

PART A – GENERAL INFORMATION

Viva Cribb Bursary Overview

The *Viva Cribb Bursary Program* provides funding to individuals and/or local not-for-profit community groups, to assist in costs of a project to document, record or publish a significant aspect of the local history of Ipswich. It is envisaged that the applicants will personally execute the majority of the project. The project must provide an appropriate resource for inclusion in the Viva Cribb Local History Room. (See page nine for suitable formats) The project must be completed by June 2020

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 is of a significant benefit to other members of the community; and
- Contribute to the development of the local history collection of the Ipswich Libraries

This is to be achieved by providing documentation of a topic of local history significance identified as an area of demand in the Local History collection. Below are suggestions for topics:

- People, family, local identities
- Domestic or public architecture;
- Natural environment;
- Floods and disasters;
- Businesses and industry;
- Sport and leisure activities (including music history)
- Military history;
- Community organisations or events;
- Indigenous history
- Immigrant history/stories

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 and amounts requested.

Viva Cribb Bursary Program Funding Round (Guideline only)

Funding through the Viva Cribb Bursary Program is distributed through one funding round annually. The proposed funding round for 2019 is as follows

Call for applications	Monday 15 April 2019
Applications close (6 weeks).	Monday 27 May 2019
Applications assessed by panel. Interviews with applicants for clarification/additional information if required by judging panel (2 weeks). Winners selected	28 May-10 June 2019
Shortlist sent to Library Services Manager	12 June 2019
Ipswich Libraries advises successful applicant and organises a meeting to discuss documentation, conditions and responsibilities of the winning candidate. Unsuccessful applicants will be advised.	20 June – 27 June 2019

Eligibility for Funding

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

- An individual, or community group participating in a not-for-profit capacity
- Someone with an interest in the City, who is submitting a project that is entirely related to a subject on an aspect of the history of Ipswich
- An adult 18 years of age or over
- A project which is NOT a core responsibility of the individual (i.e. not your regular means of income)

NB: Employees of the Ipswich Library and Information Service are **NOT** eligible.

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 are not permitted.

Types of Projects Funded

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

- Preparation and printing of a local history book
- Recording of oral histories
- Web resource such as an e-book publication
- Image based research for digitisation on the internet
- Short film (historical) on an aspect of Ipswich history

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 Ipswich Libraries.
2. The project contributes to achieving two or more of the funding objectives.
3. The project budget is thorough and reasonable with supporting quotes for goods and services.
4. The project provides long term benefits for the broader community rather than just the applicant.
5. The project complies with copyright requirements under the Copyright Act (1968).
6. The project is sustainable and does not require recurrent funding from Council.
7. The project makes use of primary, secondary resources or both.

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.

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.
- Applications may be emailed, before close of business at 4:30 pm Monday 27 May 2019 to

For further information, please contact the Library Communications Project Officer (07) 3810 7272 or email: LibPictureIpswich@Ipswich.qld.gov.au

Funding applications should be returned to:

Library Services Manager
Ipswich City Council
PO Box 202
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 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 contract.

During the Project

Successful applicant(s) are required to:

- Acknowledge Council's contribution during development and in the end product.
- Acknowledge the Viva Cribb Bursary at the launch of the publication, in media releases and web sites.
- Provide a project progress update, quarterly to the Ipswich Libraries' representative.
- Ensure that project documentation complies with the Copyright Act (1968).
- Obtain copyright permission from sources for use of documents in electronic format
- 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.

Electronic copy of final project to be supplied to Library Communications Project Officer at this time.

This publication may be considered for adding to the Ipswich Libraries' website, after consultation with author and no longer in print. It is the responsibility of the winner/winners to organise a launch of the publication/website. At the minimum, the Mayor, Chair of Library and Youth and Seniors, the Library Services Manager are to be invited to the event. Advertising of the event or publication is to include an acknowledgement of the Ipswich City Council, Viva Cribb Bursary support.

PART D – VIVA CRIBB BURSARY PROGRAM – APPLICATION FORM

SECTION 1 – APPLICANT DETAILS The information provided in this section refers to you.

1. Applicant details

1a. Individual applicant 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: _____

Phone: (day) _____ Mobile: _____

Fax: _____ Email: _____

Age (18 yrs +): Yes / No

1b. Community/Group applicant contact details

Full Name: President/Chairman, etc: _____

Residential Address: _____

Funding is for community groups of Ipswich. Only projects that benefit Ipswich residents will be funded. If your Group's address is **outside** of the Ipswich City Council please explain why your application should be considered:

Group's Postal Address: _____

Phone: (day) _____ Mobile: _____

Fax: _____ Email: _____

1c. Contact details and explanation of person/persons who will be guiding the project and their input

Full Name: _____

Residential Address: _____

Postal Address: _____

Phone: (day) _____ Mobile: _____

Fax: _____ Email: _____

Input: _____

.....
(Please attach if more than one person involved)

2. Project Topic and Contribution

2a. Proposed title:.....
.....

2b. Describe the subject of the project. In 250 words or less, explain the proposed outline/background or possible themes or chapters.

[Attach one A4 page document if required]

- i. Provide example of chapter or part thereof
- ii. See Appendix A for notes on what is expected by the Council from the author

2c. What will be the individual/groups contribution to the project:

[Please tick relevant boxes]

- Research
- Interviews
- Typing/Editing
- Creation of website
- Other, please specify

2d. What is the individual or group's interest in this topic?

.....
.....

2e. How far has this project progressed to date:

[Please tick relevant boxes]

- At concept stage
- Research and writing commenced
- First draft of text completed
- Editing/Proof reading commenced
- At final draft stage (i.e. including images, formatting, references)
- Other, please specify

Note: Projects that are more advanced will be given more weight as the Bursary must be completed by June 2019.

Funding

3a. Please list the amount of funding you will receive for the project in the 2019/2020 financial year 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. Other grants/bursaries

4a. Have you received a grant / bursary / scholarship from Ipswich City Council in the last 3 years? [Please tick *one* only] Yes OR No

If yes, please provide details: _____

Grant Name: _____

Amount: _____

Purpose: _____

Date received: _____ Date acquitted: _____

SECTION 2 - PROJECT DETAILS (If insufficient space, please attach further information)

The information provided in this section refers to the project for which you are seeking funding. Applicants are to complete questions 1 – 6 of Section 2.

1. Content and Resources

1a. Your project must contribute to the development of the local history collection of the Ipswich Libraries. Indicate which topic/s of local history significance your project will document. [Please tick]

- People, family, political figures
- Domestic or public architecture
- Natural environment
- Floods and disasters
- Sport and culture
- Military History
- Community organisations or events
- Infrastructure: transport, railways, etc
- Other, please specify _____

1b. What resources do you expect to use: [Please tick]

- Primary:** e.g. newspapers (Trove Online Digitised Australian Newspapers); letters; State Archives; John Oxley Library; Ipswich City Council; original journal articles; oral histories
- Secondary:** e.g. journals; textbooks; biographical works.

2. Format of the project [Please tick relevant boxes]

- Book
- Oral History
- Web based
- Images
- Digital (i.e. DVD/CD)
- Film

- Other, please specify _____
- If applicable, would chosen documents be available for inclusion on the Ipswich Libraries' website?

2a. Access – how will the publication be made available?

[Please tick relevant boxes]

- Publication and internet
- Publication and future access to internet
- One format only
- Limited access

Note: More weighting is given to projects that will be available on the internet, i.e. publications that will be placed on Picture Ipswich after a short time frame

3. Funding

- Viva Cribb Bursary Request \$ _____
- What part of the project will the Viva Cribb Bursary cover?

4. Additional Funding

4a. Have you applied for any other funding for this project? *[Please tick]*

- Yes OR No

If 'Yes', what will this funding cover and from what sources?
.....

4b. Do you envisage needing additional funding from another source to complete this project? *[Please tick]*

- Yes OR No

If 'Yes', what will this funding cover and from what sources?
.....

4c. After completion, will this project require ongoing support? *[Please tick]*

- Yes OR No

If 'Yes', how will this be funded? (e.g. updating websites)
.....

4. Are you using an editor/proof reader?

- Yes OR No

If 'Yes' details of editor/proof reader Including name and previous experience

5. **Budget**

Please provide a detailed budget of the expected costs of the project.

[Quotes for goods and services must be attached and where possible, goods and services should be purchased from Ipswich-based companies.] For example, travel, research, stationery, postage, proof-reading, printing, webpage design, hosting and web implementation. *[Please attach additional information if required]*

- **Quotes** – Must contain: number of pages, cover type, number of copies, paper gsm (if applicable to medium of project)
- **Other parties involved in publication** i.e. editor, proof reader, local historian
- **Printing** – Minimum standard: Perfect Bound 310 gsm cover (no spiral binding)
- **Images** – Minimum standard of 300 dpi

Expenditure Items	Expected Costs
	\$
	\$
	\$
	\$
TOTAL	\$

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.
- I understand that if Ipswich City Council approves the Bursary, I will ensure that all materials used in the publication comply with the Copyright Act (1968). I will seek written permission for any works, images that fall within the Copyright Act (1968).
- I understand that this publication may be considered for inclusion on the Ipswich Libraries' website and that electronic copyright permission has been obtained
- I understand that Ipswich City Council will have the right to review the Project prior to publication.
- I understand that Ipswich City Council will provide the information and logos for the publication page.
- I understand that an acknowledgement of the Viva Cribb Bursary must appear on the title page.
- I understand that the Ipswich City Council will require the following disclaimer to appear on the publication details page: "Disclaimer: The views or opinions expressed in this publication are those of the author/s and do not necessarily reflect the official policy or position of the Council".

Full Name: _____

Address: _____

Signature: _____ Date: / /

Privacy Statement

Ipswich City Council is collecting your personal information so that we can process your application for the Viva Cribb Bursary. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice. For further information on how Council manages personal information go to http://www.ipswich.qld.gov.au/about_council/corporate_publications/privacy; this information is also available in hardcopy at our Library branches.

CHECKLISTS

APPLICATION CHECKLIST

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

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

INFORMATION CHECKLIST

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

Part D - Section 1 – Applicant details checklist

- Have you provided your personal details? **(Q1)**
- Have you listed funding from other sources? **(Q3)**
- Have you listed any grants/bursaries from Ipswich City Council in last 3 years? **(Q4)?**

Section 2 – Project details checklist

- Have you completed the project proposal and included a response under each of the headings **(Qs. 1-4)** ? (Including example of chapter or part thereof
- Have you enclosed a detailed budget including quotes? **(Q5)**
- Have you completed and signed the ***Certification by Applicant*** on page 12?

Documentation checklist

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

- Have you enclosed quotes for any services or products required for the project? **(Q5)**

NOTE

- Original applications must be submitted.
- Photocopies and faxed copies will not be accepted.
- Copy of all documentation for your own records needs to be kept.

APPENDIX A: Editing and Content Considerations

Notes from the publication below as a guide.

Curthoys, A. McGrath, *How to write history that people want to read*. UNSW Press, 2009.

Editing considerations – Edit in relation to where you wish to place your work.

- Clear introduction.
- Suitable language.
- Length right.
- Easy to read.
- Enough illustrations.
- Too many quotes or not enough quotes.

Contents page

- Enough information to guide reader through publication.

Word length

- Too verbose? Not clear enough in descriptions.

What to delete

- What is necessary, what is indispensable.

Illustrations

- Have you added illustrations to enhance your research?
- Check copyright on all illustrations, maps, tables that they can be used, in print and electronic format
- Ensure acknowledgement of all illustrations etc.

Spelling

- Check spelling/punctuation. Remember automatic spell checks can change words and misrepresent your intention.
- Use spell check but be cautious.
- Punctuation is also important. Check for uniformity of heading, paragraphs, setting of chapters.

Fact checking

- Use primary sources where possible.
- Watch for mistakes in dates which will not be picked up by spell check.

Quote checking

- It is very important that if quoting another author the quote is exact.
- In the same way it is important that all footnotes are correct.
- All footnotes and quotes are acknowledged at end of chapter or end of book.

Permission checking

- Ensuring permission for work included, that is not yours, is very important and time consuming. Do not leave this until the book is ready for the publisher!

Acknowledgements

- This a personal decision but ensure the acknowledgements are relevant.

Proof reading

- It is important to have a third party proof read your manuscript.