APPLICATION FORM
Community Heritage Grants
2012

Please read the Community Heritage Grants 2012 Guidelines before you start. They contain important information about eligibility of organisations and projects, and the assessment criteria and process.

Applications close **5pm Friday 4 May 2012**. Late applications will not be accepted.

Submit your application:

- as a paper copy

    Post one signed printed original and one copy (both with attachments), and one copy on an MS Word compatible disk (if possible) to:

    The Coordinator
    Community Heritage Grants
    National Library of Australia
    Canberra ACT 2600

- electronically

    Email one original in MS Word format **(not a pdf)**, (with attachments if possible), to chg@nla.gov.au
    and post one signed printed copy (with attachments) to the above address.

- or online

    Complete the online form at www.nla.gov.au/chg/
    Print out and post one signed printed original (with attachments) to the above address.

If you need advice about completing your application:

Phone: 02 6262 1147
Email: chg@nla.gov.au

	2012/
CHG Office use	

Community Heritage Grants 2012 Application Form

SECTION 1—APPLICANT DETAILS

1.1	Legal name of your organisation	Australian Aviation Museum, Bankstown (Inc) – henceforth AAMB	
1.2	Street address	Starkie Avenue, Bankstown NSW 2200	
1.3	Postal address	PO Box 420, Panania NSW 2213	
1.4	Phone number	(02) 9791 3088	
1.5	Email address	aviationmuseum@bigpond.com	
1.6	Website	http://www.aamb.com.au/	
1.7	Organisation's ABN	978 918 33508	
1.8	Is your organisation GST-registered?	☒ YES	☐ NO
1.9	Name of your federal electorate	Blaxland	

SECTION 2—CONTACT DETAILS

Provide details of the person within the organisation who will be accountable for the management reporting and financial control of the project. Please note that these details may be published on the Library's website in the CHG Final Report.

2.1	Title (tick box)	Dr ☐ Mr ☒	Mrs ☐	Ms ☐	Other ☐
2.2	First name	Trevor			
2.3	Family name	Dean			
2.4	Position within organization	Curator, AAMB			
2.5	Postal address	PO Box 420, Panania NSW 2213			
2.6	Phone number (business hours)	(02) 9791 3088			
2.7	Phone number (after hours)	0408 439 274			
2.8	Mobile phone	0408 439 274			
2.9	Email address	aviationmuseum@bigpond.com			

SECTION 3—YOUR ORGANISATION

3.1 Tick the boxes which *best* describe your organisation.

☐ Multicultural community group

■ Archive
☐ Art gallery
☐ Community group
☐ Genealogical society
☐ Historical society
☐ Indigenous group
☐ Local authority

■ Museum
☐ Professional association

■ Public library (library open to the public as described below)
☐ Religious group
☐ School
☐ Other (indicate below)

3.2 Describe your organisation's history.

The Australian Aviation Museum operates in the south-east corner of Bankstown airport. The project was inaugurated in 1994 by the then Prime Minister, Paul Keating. A Bellman Hangar was erected as the main building: this came from storage at Hoxton Park, and was one of a number that had been erected on various country bases. By 1998 the museum was in full operation, including an office block, which now includes a book and document collection, administration area and specialist rooms.

The operation has been entirely carried out by voluntary workers.

Until recent years, the museum has housed an excellent collection of aircraft. These included the first production Avon Sabre fighter, two de Havilland Drovers, a Scottish Aviation Twin Pioneer, and a collection of seven DC-3 aircraft. The museum was the Sydney base of the Ericcson Skycrane firefighting helicopter and the home base of Dakota Air Transport, which then had a fleet of three flying DC-3s.

There was a detailed development plan for the museum at this site. However, As a result of the development of the airfield curtilage for non-aviation purposes, the museum has been fenced off from the main airport to enable general development works to proceed, and so many of the more significant exhibits have been withdrawn. It is no longer possible for aircraft to be taxied to the museum.

A worthwhile collection of aircraft remains, including three significant Bankstown- built aircraft – the only Fawcett 120, a Transavia Airtruk, a De Havilland Drover (last of 13 produced). Other aircraft include a Dassault Mirage. There is an excellent collection of historical aircraft engines and propellers.

The development of the museum has resulted from an all-voluntary effort by some hundreds of workers over the years. Several major restoration projects remain in train, including the re-conversion of a DC-3 to RAAF C-47 specifications.

For more information on the museum as a whole see http://www.aamb.com.au/

Following an agreement by the museum to terminate its lease early, the development company has agreed to pay a significant sum to the museum. Plans are in hand to move the museum to Camden, but there will be a minimum period of about 18 months before this occurs.

This application concerns the collection housed in the administration area, consisting of books, pictures, audiovisual material, documents and ephemera and small models and artefacts as described in section 5.1.

SECTION 4—NATIONAL SIGNIFICANCE

A comprehensive statement of national significance is vital to the success of your application.

Try to relate your answer to the significance criteria: Historical, Aesthetic, Scientific/Research and Social/Spiritual. Refer to the CHG Guidelines for details.

<mark>DO NOT COMPLETE THIS SECTION IF YOU ARE APPLYING FOR TRAINING FUNDING ONLY - GO TO SECTION 5</mark>

4.1 Describe the national significance of the <u>specific collection</u> material for which funding is requested, considering the following questions:

- What evidence is there that the collection is unique?
- What evidence is there that the collection has created great impact over a time period and or within a particular cultural area of Australia?
- What evidence is there that the heritage material has influenced the course of Australian history?
- Are there nationally prominent people represented in your collection?
- What evidence is there that the collection is representative of a type?
- What is the condition of the material? Is it complete or intact?
- Does it have research value?
- What is the provenance of the collection?
- Who owned the material before it came to your organisation and how was it used?

Attach supporting documents such as photographs, details of publications, reports or testimonials that justify your claims.

This submission seeks funding for a significance assessment of the book, periodical, ephemera, small model and document collection held in the library of AAMB. Briefly, it consists of a library room of books and periodicals, about 16 metres by 8 metres, two office-sized rooms largely containing photographs, and two storage containers with technical books, periodicals and some special-purpose archives.

The collection can probably best be conceptualised as a large general collection with several discrete subcollections.

The large collection consists of books, audiovisual materials, artefacts, documents, models, etc which have come from many sources and have been assembled to give access to a wide range of material on many subjects. The subcollections are exemplified by the Nancy Bird and C A Butler collections and various aspects of the Bob Wills collection mentioned below.

The collection is **unique** on several levels. Firstly, there are over 10 000 books on all aspects of aviation, ranging from children's books through popular titles to books that are of considerable special interest and rarity.

We hold a number of technical manuals on many aircraft ranging from World War II onwards, and complete examples of training course literature ranging back till the 1930s. One example among many is the full set of design drawings by Luigi Pellarini of the Fawcett 120 light aircraft built at Bankstown. (cf http://www.qam.com.au/papers/Luigi-Pellarini-dgc.pdf).

As is mentioned by heritage architect Bruce Dawbin, (see attachment 1), we have a very useful collection of material concerning the history of Bankstown airport, built during 1940 and which became one of Australia's main bases during World War II. It was also the main base for the aircraft of the largest fleet ever assembled by the Royal Navy, See, for example, http://lockoweb.com/Heritage%20study/finaldraft.htm

Our collection is widely used by TAFE and University students and by general researchers. Its significance as a resource for the aviation industry and for historians is very obvious. At the moment this material is not greatly **influencing the course of Australian history**, but if it is lost and/or remains unpublicised and disorganised this will be a great loss to the future historians.

Nationally prominent people represented in our collection include

- Nancy Bird, AO, OBE, prominent female pioneer aviator. We have many of her personal papers and many documents from her pre-war flying career; background information about her can be found on http://www.australianbiography.gov.au/subjects/birdwalton/
- C A Butler, founder of Butler Aviation. (see, for example, http://adb.anu.edu.au/biography/butler-cecil-arthur-9645. We have major archives concerning his activities.
- Memorabilia and documents concerning pioneer aviator Harry Purvis See, for example, http://catalogue.nla.gov.au/Record/2821458)
- We have rare publications by such people as P G Taylor (http://adb.anu.edu.au/biography/taylor-sir-patrick-gordon-8763) and D C T Bennet (http://www.rafweb.org/Biographies/BennettD.htm).

An important component of our collection is the Bob Wills collection of books, photographs, documents and aviation ephemera. Bob Wills (1948-2000) was the secretary of the Aviation Historical Society of Australia for over 20 years and amassed a collection of books, documents, press cuttings and ephemera that required a pantechnicon and several carloads to move. Much of it has been integrated with the general collection, but some subcollections remain separate, as we are not sure of the best way to handle them. These include

- 17 Lever arch folders crammed with information on individual RAAF aircraft, 1921 to 2001. These largely consist of individual photos, press clippings and diary notes obtained from many sources. We are endeavouring to digitise this material; so fat we have digitised one folder, dealing with the first A-series of aircraft, and it can be seen at http://lockoweb.com/first%20a%20series/aamb%20project/index.htm
- 34 lever arch folders giving similar treatment to the civil aircraft in use in Australia 1970-2001. These provide unique material: for example the DC-3 registered as VH-CAN in Australia until 1978 has been acquired by the Ashburton Aviation Museum of New Zealand, and we were able to supply the museum with details of its wartime service and several photos of its earlier life.
- A large collection of ephemera that we have not even looked at, including children's toys and activities handed out on aircraft from 1950 to 2000
- Many children's books on aviation, some dating back to the 1920s
- Bound copies of airmen's log books and similar material. See http://lockoweb.com/Wills%20collection.htm

In terms of **condition**, the material is generally sound. The material is comprehensive; it would be hard to find a book on aviation printed from 1950 onwards and available in Australia that is not in our collection. For example, the State Library of NSW has only one copy of one edition of the acknowledged British reference book *Janes All the Worlds* Aircraft, but we have at least one copy of every edition since 1930.

The collection has often been used for research leading to publication. A recent example is the book *The Boats I Flew*, by Brian Monkton, published by AAMB itself, with a foreword by our curator, Trevor Dean.

Other specific aspects of the collection would certainly have unique **research value**. For example we hold the complete meeting records of the Royal Aero Club or NSW. This was a high-status organization, and the minutes provide a fascinating insight regarding social attitudes of the period 1926-1989. This is only one example of many that we could demonstrate.

Regarding **provenance**, most of the collection has been donated to the museum over the period of its operation, but some items and sub-collections have been purchased. The museum has full ownership of all items included in the collection for which we are applying for assistance.

 A full accession register has been maintained. Up to 2005 this was transcribed to Vernon software, a printout of the full listing being online: see the title page of lockoweb.com to view these files. The total collection of files that comprise the accession register can be seen in the photograph in attachment 1.

SECTION 5—YOUR COLLECTION

Provide a comprehensive description of the entire collection.

If you are applying for funding for training and do not own a collection, e.g. you are a professional organisation, describe the collection/s that will benefit most from the training.

5.1 Describe in detail your organisation's entire collection, including quantities and types of material.
Provide a comprehensive description of the entire collection. You may wish to attach some pictures (limit of 6) of some of your most significant items. This description will assist the assessors to understand the scope, breadth and depth of your collection and will assist with the assessment of the significance of your collection.

NB: this section does not apply to the whole museum collection, the major items of which can be understood by perusal of http://www.aamb.com.au/ . The present application seeks assistance in regard only to the archive, book, small model and ephemera collection.

Following the establishment of the museum, local donors and others provided material, and as the museum became known as a safe repository, the donations increased in quality and quantity. The Aviation Historical Society of Australia, NSW branch, for example, handed over its collection which contains many unique books. Some individual items and subcollections were also purchased.

This is probably the largest such collection in Australia. There is a major book collection, including periodicals from many sources. We are owners of major archives such as those relating to pioneer aviator Nancy Bird, the Butler Air Transport, the Royal Aero Club, the Royal Aeronautical Society (Australia), and the Civil Aircraft Safety Authority (CASA.) It has absorbed the collection of the Aviation Historical Society (NSW) and the Bob Wills Collection, among many other significant documents. A particular effort has been made to collect and maintain records of the development of Bankstown airport.

While the collection needs culling, there is no doubt that there are many items and sub-collections that need to be preserved.

The material is housed in
- A library area about 7 metres by 14. Large plan cabinets hold technical drawings, historical posters and other large-format material and filing cabinets contain smaller documents and photographs. A locked cabinet houses some 300 ##5 items such as unique manuscripts and books, specially significant memorabilia and documents. This is only available under direct supervision of one of two voluntary workers. A handwritten catalogue of these items is kept and they are not given on loan. There is also a large videotape collection and some unique 16mm films. Many videotapes have been copied onto DVDs, as the list ##.
- Two smaller 'office' rooms. One office-sized room is largely dedicated to the storage of photographs and another to periodicals and to the collection of proceedings of the Royal Aeronautical Society (RAeS).
- A shipping container which is largely devoted to housing documents given by Civil Aeronautics Safety Authority (CASA)
- Two other small rooms hold the C A Butler archive, numerous records of the Aviation Historical Society (Australia), a poster collection, numerous framed pictures and many periodicals.

Effectively, the storage and display procedures have depended on several factors, including the value of the item, the frequency of use of the item, the type of item and the space needed for the item.

The majority of books and documents that are often consulted have been placed in the library area, on shelving. These items are available to members of AAMB and other historical groups, and to students and members of the general public. Members may borrow items from this area and a record is kept of borrowings and returns.

The organization of the material has been done on an ad-hoc basis by library volunteers. Most of the items from smaller collections have been integrated with the main collection, but some have been kept separate. These include the Nancy Bird Walton, C A Butler, RAC, AHSA (NSW) and RAeS collections and some of the sub-collections of the Bob Wills collection. We need expert advice on the best way to handle these latter items.

There are also a few large general collections such as the Jenner collection (see link from http://lockoweb.com/) that have not been integrated. We plan to do this in due course as there is no real benefit in leaving them as separate sub-collections because they have a wide range of material rather than specialist items. However in such matters as this we would greatly appreciate expert advice.

5.2 Describe how your collection is managed and used. Provide comprehensive details of who manages your collection, i.e. staff, volunteers, a local council or administrative body. Tell us if your collection is catalogued or indexed and how it is stored and/or exhibited. Provide information on how your collection is made available to the public and who uses it.

The collection is managed by a team of volunteers with Chris Matts as current leader. Chris is a former electrical engineer, who served in the RAAF after world war II and was also a private pilot. He has almost completed a comprehensive history of Bankstown airfield, and has worked on a heritage study to assist the preservation of historical buildings on the airfield.

At present four volunteers work about one day each with the collection.

None of the volunteers have qualifications in the library, museum or archival fields and all are enthusiasts with interests in aviation and aviation history, particularly in Australian activities. Examples of the type of sorting and display that have been adopted can be seen in the attachment.

There is a full accession register in the form of deposit receipts as seen in the photographs attached.

We have made several attempts to develop good cataloguing. Examples may be seen from the title page of lockoweb.com, These have involved many hundreds of hours of work, but these efforts have been quite inadequate. A valid significance assessment is essential so that at least we can prioritise our efforts, and at best attract assistance to enable the material to have the recording that its quality merits.

At present, we are usually able to find things, but the knowledge of whereabouts of items is fundamentally stored in the heads of the three main collection workers.

The museum is well-known to nearby technical colleges and to university students, who often visit to study artefacts and documents. They, and the general public, are allowed to use the collection whenever one of five voluntary workers is on the premises, (always on Wednesdays, usually on Saturdays and often on Sundays and in school holidays). Members of the museum are allowed to borrow items and a system of recording borrowings and returns is in action.

We are also a repository of information and assistance to film makers and professional photographers. Over the past few years, for example, our collection has also been used to provide background material for such things as an ABC documentary on the Ansett family, Peter Fitzsimons 'book "Smithy" as publicised on Foxtel, advertisements for Rimowa Luggage featuring the Museum's Junkers W-33 seaplane replica, a 60 Minutes segment on aviation history and fashion photo shoots for Marie Claire and the SMH Thursday Magazine. A heritage study of Bankstown airport conducted last year by Dawbin Architects, Heritage Consultants, relied very greatly on material held by us.

With the proposed move to Camden, it will become impractical for the existing workers to continue a long-tern commitment to the collection. The plan of the existing team is to move the collection to the new building and to arrange it to the best of our ability, meanwhile making new local volunteers familiar with its contents. Then, for reasons of distance, cost, and increasing age of the existing volunteers, we will have to abandon regular work with the collection. Obviously, if we have an indication of significance and a plan for proceeding with a more suitable organisation, we will manage the move better.

5.3 Describe any current or projected preservation activities. Provide the assessor with an idea of the urgency attached to your funding request. Tell us if you have a preservation policy, whether your collection is in good or bad condition and why it might be at risk of deterioration. Attach your preservation policy if you have one.

As can be seen by the other sections, we have a huge amount of material, and there is no doubt that much of it is very valuable. We have been overwhelmed with the donations of material, from many sources, and we have not been able to do more than provide rudimentary records as described in section 5.2 and on http://lockoweb.com/. We have taken the easy way out and accepted all donations, storing them in the hope of being able to cull appropriately, catalogue, sort and display at a later time.

The hope of a leisurely process in this regard has been dispelled by events at Bankstown airport which are having serious consequences in the museum as a whole. The airfield was privatised on 15 December 2003, and the large airfield site has been reduced to the area closely adjoining the main runway. Our museum is isolated among an area planned for non-aviation activities such as light industry, warehousing, shopping centres and housing. The new owners have promised compensation and plans have been made to move the museum to Camden. The date of implementation of these plans has been postponed on several occasions, but it now seems inevitable that we will have to move, the most likely estimate for this being mid to late 2014.

We are endeavouring to get much of the unique material posted on the internet. A start has been made on this (see http://lockoweb.com/first%20a%20series/aamb%20project/index.htm). This was very amateurish, but we have improved our procedures and obtained a high-speed scanner, which makes searchable .pdf documents. Within a few weeks we hope to have made progress on digitising the Wills collection of documents concerning the second A-series of the RAAF documents, his individual records of civil aircraft of the period 1970 to 2001 and biographies of aviators.

We continue to work on improved storage of our items, but the work lacks the direction that would follow from a good significance assessment.

There is no written preservation policy. The original plan was to concentrate on material directly concerning Bankstown, with lower priority for other Australian material and even lower priority for international material. However, while we may have insufficiently selective in regard to some items, we certainly have significant material in all three areas.

5.4 Does your organisation own the collection?

■ Yes
☐ No

If no, you must submit a joint application with the approval of the legal owner, whose contact details must appear below. A person representing the legal owner of the collection must co-sign the Applicant Declaration in Section 8.

N/A

SECTION 6—YOUR ORGANISATION'S FUNDING

6.1 Estimate below the sources of funding for your organisation in the 2011-12 financial year.
(This excludes amounts to be paid to us by the developers of the airport as compensation for the necessity for us to move)

Source of funding	Amount (A$)	% of total funding
Government (federal/state/local):	0	
Private:	0	
Membership/subscription:	$10500	15%
Admission fees:	$38500	54%
Donations:	$7000	10%
Fundraising:	0	
Grants:	$1500	2%
Other: (Shop sales profit)	$13600	19%
TOTAL:	$71100	**100%**

6.2 What additional cash or in-kind support can your organisation provide to this project or obtain from a parent organisation or relevant body?
Give details and provide an official letter to verify this additional support.

The main thing we can provide is voluntary support. We have about 50 active voluntary workers, most of whom are former workers in the aviation industry, some at high administrative and technical levels. All the remainder are enthusiasts with considerable knowledge in the fields of aviation history, notably that of Australia, and some of these are highly qualified in other fields. This provides the paid expert with a huge knowledge bank on aviation matters, for example engineering, RAAF service and history, aircrew and ground crew in both civil and military fields, airfield and airline administration, manufacturing, recreational flying, ultralight and home built aircraft and teaching at all levels kindergarten to tertiary. What we lack is knowledge of museum procedures and objective judgements of significance that will assist us in prioritising our efforts.

Facilities such a photocopying will also be provided by the museum.

The budget for our move to Camden (2014) is gradually being finalised. This will involve the provision of a sum of money to cover such things as packing and new display material, and is being negotiated within a preliminary estimate or $10 000 plus. Some of this money will be available to assist preservation and display needs resulting from the significance assessment.

An official letter of support is not appended, as the President of AAMB is signing this application and its contents in this regard have been approved by the Board.

6.3 Has your organisation previously received a Community Heritage Grant?

☐ Yes   (if so, indicate below your past CHG
application numbers, e.g. 2010/147)   ■ No   ☐ Unsure

6.4 Has your organisation received any other grants for preservation activities in the last five years?

☐ No   ☐ Unsure

■ Yes (provide details about the two latest
projects for which grants were awarded).

Funded project 1 **Enhanced display of DH Mosquito parts collection**

Funded project 2

Source of grant

Museums & Galleries (NSW) VIM grant program

Source of grant

No other grants

Grant period

Beginning from May 2012, anticipated conclusion this calendar year

Grant period

Brief description of project funded

We have a rare collection of wooden parts from a de Havilland DH98 Mosquito, as manufactured at Bankstown during World War II. Our grant enables it to be displayed with most efficient use of space and with an audiovisual explanation of the significance of the items,

Brief description of project funded

Amount received A$

Amount received: A$

$1500

6.5 If your organisation does not receive a Community Heritage Grant, will this project, or part of it, go ahead? If yes, give details.

We will continue to work, with the resources we have, towards better organization of our material. We are heartened by the interest of some experts with formal skills in this area. Ian Debenham, OAM, recently retired as curator of Transport at the Power House Museum, is assisting with advice. Paul Wilson, acting archives manager at the Power House Museum has also indicated that he will give voluntary help and also is investigating the possibility of obtaining some help for us through the Power House Museum's Regional Assistance program. However, while any help we can get is greatly appreciated, the assessment of our collection will need some authoritative input on a level greater than can be expected from assistance from volunteers or outside agencies.

SECTION 7—YOUR PROPOSED PROJECT

You may apply for more than one project, provided the combined value is no more than $15 000 and you are confident that your organisation can complete all projects within one year. **You must include quotes for your proposed project/s.**

7.1 Project title (e.g. Significance Assessment of the (name) collection; Preservation Needs Assessment of the (name) collection; Collection Management Training workshop; Archival storage materials)

Significance assessment of the AAMB library collection

7.2 Project category
Tick the boxes that best describe your proposed project/s.

☑ **Significance Assessment**

☐ **Preservation Needs Assessment** (You must attach a copy of your Significance Assessment)
☐ **Conservation Activities and Collection Management** (These must result from the prioritised recommendations of a Preservation Needs Assessment – you must attach a copy of your Preservation Needs Assessment or an extract, including the executive summary of the report and the key recommendations)
      ☐ Rehousing collection materials in suitable storage
      ☐ Conservation treatment
      ☐ Environmental control and/or monitoring equipment
      ☐ Reformatting original material for preservation and access purposes and ongoing planning for the collection's maintenance – including digitisation
      ☐ Cataloguing and collection management software
☐ **Training**

IF YOU ARE APPLYING FOR TRAINING FUNDING ONLY, GO TO SECTION 7.4

7.3 Project description THIS SECTION MUST BE COMPLETED FOR ALL OTHER PROJECTS

7.3.1 Describe the type of project you wish to undertake, referring to the specific collection material to which the project relates. (If you have a digitisation project, describe how the original material has been preserved; if it has been catalogued, captioned or indexed. Describe the proposed digitisation process (scanning, back-up procedures etc), and whether the project complies with Australian copyright law. Include your plan for the ongoing management and preservation of the digital copies and for the online public access of the digitised images).

We need a preliminary significance assessment of our collection. This must lead to a prioritisation of **volunteers' efforts, to a de**finite preservation (and disposal) policy, to improved storage of the most important subcollections,

Basically, our collection is too big and insufficiently organised. Our present plan is to have a main collection, which integrates all general material, and to retain some groups of items in subcollections of a specialist nature. This will involve some culling and rationalisation, for which we urgently need expert advice.

7.3.2 How will you manage the project?

A subcommittee will be formalised, probably consisting of the curator (Trevor Dean), museum librarian (Chris Matts), archivist (Tom Lockley), either the President or Vice-President of AAMB, Ian Debenham and Paul Wilson, with additions of any paid assistants and any other useful people such as a representative of the PHM Regional Assistance Program. (Ian Debenham OAM is the former curator of Transport at the Powerhouse Museum, recently retired; he has been involved with AAMB since before its inauguration. Paul Wilson is the acting Chief Archivist at PHM, who is enthusiastic to help).

This will meet at least every two months but as required to assess progress.

A possible way to proceed is set out in the table below. The table is just a preliminary plan to demonstrate the feasibility of the process. It should be read in conjunction with the budget in section 7.5.

We have costed the expert help at $100 per hour, based on the Australian Council of Professional Historians Associations Inc scale of fees **(**http://www.historians.org.au/acpha/bm~doc/feescale.pdf**)**

	Time span	Time duration	Cost
Preliminary discussions among the management committee members as described in section 7.3.2	1 month	2 or 3 meetings, 2 hours	Nil
Search for an appropriate professional, eg professional historian or archivist with suitable qualifications and abilities	1 month		Nil
Briefing meeting with consultant		3 hours	$300.00
Consultant to work with volunteers to get an overall idea of the presentation of the collection, notably re unified central collection items and subcollections	1 month	4 half days paid to consultant	$1,600.00
Debriefing from consultant for management committee; plans drawn up for significance assessment of major collection and for the significant individual subcollections		3 hours	$300.00
Significance assessment as above, consultant with volunteer help	3 months	18 hours	$1,800.00
		Total	$4,000.00

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7.3.3 What are the expected outcomes of your project?

We will have a professional assessment of our collection with guidelines for its management. We will have a necessary basis for rationalising the collection and moving towards a preservation needs assessment, towards better storage, towards better presentation and towards more appropriate use of the material available.

7.3.4 How will the project improve the access to the collection?

At the moment the collection is very large and is not organised. Generally, material required by researchers and others can be found, but the cataloguing is fundamentally in the heads of the three main collection workers. Any improvement in this regard will enable other workers to take over, and also enable the general public, students etc who use the library to find things more easily. This will definitely improve access.

With the proposed move to Camden, the present workers will not be able to continue a long-term commitment to the collection, and it must become sufficiently organised for a new volunteer team to take it over. This project is, in a sense, a rescue of a large and significant collection that is in serious danger of being lost.

7.3.5 What is the physical format of the material that relates to your application?

Tick box (underlined items are included)

■ **Documents**	■ **Artefacts**	■ **Audiovisual**
<u>Archival records</u>	Furniture	Sound recordings
<u>Maps</u>	<u>Leather items</u>	<u>Videos</u>
<u>Manuscripts</u>	Textiles	<u>Film</u>
<u>Photographs</u>	<u>Toys</u>	Digital files
<u>Pictures</u>	Machines	

■ **Other: please specify**
- Small aircraft models

==COMPLETE THE REMAINING PART OF SECTION 7.3 ONLY IF YOU ARE APPLYING TO PURCHASE SOFTWARE.==

7.3.6 What is the name of the software that you wish to purchase? What does the software do, e.g., does it assist with cataloguing or collection management, and how will it benefit your collection? Provide details.

N/A. We have used Vernon software and recorded all donations received until July 2005, but our entry process was very slow with only one computer-literate volunteer available about one day per week. There are only 6334 entries and when we abandoned this process we were about 18 months behind in recording the donations, and we were not able to use the search functions in Vernon.. We then received the Bob Wills collection – several tons of excellent material – and so it was not practicable to continue recording. Another volunteer devoted about 250 days to recording the main book collection on Excel, and there are ==##== entries on this data base. He also transferred much of our videotape collection onto DVD.

Cataloguing the collection is of high priority and a first necessary step is a basic significance assessment and obtaining advice on the organization of the collection.

7.3.7 How will the software option provide the best solution for your collection and the best value for money? Indicate whether the total price includes training and whether there are any ongoing expenses. Also provide details of other software that you have researched/trialled, including shareware.

N/A

==IF YOU ARE *NOT* APPLYING FOR TRAINING FUNDING, GO TO SECTION 7.5==

7.4 Training Funding

7.4.1 Describe the training course that your organisation wishes to undertake. Include the name of the course, name and qualifications of course presenter/s, topics covered, cost of course, and number of attendees.

N/A at this stage

7.4.2 Have you formed a partnership with any other organisation to apply jointly to host the training course? If yes, provide details.

N/A at this stage

7.4.3 How is the training appropriate for your organisation? Provide details.

N/A at this stage

7.4.4 What benefits do you anticipate will be gained from the training?

N/A

7.4.5 How does the training represent best value for money?

N/A

7.4.6 How will the training project be managed?

N/A

7.5 Project Budget
Detail your proposed project budget expenditures in the table below.

Please note, when completing your budget table :
- ➢ Your budget items should directly correlate to items mentioned in your project description (Section 7.3).
- ➢ For Conservation Activities and Collection Management Projects itemise all proposed treatments, storage, equipment and software purchases.
- ➢ For Training projects itemise all training course components, as mentioned in Section 7.4.
- ➢ **Attach quotes to support budget expenditure unless you are only applying for the standard fee of $4 000 for a Significance Assessment or a Preservation Needs Assessment.**
- ➢ If you are not in a major city you should also add the estimated cost of the consultant's travel to your location plus two days expenses.
- ➢ Applicant's Contribution may be cash or in-kind. Volunteer assistance should be calculated at $25.00 per hour.
- ➢ Ensure that the total of each column is completed and calculated correctly.

Project Budget Table

	A	B	C	D	E
Project Budget Items: (tasks, activities and materials)	Applicant's Contribution	Grant Request Excluding GST	GST	Grant Request Including GST [B + C]	Project Total [A+ D]
Payment of professional fees and /or expenses to experts who can advise on significance and on collection presentation and culling strategies	Volunteer time minimum 2800 hours per year at nominal $25 per hour = $70000	**$3800**	$200	$400	4000
General volunteer assistance to the running of the project and in caring for the material	Volunteer time minimum 2800 hours per year at nominal $25 per hour = $70000				
Miscellaneous expenses for stationery, photocopier etc estimated at	$1000				
We hope that we will be able to obtain some skilled assistance on a voluntary basis, and for these we would only need to provide expenses and some supplies. However we will also need to hire some specialist assistance on a commercial basis and so we have submitted our grant request as above.					
TOTAL	$71000	$4000	$200		

7.6 Grant requested (maximum $15 000 including GST). (Figure must match **total of Column D** above)

$4000

SECTION 8—DECLARATIONS **

[ALL APPLICANTS MUST COMPLETE]

I/we, the undersigned, assure the National Library of Australia that the statements made in this application are true and correct and that I/we have read and agree to abide by the Conditions of Grant which appear in the Community Heritage Grants 2012 Guidelines.

Director/President of applicant organisation:
(or person authorised to sign a legal document on behalf of organisation)

Please note: If the applicant is not the legal owner of the collection, please ensure the legal owner of the collection co-signs the application.

Preferred title ■ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Other

Full name

Kevin Snowball OAM

Signature and date

Title/position within organisation

President

Project Manager (if different from above):

Preferred title ■ Mr ☐ Mrs ☐ Ms ☐ Dr ☐Other

Full name

Trevor Dean

Signature and date

Title/position within organisation

Curator

Attachments

If you are applying to implement recommendations of a Preservation Needs Assessment **YOU MUST** attach the Preservation Needs Assessment report (or an extract, including the executive summary and key recommendations) to this form.

Don't send bulky items, videos or published books as attachments – documents should be attached in electronic format, where possible.

Supporting materials sent with applications WILL NOT be returned.

Please note that general character references and political letters of support add very little value to your application. Letters of support by curators, researchers, historians, conservators, librarians and other heritage professionals carry more weight, especially if they articulate a real understanding and familiarity with the collection that is the subject of the application.

ATTACHMENTS CHECKLIST

These attachments will help the assessors understand your collection and fully assess your application.

Please note: We have set up a temporary website, http://lockoweb.com/, which contains several pieces of information that have already been referred to earlier in this application. We are adding only two attachments, small .pdf files depicting various other aspects of our collection referred to throughout this submission. The attachments give further support to points 4.1 and 5.1.

QUESTION NO.	ATTACHMENTS	Check
4.1 National significance	• Photographs, details of publications, reports or testimonials are included in attachment 1	■
5.1 Describe in detail your organisation's entire collection, including quantities and types of material	• Most of this information is covered elsewhere in the application. • Lists of collection items – giving evidence of the size of the collection and the type of material – can be seen on http://lockoweb.com/ • We include in atachment2.pdf six photos of items which we believe are typical of hundreds of items of rare value, and, we believe, considerable significance.	■
5.3 Describe any current or projected preservation activities	• No attachments See http://lockoweb.com/first%20a%20series/aamb%20project/index.htm for information about some of our preservation activities	☐
6.2 Additional cash or in-kind support	• Not provided; already covered in the application, signed by the president of AAMB	☐
7.5 Project Budget – Quotes must be included unless you are applying for the standard fee ($4,000) for a Significance Assessment or Preservation Needs Assessment	(not necessary for significance assessment application)	☐

Have you had a Significance Assessment of the collection?	no	☐
Have you had a Preservation Needs Assessment of the collection?	no	☐

List your attachments below

1.attachment1.pdf providing depictions supporting our description in section 41.
2. attachment2.pdf depicting six items that are typical of probably hundreds of similar significance.