committee, please contact the Community Capacity Building Team on 9806 5110.



Assessment Criteria

CRITERIA	DESCRIPTION	WEIGHTING
Criterion A	Extent of significance of the research topic to Parramatta's Cultural History, heritage and key themes	25%
Criterion B	Extent that contributions to gaps in knowledge regarding local history will be made	25%
Criterion C	Clearly describes the final delivery format of the research (e.g. website, book)	20%
Criterion D	Demonstrates appropriate merit and methodology	15%
Criterion E	Quality, cost effectiveness and realism of the budget to achieve desired outcomes with clear costing for all aspects of the project	15%