



# Victorian Community Foundation – Holsworth Local Heritage Trust

## Guidelines and Grant Application

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### Guidelines for application

For Internet access to these Guidelines go <http://www.anz.com/aus/fin/trustees>  
For enquiries telephone **FREECALL™ 1800 808 910**

The purpose of the Holsworth Local Heritage Trust, a charitable fund within the Victorian Community Foundation, is to invite applications for grants from organisations such as historical societies, clubs, schools and museums in regional and rural Victoria.

The Trust is interested in supporting enthusiastic community groups and organisations with a true interest in heritage preservation and appreciation, and the enhancement of community life.

### About the Grant

Grants of up to **\$2,000** are available for projects that will enable the preservation and appreciation, through publication, of any specific or general local history or natural history in rural and regional Victoria.

The Grant is intended for small organisations with an interest in publishing works of historical value, even where the organisation has little or no experience in self publishing work. Joint projects encompassing several groups or annual/special edited journals incorporating submitted historical articles from the wider community are encouraged.

Applicants are required to submit a proposal including details of the intended publication.

Applications close on **1 October** each year. These are considered by the VCF - Holsworth Local Heritage Trust Sub-committee. The Sub-committee makes recommendations to ANZ Trustees, being the Trustee of the Victorian Community Foundation – Holsworth Local Heritage Trust. Grants are paid via the Royal Victorian Historical Society.

Members of the VCF - Holsworth Local Heritage Trust Advisory Panel currently include:

Mrs Carol Holsworth  
Dr William N Holsworth  
Ms Joan Hunt, Vice President Royal Victorian Historical Society  
ANZ Trustees is the sole trustee of the VCF - Holsworth Local Heritage Trust

**Please read the guidelines and instructions on the following pages to help you complete your application.**



**Funding Guide:**

- Applicants must be from a Victorian organisation that will hold the copyright of the publication.
- Grants of up to \$2,000 will be awarded.
- Applicants who applied for a grant in previous years may re-apply.
- Grants will only be awarded to an incorporated organisation where it is clearly demonstrated to be of benefit to that organisation and not to individual authors.

**Grants are given for:**

- Proposed publications supporting local and/or natural history endeavours in regional and rural Victoria.
- The costs to publish new material, with preference given to publications of historical (rather than commercial) value where the publication is to be donated to schools or other education institutions at secondary school level or above.
- the costs to reprint (and update where required) old historical publications and posters.
- the costs to create indexes for existing historical publications.
- Manuscripts which are to be published within a reasonable and foreseeable period of time after receipt of the grant.
- Publications on paper media, although consideration will be given to other proposed forms of promoting, preserving and restoring publications.

**Does not fund:**

- Requests for funding of genealogical publications unless they are of clear community historical significance.

**Examples of Projects funded in 2006-2007:**

**Organisation**

Nullawil Historical Society  
Castlemaine Cemetery Trust

Port Fairy Historical Society

**Details of application**

Click go the Years  
Castlemaine Cemetery: A Brief History in  
Monuments  
A Natural History of Port Fairy and District

**Closing date: 1 OCTOBER each year.**

Late Applications cannot be accepted

**All Applications must be lodged with:**

**Post or delivery:**

VCF Holsworth Local Heritage Trust  
Philanthropy Partners  
ANZ Trustees Limited  
GPO Box 389  
Melbourne Vic 3001



## Instructions:

### A. Administration Requirements

- Complete and sign the Grant Application Cover Sheet and the Privacy Statement and Consents forms.

### B. Project Description

The project description should include the following:

- Title of the proposed publication.
- Subject of proposed publication.
- Geographic scope and time span.
- Proposed approximate number of pages and intended format.
- Attach a proposed table of contents if possible.
- Provide titles, and dates of any previous publications by group.
- Timeframe in which publication will occur.
- Details of any special event for which the publication is being prepared
- Project costs and any related costs associated with publication.
- Amount requested from this grant.
- Other sources of financial support.

### C. Other Information

- Provide evidence that proceeds and copyright of book will remain with organisation.
- If this donated work or part of the proposed publication is being done as part of a higher degree or employment, please provide a written reference from the academic supervisor(s) or professional (work based) supervisor. Telephone, fax, and e-mail addresses should be included.

### D. General Conditions

Acceptance of funds from the VCF Holsworth Local Heritage Trust will mean that:

- The publication is published within a set timeframe from the receipt of the grant as provided in the application.
- A progress report is provided every 12 months, where publication does not occur within the first year after receipt of the grant.
- The successful applicants acknowledge the VCF Holsworth Local Heritage Grant in a professional and clearly marked section of the publication (guidelines and logos for this are available upon receipt of a grant).
- Within three months of publication, a completed publication is provided to the Trustee as proof of publication is provided. This copy will be presented to the Royal Historical Society as your legal required copy.
- The funds are spent in accordance with the outlined proposal.

### Enquiries:

- **Facsimile:** (03) 9273 6354
- **Telephone:** FREECALL™ 1800 808 910
- **Internet access available at:** <http://www.anz.com/aus/fin/Trustees/>

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**Victorian Community Foundation  
Holsworth Local Heritage Trust**

ABN 69 572 518 735

Grants assisting publication of local histories in Victoria

**Application Form**

<b>Name of organisation that will hold the copyright</b>			
<b>Contact person</b> Name: Position in the organisation: Address of Organisation:  Telephone: Email:			
<b>Details of proposed publication</b> Title:			
<b>Brief description of proposed publication</b> (please include points listed under <i>Project Description</i> on page 3 of guidelines)			
If you need more space, attach an extra page			
<b>Timeframe within which intend to publish work</b>			
<b>Total cost of publication</b> (provide quote detailing volume of print run)	\$	<b>Amount of grant requested</b>	\$



## **PRIVACY STATEMENT AND CONSENTS**

This statement applies to ANZ Trustees Limited ABN 33 006 132 332 (**ANZ Trustees**) as Trustee for the Victorian Community Foundation – Holsworth Local Heritage Trust to which your grant application relates and advisors appointed by the Trustees or otherwise under the terms of the Trust to advise or assist the Trustees in considering your grant application.

### **Collection of personal information**

In its application to ANZ Trustees for a grant, your Organisation (the Applicant) gives ANZ Trustees contact details and other personal information about students and other key personnel (Individuals). In the future ANZ Trustees, its researchers and advisors may obtain other information about the Individuals from the Applicant, from any of them, or from other sources. We may collect 'sensitive information' but only when it is necessary for the purpose of the Application. This is all "Personal Information".

### **Use of personal information**

We use Personal Information for the primary purpose of assessing the Applicant's application, and if it is successful, to provide a grant to the Applicant.

We may also use Personal Information for our internal operations including accounting, record keeping, archiving, compliance monitoring and compliance with legislative and regulatory requirements.

Without some or all of your information, we might not be able to process your application.

If your application is not successful, we may hold Personal Information we collect in relation to the application for our records. If your application is successful, after the grant is completed we may hold Personal Information concerning the grant for our records. We will not continue to hold Personal Information if it is not necessary.

### **Disclosure of Personal Information**

We may disclose Personal Information for the purposes set out above, to people and organisations who carry out functions for us, for example our agents and our researchers, any person you authorise, your legal advisers, any party to whom we are authorised or required by law to disclose the Personal Information, and any party to whom the person whose Personal Information we hold authorises us to disclose it.

### **Data quality**

We take reasonable steps to make sure that the Personal Information we collect, use and disclose is accurate complete and up to date.

### **Data security**

We take reasonable steps to protect the Personal Information we hold from misuse and loss and from unauthorised access, modification or disclosure.

### **Access and correction to personal information**

Subject to exceptions permitted by law, an Individual may obtain access to the Personal Information we hold about them by contacting the Trustees at the address set out below. An access fee may apply. If an Individual informs us the Personal Information we hold about them is not accurate, complete or up to date, we will take reasonable steps to correct it.

Where we receive and keep Personal Information about an Individual from another source, generally that person will have the same access to that information and it can only be used for the same purposes and shared with the same persons as the Personal Information that you give us. However, to the extent permitted by law, Personal Information that we receive from other sources will be kept confidential.

### **Informing Individuals**

You must inform each Individual of the contents of this Statement and Consent. By signing the Application for a grant, you acknowledge you are aware of this Statement and, on behalf of each Individual, consent to sensitive information being collected if it is necessary for the purposes of the Application.

If you require any further information about privacy, please contact us:  
Philanthropy Partners, ANZ Trustees Limited  
GPO Box 389, Melbourne, 3001  
FREECALL™: 1800 808 910  
Fax: (03) 9273 6354

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