

Arts Funding Program

NSW Centenary of Anzac Commemoration (2014–2018) History Fellowship

Guidelines



Closing date: Midnight, Monday 22 April 2013



Trade &
Investment
Arts NSW

NSW Centenary of Anzac Commemoration (2014–2018) History Fellowship (\$20,000) Guidelines

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Overview

The NSW Centenary of Anzac Commemoration (2014–2018) History Fellowship is offered by the State Government in 2013 to assist a person living in NSW to research and produce a historical work on any aspect of New South Wales' involvement in World War I including, but not limited to, the military, political, economic, social and/or cultural aspects.

The successful applicant is expected to undertake a historical project that will result in a public outcome that commemorates the centenary and is significant to the people of NSW. This could include, but is not limited to, an article or book for publication, a website, exhibition, film or other public event.

Eligibility for funding

Who is eligible to apply?

To be eligible to apply for this Fellowship, you must:

- be an Australian citizen currently resident in NSW; or
- hold a permanent residence visa and be currently resident in NSW.

Note: If you are overseas or outside of NSW temporarily you may still apply, *provided* that you can demonstrate that NSW is your primary place of residence and that you are otherwise eligible.

Although fellowships and scholarships are usually awarded to an individual, joint applications may be accepted under certain circumstances. Enquiries regarding joint applications should be directed to Arts NSW staff on **Freecall 1800 358 594** (within NSW) or **(02) 8218 2218**.

Who is ineligible to apply?

Applications will not be considered from previous recipients of other Arts NSW (previously Ministry for the Arts) grants, fellowships or scholarships who have not fulfilled the conditions of their funding.

Funding

The recipient of this Fellowship will be awarded \$20,000. The Fellowship funds are intended to supplement the recipient's income during work on the nominated project and to defray necessary research and travel costs.

Are there any restrictions on the use of funds?

Funding is generally not available for:

- costs associated with a project or program that has already been substantially completed
- assisting with the completion of degree theses or university or college projects undertaken to gain formal qualifications

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- offsetting the costs of items and materials already purchased at the time an application is lodged
- the purpose of self-publication
- projects that have been, or are being, substantially funded by other competitive public funding sources for research (for example, the Australian Research Council)
- projects which do not embody new research
- production of books consisting primarily of drawings, photographs or reproductions of paintings
- the compilation of general reference books, bibliographies or listings of historical sources.

What is the funding term?

If the project is not already in progress, the Fellowship recipient will be required to start work on it within six months of the presentation of the Fellowship. The Fellowship duration must not exceed 18 months, with delivery of a public outcome during the period 2014 to 2018.

When is funding provided to the successful applicant?

Funding will be paid in a lump sum following receipt by Arts NSW of a signed Funding Agreement.

Application process

How many applications may be submitted?

Only one application may be submitted for this Fellowship.

How do I apply?

You are required to submit:

- a) a completed **Application Form** which outlines the proposed new work and your qualifications and experience (including evidence of your body of work)
- b) **Support Material** to demonstrate your research and writing skills (no more than the equivalent of **five** single-sided typewritten A4 pages; published or unpublished)

You may also submit **optional support material** such as reviews and letters of support (no more than the equivalent of **five** single-sided typewritten A4 pages; published or unpublished).

See the Application Form for detailed instructions on how to apply.

Applications by people with a disability

In accordance with its Disability Action Plan, Arts NSW is committed to addressing any difficulties people with a disability may have in accessing Arts NSW and the services it provides.

Applicants with a disability who are unable to make an application in the usual way, or who need other assistance because of that disability, should contact Arts NSW on (02) 9228 2218. Applicants may also call through the National Relay Service (NRS) by dialling 133 677.

Assessment of applications

Who assesses applications?

Applications will be assessed by a peer Assessment Panel, whose members are required to comply with the NSW Trade & Investment *Code of Conduct for Members of Advisory Committees and Boards, Contractors and Consultants* (available from the Arts NSW website).

What are the Assessment Criteria?

The Assessment Criteria for this Fellowship are:

- merit of the proposed work. Note: the assessment panel may consider the following:
 - originality of the proposal
 - extent to which the proposal embodies new research
 - appropriateness of the methodology to be used
- extent to which the work will advance scholarly historical writing in Australia about the role of NSW in World War I
- applicant's research, analytical and writing skills as demonstrated in their support material and/or previous work
- applicant's professional skills, experience and/or qualifications
- potential impact of the Fellowship on the applicant's career.

Applications will be assessed against the above Assessment Criteria therefore you must address each of the Assessment Criteria in your application. The Assessment Panel will not consider incomplete applications.

The Assessment Panel will also take into consideration the overall quality of the application.

What is the assessment process?

The Assessment Panel will assess each application against the Assessment Criteria outlined above. At the discretion of the Assessment Panel, applicants may be asked to attend an interview as part of the assessment process.

The Assessment Panel makes recommendations to the Minister for the Arts, or authorised delegate, for approval. The Minister's (or authorised delegate's) decision will be final and no discussion or correspondence will be entered into concerning this decision. Individuals may only appeal a decision on the basis of probity.

Such appeals will be considered by a panel chaired by an executive of the Department of Trade and Investment, Regional Infrastructure and Services not involved in the original process and consisting of independent membership.

The Assessment Panel may recommend that this Fellowship not be awarded if, in its opinion, applicants do not reach a satisfactory standard.

All applicants will be notified in writing of the outcome of their application. It is expected that the Fellowship recipient will be announced in June 2013.

Funding conditions

General conditions apply to all funding provided by Arts NSW. You will be advised of these conditions if you are the Fellowship recipient.

In addition to the general funding conditions, the following special conditions apply to the NSW Centenary of Anzac Commemoration (2014–2018) History Fellowship:

- Dates nominated for the commencement and completion of the project must be adhered to as far as possible.
- If the project is not commenced within six months of funding, Arts NSW will have the right to terminate its obligations under the Funding Agreement and request return of the funds.
- The Fellowship duration must not exceed 18 months, with delivery of a public outcome during the period 2014 to 2018.

Reporting Requirements

The Fellowship recipient is required to provide reports to Arts NSW on the progress of their project, as well as a final Artistic and Financial Report to acquit the funding.

Progress reports – Six monthly reports on the progress of the project will be required from the date of presentation of the Fellowship.

Acquittal reports – Final acquittal reports will be required **within three months of the end of the Fellowship**.

The final *Artistic Report* will summarise achievements against the intended results set out in the Funding Agreement and should:

- describe the delivery of your project
- summarise achievements against those intended in your original proposal
- identify key factors (both positive and negative) that impacted your project
- include any other information as requested by Arts NSW
- include copies of any published work resulting from the funding.

The final *Financial Report* will be a statement of income and expenditure certified by the recipient. The Arts NSW funding should be clearly identified as a separate item of income.

Administration of applications and payments

Required Information

Australian Business Number (ABN): All applicants are required to supply an ABN in their application. Successful applicants without an ABN will have 48.5 per cent of their grant withheld by Arts NSW, and will need to demonstrate how their project would proceed at a reduced level of funding.

Electronic funds transfer (EFT) payments: Successful applicants will be required to complete and submit an EFT authorisation form to facilitate payment of the fellowship or scholarship. EFT payment information will be handled according to Arts NSW's Privacy Policy. It will be seen by relevant Arts NSW staff and forwarded to the Finance section of Trade and Investment which processes payments for Arts NSW.

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Goods and Services Tax (GST): Successful applicants who are registered for GST need to complete and sign a recipient-created tax invoice (RCTI) agreement with Arts NSW. If a successful applicant has not signed a RCTI, they must issue Arts NSW with a tax invoice to enable payment.

Arts NSW's Privacy Policy

Arts NSW is required to comply with the *Privacy and Personal Information Protection Act 1998*. Arts NSW collects the minimum personal information to enable it to contact an organisation or individual and to assess the merits of an application. All privacy issues are handled in accordance with Arts NSW *Privacy Management Plan (2000)*, obtainable from the Arts NSW website.

Applicants must ensure that people whose personal details are supplied with their applications (including artists whose CVs are supplied) are aware that Arts NSW is being supplied with this information and of how this information will be used by Arts NSW.

Freedom of information / Government Information (Public Access)

The provisions of the *Government Information (Public Access) Act 2009* apply to documents in the possession of Arts NSW. Under some circumstances, a copy of the Application Form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the legislation.

Can I get advice from Arts NSW staff?

Arts NSW staff are available to provide advice on interpreting these Guidelines and on the types of activities that are relevant to the Fellowship. However, staff are not able to talk through the details of an application or to provide advice that may be perceived as providing an unfair advantage to one applicant over another.

Arts NSW staff can be contacted by:

Email:	arts.funding@arts.nsw.gov.au
Telephone:	Freecall 1800 358 594 (within NSW)
Telephone:	(02) 8218 2218
National Relay Service (NRS):	133 677

Front cover image: 'The Battle-Scarred Barracks, Ypres. Australian Infantry awaiting orders to take over the line' / Exhibition of war photographs / taken by Capt. F. Hurley, August 1917–August 1918, Mitchell Library, State Library of New South Wales, PXD 19/no. 09.