

Viva Cribb Bursary Program Guidelines and Application Form

PART A - GENERAL INFORMATION

Viva Cribb Bursary Overview

The Viva Cribb Bursary Program provides funding to an individual in Ipswich to assist in costs of a project to document, record or publish a significant aspect of the local history of Ipswich.

Funding Objectives

The funding objectives of the Viva Cribb Bursary Program are to:

- Promote research and writing on a significant local history topic
- Increase accessibility to documented local history information
- Build the community's understanding and appreciation of the city's history and cultural heritage
- Engender a sense of pride and belonging within the community by building community spirit
- Encourage life-long learning within the Ipswich community
- Develop a project that also benefits other members of the community
- Contribute to the development of the local history collection of the Ipswich Library and Information Service, by providing documentation of a topic of local history significance identified as an area of demand in the Local History collection:
 - People, family, political figures
 - Domestic or public architecture
 - Natural environment
 - Floods and disasters
 - Industry and workplaces
 - Sport and culture
 - Military history
 - Community organizations or events
 - Infrastructure

Funding Levels

Funds are available at one level through the Viva Cribb Bursary Program:

Level 1 - \$1,000 - \$5,000

One or more bursaries may be granted in the annual funding round, dependent on applications received.

Viva Cribb Bursary Program Funding Round

Funding through the Viva Cribb Bursary Program is distributed through one funding round annually. The funding round for 2008/09 is as follows:

- 25 February 2008 - Call for applications
- 04 April 2008 - Applications close (6 weeks)
- Beginning of May 2008 – Applicants advised of outcome
- 15 May 2008 – Announcement of successful project and applicant during Heritage Week

Eligibility for Funding

To be eligible for funding under the Viva Cribb Bursary Program applicants must be:

- An individual, participating in a not-for-profit capacity
- A full time resident of Ipswich City
- An adult 18 years of age or over

Funding Guidelines

- Individuals are only able to receive funding for one project per funding year.
- Funding is non-recurrent. Requests to fund the same project in the following funding years is not permitted.

Types of Projects Funded

Projects funded by the Viva Cribb Bursary Program must meet the funding objectives of the program and include projects such as the :

- Preparation and printing of a local history book
- Recording of an oral history
- Web resource such as an e-book publication
- Image based research for digitisation on the internet

Assessment Process

Applications submitted through the Viva Cribb Bursary Program are assessed against the following assessment criteria:

1. The project responds to identified needs for documentation of a significant local history topic, as specified by the Ipswich Library and Information service.
2. The project contributes to achieving two or more of the funding objectives.
3. The project involves other community members in the development of the project.
4. The project budget is thorough and reasonable with supporting quotes for goods and services.
5. The project provides long term benefits for the broader community rather than just the applicant.
6. The project complies with copyright requirements under the Copyright Act (1968)
7. The project is sustainable and does not require recurrent funding from Council.
8. An 'in-kind' contribution to the success of the project is made by the applicant.

PART B – GUIDELINES

Applications must be made using the Viva Cribb Bursary Program application form.

Additional information can be attached as an appendix.

Answer each question in 'Section 2 - Project Details' by addressing each of the assessment criteria.

Additional information supporting your application may be included such as:

- research to demonstrate identified needs/emerging issues
- letters of support which demonstrate community support for your project.

Submissions must include copies of quotes received where the purchase of goods and services form part of your proposal. Wherever possible goods and services should be purchased from Ipswich-based providers. Incomplete and/or late applications will not be considered for funding - including applications without essential documentation. For further information, please contact the staff at the Viva Cribb Local History Resource Room Phone: (07) 3810 6772 or email: localhist@ipswich.qld.gov.au

Funding applications should be returned to:

Chief Executive Officer
Ipswich City Council
PO Box 191
Ipswich Qld 4305

PART C - CONDITIONS OF FUNDING

Prior to the Project

The successful applicant(s) will be required to sign two copies of a Funding Contract with Ipswich City Council (one copy to be retained by Council, one copy to be returned to the applicant for their records). Funding will only be provided to the successful applicant(s) that return a completed and signed funding contract.

During the Project

Successful applicant(s) are required to:

- acknowledge Council's contribution during development and in the end product
- provide a project progress update, quarterly to the Ipswich Library and Information Service representative.
- ensure that project documentation complies with the Copyright Act (1968).
- expend bursary fund on items detailed in the funding contract and not for other purposes. Applicants who wish to vary their project after the bursary has been received must obtain Council's written permission prior to variation.
- expend all bursary funds within one year of the approval date

At Completion of the Project

Bursary funds must be acquitted within one (1) month of the completion of the project. An acquittal form will be provided for this purpose.

The successful applicant will participate in one local launch function which Ipswich City Council will negotiate through the Ipswich Library and Information Service and Heritage Consultative Committee.

PART D - VIVA CRIBB BURSARY PROGRAM - APPLICATION FORM

SECTION 1 - APPLICANT DETAILS

The information provided in this section refers to you.

1. Contact details

Full name: _____

Residential Address: _____

Funding is for full time residents of Ipswich. Only projects that benefit Ipswich residents will be funded. If your residential address is **outside** of the Ipswich City Council please explain why your application should be considered:

Postal Address: _____

Facsimile: _____ Email: _____

Phone: _____ (Day) _____ (M)

Age 18 yrs + Yes _____ No _____

2. Please list the amount of funding you will receive in the project financial year (2008/2009) from the following sources:

Federal Government: _____

State Government: _____

Council (please include fee relief for rental of Council premises): _____

Business sponsorships or donations: _____

Other (community organisations, service providers): _____

Self generated (including fundraising and membership fees): _____

3. Please detail your experience in managing grant/bursary/scholarship funding:

4. Have you received a grant/bursary/scholarship from Ipswich City Council in the last 3 years? Yes _____ No _____

If yes, please detail: _____

Amount: _____

Purpose: _____

Date received: _____ Date acquitted: _____

SECTION 2 - PROJECT DETAILS

The information provided in this section refers to the project for which you are seeking funding. Applicants are to complete questions 1 - 10 of Section 2.

1. Describe the project for which you are seeking funding and state the documentation format for the project.

2. How does your project contribute to two or more of the following funding objectives:

- Promote research and writing on a significant local history topic
- Increase accessibility to documented local history information
- Build the community's understanding and appreciation of the city's history and cultural heritage
- Build a sense of pride and belonging within the community by building community spirit
- Encourage life-long learning within the Ipswich community
- Develop and support partnerships within the community

3. Your project must contribute to the development of the local history collection of the Ipswich Library and Information Service. Indicate which topic of local history significance your project will document:

- People, family, political figures
- Domestic or public architecture
- Natural environment
- Floods and disasters
- Industry and workplaces
- Sport and culture
- Military history
- Community organizations or events
- Infrastructure
- Other, please specify

4. How have you involved others in the community in developing this project, and how have you determined the need for the project?

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5. Detail how the project will continue to benefit the broader community, students or researchers and/or historical organisations rather than just yourself?

6. How will you ensure your documentation project complies with the Copyright Act (1968)?

7. Indicate whether this project will require ongoing support and if so, how will the project receive this support?

8. Have you applied for any other funding or in-kind support for this project?

9. Please provide a detailed budget of the expected costs of the project. Quotes for goods and services must be attached. Where possible goods and services should be purchased from Ipswich-based companies.

Expenditure Items
Total Cost
Applicant's contribution
TOTAL

10. Please provide details of the expected funding for the project request.

Other sources of funding:

i) Your contribution \$ _____

ii) Other funding or sponsorship for the project \$ _____

iii) Income generated from project \$ _____

Viva Cribb Bursary Request \$ _____

Total Project Cost \$ _____

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CERTIFICATION BY APPLICANT

To be signed by the applicant

- I certify that to the best of my knowledge the statements made in this application are true.
- I understand that if Ipswich City Council approves a bursary, I will be required to accept the conditions of the bursary in accordance with Ipswich City Council's audit requirements.
- I consent to the information contained within this application being disclosed to or by Ipswich City Council for the purpose of assessing, administering and monitoring my current and any future Ipswich City Council bursary/grant/scholarship applications.
- I understand that if Ipswich City Council approves the bursary, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my funding contract with Ipswich City Council.

Full Name _____

Address _____

Signature _____ Date / /

CHECKLISTS

APPLICATION CHECKLIST

Complete this section after you have completed the application form and are ready to submit your application.

INFORMATION CHECKLIST

Please check that you have provided the following mandatory information in your application form:

- Applicant's details required in questions 1-4 of Section 1
- Project details required in questions 1-10 of Section 2
- Applicant has signed 'Certification by Applicant' in Section 2, on page 7

DOCUMENTATION CHECKLIST

Please check that you have attached the following necessary documents to your application form:

- Quotes for any services or products required for the project
- Letters of support to demonstrate community support for your project

Please note applications received without the necessary documentation will be considered incomplete and will not be considered for funding.

Original applications must be submitted.

Photocopies and faxed copies will not be accepted.

Please keep a copy of all documentation for your own records.