



Cultural Heritage Grant Guidelines 2024-2025

Collection Care Program

The *Collection Care Program* heritage grant is an initiative funded by Sunshine Coast Council's Arts and Heritage Levy, via the Heritage Program, for not-for-profit museums and heritage organisations within the Sunshine Coast local government area.

The purpose of this funding program is to support best practice through the care, storage and conservation of the region's heritage collections.

Up to \$7,500 is available for not-for-profit cultural heritage groups, targeted at specific projects for which other funding has not be sought.

The *Collection Care Program* grant is a stand-alone grant within the Heritage Program. It is separate to the *Exhibition and Public Programs* heritage grant, and Council's Major and Minor Community Grants.

Aims of the grant program

- Build the capacity of Sunshine Coast's regional not-for-profit museum and heritage organisations to preserve, document and care for the region's collections
- Advance museum practice for the storage, handling and conservation-display of museum and heritage collections
- Care for whole of collection and identified individual significant items that will preserve the region's heritage for future generations.

Program Summary

Amount	Application Dates	Notification
Up to \$7,500	Open: 15 July 2024 Close: 26 Aug 2024	10 weeks after applications close
Project Dates	Project completion date 30 June 2025 (or as approved)	

What is eligible for funding?

Funding is available for projects clearly linked to the applicant's Strategic Plan and/or Business Plan, *Significance Assessment*, *Preservation Needs Assessment*, or outcomes from a museum workshop.

This includes, but is not limited to: climate control, lighting, display, storage, archival materials and individual item conservation.

Projects may include securing the services of a professional conservator or museum specialist consultant for:

- Conservation work
- Preservation Needs Assessment
- Preservation Housekeeping Training
- Significance Assessment
- Digital cataloguing and software
- Oral histories
- Digitisation of historical photographs

Assessment Criteria

Applications will be assessed on each of the following criteria:

- Need for the project as identified through the applicant's Strategic Plan and/or Business Plan
- Alignment to the aims of this program
- Evidence of project need as identified by a suitably qualified conservator and/or specialist, or documents such as a *Preservation Needs Assessment*
- Identified benefit to the people of the Sunshine Coast local government area
- Balanced, realistic and complete project budget
- Level of funding and/or in-kind support contributed by the applicant or others towards the project
- Consideration given to possible inclusion of conserved items in future regional exhibitions
- Project must be completed by 30 June 2025 or as approved.

Application

Applicants must first discuss their project with council's Cultural Heritage Services team - phone 07 5420 8600.

After consultation with the Cultural Heritage Services team, a link will be emailed to the applicant providing access to the online application form. Note: this grant is only available to not-for-profit museums and heritage organisations.

Applications are completed online and must be submitted by midnight on the closing date. Quotes are required for items over \$500. Evidence of cost for all items on the project budget is encouraged.

Panel recommendations for Arts & Heritage Levy grants are reported to the CEO or delegate for endorsement.

Payment

Funding must be claimed within three months of notification, except where an extension has been granted.

Acknowledgement

As a condition of funding, successful applicants are required to actively and publicly acknowledge council's support. In addition, funding recipients must also ensure that council's positive reputation is maintained at all times.

Acquittal

All grant money must be acquitted within eight weeks of completion of the project.

Applicant Support

For further information on the *Collection Care Program* heritage grant please speak with a representative of the Cultural Heritage Services team on 07 5420 8600. For assistance completing online applications please contact the council's Grants Team:

- (07) 5420 8616
- grants@sunshinecoast.qld.gov.au

Note: Office hours are 8.30 am – 4.30 pm, Monday – Friday (excluding public holidays).

If you do not have your own computer, you can access a computer at any of council's libraries at no cost. Please let us know if you have difficulties speaking English and we can organise an interpreter to assist you.

