

**ORAL HISTORY ASSOCIATION OF AUSTRALIA
(WA BRANCH) INC.**

PROJECT GRANT

Guidelines and Application Form

Oral History Association of Australia (WA Branch) Inc.

PO BOX 1065

NEDLANDS WA 6909

Telephone: 9401 3241

Email: info@ohaa-wa.com.au

Website: www.ohaa-wa.com.au

The Aim of the Grant Program

This grant scheme aims to foster small oral history initiatives in Western Australia. The Oral History Association of Australia (WA Branch) wishes to support, assist and help develop oral history projects in this State. We encourage all prospective oral historians to join the Association to help us fulfill these objectives, and we also offer this grant scheme as a way to support an important means of recording WA's history.

Who Can Apply?

Applications are invited from individuals, community groups and voluntary organizations.

What Can Be Funded?

A single grant of \$500 is available. Suitable oral history projects may include:

- Family history,
- Community history,
- Historical displays,
- History of an organisation
- Identifying museum objects for interpretation and/or conservation,
- A particular subject area, e.g. music
- Creative community arts projects (e.g. oral history projects leading to dance or theatre productions).

What Cannot Be Funded

- Ongoing salaries
- Purchase of equipment.

How to Apply

Send completed application form, taxation status form and your declaration marked 'Grant Application' to the Oral History Association of Australia (WA Branch) Inc., PO Box 1065 NEDLANDS WA 6909.

How Projects Are Assessed

Applications are assessed by a panel of oral historians to be determined by the Association's Committee.

The panel assesses applications according to the following criteria:

- The project, its significance, anticipated end use, process and outcomes are clearly explained;
- The project is costed as accurately as possible.

The panel may give preference to projects that include a financial contribution from the applicant organisation.

Interviewers with oral history training will be considered favourably, particularly those who have completed the Oral History Association's training workshop. Otherwise, use of professional oral historians is encouraged and collaborative projects are welcomed. A copy of the Association's Directory of Oral Historians and our fees guidelines can be obtained from our website: www.ohaa-wa.com.au

Payment of Grants

Grants are in the form of a one-off up-front payment. To claim grants successful recipients must:

Send an invoice from your organisation to the Oral History Association (WA Branch Inc) for the grant amount and include the following:

- The name and address of the OHAA (WA Branch) (the supplier)
- You/your organization's name, address and ABN
- Date of issue
- An invoice number
- The grant amount

Conditions of Grants

Grants may be used only for the purposes specified in the letter of approval.

The Oral History Association (WA Branch) is to be advised of any proposed changes to the project and any changes of contact details.

Notification

The successful grant recipient will be notified by mail.

The successful applicant will be required to provide a report on their project for the WA Branch's newsletter *Play Back*.

ORAL HISTORY ASSOCIATION OF AUSTRALIA (WA BRANCH) INC.

APPLICATION FOR PROJECT GRANT

NAME/ORGANISATION _____

Address _____

_____ **Post Code** _____

Contact person _____

Telephone Nos. _____

Email: _____

Description of the project for which funds are sought

What is the significance of the project to your organisation?

What is the scope of your project? (e.g. number of interviews to be carried out)

How will the project be carried out?

How many people will be involved? In what capacities?

What are the estimated commencement and completion dates of the project?

**Have you received any grants over \$500 within the last two years?
Please specify source, amount and purpose. Write N/A if none were received.**

Financial details of Project

Amount of grant	\$500.00
Own cash contribution	\$
Other contributions (e.g. other grants/in-kind)	\$
<i>Total cost of project</i>	\$ _____

