

# **2022 - 2023 Heritage Publication Grant Program - Guidelines for Applicants**

**Closing Date: 30 September 2022**

## **Introduction**

Sutherland Shire Council supports the promotion of publications relevant to the history and development of the area as defined by the local government boundaries of the Sutherland Shire. Sutherland Shire Council can provide financial assistance towards the publication of relevant documents as part of its heritage publications grant program.

## **Publications**

Each year the Heritage and Shire History Sub-Committee calls for applications for funding to assist in the publication of works relevant to the history and development of the Sutherland Shire.

The Heritage and Shire History Sub-Committee may choose to offer financial assistance for the publication of historical works of sufficiently high standard for:

- a) Such historical publications as are submitted by their authors or their authors' executors or heirs, or
- b) Items of primary source material relevant to the Sutherland Shire

Before any historical publication is approved for financial assistance, chapters or the whole item shall be examined and assessed by the Heritage and Shire History Sub-Committee. The Heritage and Shire History Sub-Committee can seek advice from an adviser/s with specialist knowledge of the subject area to help inform its decision.

The Heritage and Shire History Sub-Committee shall not financially assist in publishing papers which have been previously published either in full or in substance; unless long term unavailability of an important work justifies this subject copyright provisions allow the reissue of the work.

## **Making an Application for Funding**

Applicants must supply, in writing, a detailed costing of the publication of their work. Costs may include those incurred as reproduction charges for photographs from the Library's Collection or elsewhere within publications, and other associated costs to do with the production of the work.

An itemised budget proposal must be included in the application.

The application may in part or wholly cover costs for production.

At least three (3) quotes for each technical aspect necessary for the production of the work should be included in the application, as well as a timetable for production.

Assessment of the amount made available will be based on the itemised budget proposal provided by each applicant and the importance of the work to the history of Sutherland Shire.

In consideration of applications the Heritage and Shire History Sub-Committee may take the following action:

- a) It may decide to offer financial assistance for the publication of the work with or without conditions, or
- b) It may decide not to offer financial assistance for the publication of the work.

Before making any decision, the Heritage and Shire History Sub-Committee may submit the work or part to an adviser (or advisers) with specialist knowledge of the subject, or legal adviser, and consider their advice before making a decision.

Successful applicants will be required to provide ten (10) copies of each publication for which financial assistance is granted to Council for inclusion in Council's Libraries.

In all cases the decision of the Heritage and Shire History Sub-Committee shall be final.

### **Successful Applications**

The funding shall be made available by the Heritage and Shire History Sub-Committee as a single payment to the successful applicant/s. It will be based on the itemised budget proposal of all costs outlined in the application. No other costs will be funded.

No additional funding will be made available for the same project in the same year. No exemptions or waiving of reproduction costs for items used in the publication from Council's Local Studies Collection will be given to any applicant. Such costs must be budgeted for in the application.

The successful applicant/s shall report to the Heritage and Shire History Sub-Committee on all technical requirements of the publication before proceeding to publication.

The publication shall acknowledge the support of the Sutherland Shire Council and the following statement should be included in a prominent place on the publication (eg. the reverse of the title page):

*Sutherland Shire Council has assisted the author of this publication with funding through its "2022 - 2023 Heritage Publications Grants*

*Program” for the purpose of enabling authors to contribute to scholarship concerning the history and development of the Sutherland Shire.*

*However, the facts, opinions and imputations contained in this work are not those of Council and are not in any way endorsed by Council in respect of accuracy or otherwise.*

*Council expressly disclaims and accepts no liability of any kind in respect of this work or its contents.*

The author of any historical publication accepted for financial assistance for their publication shall be required to sign a statement indemnifying the Heritage and Shire History Sub-Committee and Council against breach of copyright in the publication of such a paper.

In addition every application must be accompanied by a Statutory Declaration from the Author or authors to the following effect:

- (i) no words in the publication are (to the best of the knowledge, information and belief of the authors following reasonable enquiry) defamatory or contain on the face of them any libellous matter; and
- (ii) the authors (to the best of their knowledge, information and belief following reasonable enquiry) do not know of circumstances by virtue of which any words in the publication might be understood to be defamatory of any person; and
- (iii) the authors have exercised all reasonable care in respect of the publication to ensure no defamatory matters are published in it.

Copyright of published publications shall belong to the author but no publication in another form shall be permitted while a publication is in print.

Should you wish to discuss a grant funding project please contact Council's Heritage staff on 9710 0181.

**Publication should be completed by Friday 3 June 2023.**

Please send applications to:

Chief Executive Officer  
Att: Heritage Publication Grants 2022-2023  
Sutherland Shire Council  
Locked bag 17  
SUTHERLAND NSW 1499

Or email to  
[ssc@ssc.nsw.gov.au](mailto:ssc@ssc.nsw.gov.au)