

# **State Library and Archives Trust Guidelines**

## **Contents**

### **About State Library and Archives Trust**

#### **Guidelines**

1. Examples of General Grants
2. Rules for General Grants Applications

### **Forms and Contact Details for the State Library and Archives Trust**

## About the State Library and Archives Trust

The State Library and Archives Trust administer property acquired by gift, bequest, or devise and acts to comply with the conditions to which such gifts, bequests, or devises are subject. It operates under the provision of the *Libraries act (1984)*

Three funds are administered by the Trust, the Sir John Morris Memorial Trust Fund, the T. M. Crisp Memorial Sporting Fund and The Kula Bequest Fund.

The following guidelines relate to the Sir John Morris Memorial Trust fund which offers grants to librarians, archivists, and library and archives workers for professional development. The Trust offers Grants for events such as.

- Attending conferences and seminars
- Funding interstate or international speakers
- Exchanges
- Research work

## Examples of Grants

Conferences and seminars which focus on development and changes in the professions. For the more popular generic conferences preference will be given to applicants who:

- Are giving papers, chairing forums or otherwise actively participating in the conference program;
- Have not previously attended a conference; and/or
- Are new to the profession.

## Research work

- (i) Applicants attached to a university, other tertiary institution or who are eligible for grants from the Australian Research Grants Committee, or other appropriate bodies, may receive assistance to a maximum of 50% of the sum required, or the amount to cover the balance of the sum required, whichever is the lesser.
- (ii) Applicants not eligible for the support indicated above, and depending on the financial resources of the applicant, the Trust may decide to meet up to the full cost of travel, data collection and publication provided that the Trust reserves the right to publish and to retain the profits from publication or that the applicant be required to refund the amount of support granted for publication from income received.

## Workshops, seminars and conferences

- (i) Organisations or groups may apply for assistance to meet the cost of initiating workshops or conferences that are likely to make worthwhile contributions to the advancement of knowledge, training and services in the State of Tasmania for librarians, archivists, and library and archives workers. Such costs can include speaker fees and

travel, documentation and other administrative outlays, but not refreshments and entertainment, The fund may:

- Meet the full cost of an interstate speaker less any funding from other source
- The Trust may provide assistance up to 50% of the sum required or of the amount to cover the balance of the sum required for applicants attached to the university or other institutions

For example:

Speakers' fees, fares and accommodation	\$800	up to 100%
Documentation, hire of hall, etc.	\$200	up to 75%
<b>Maximum</b>	<b>\$950</b>	

Individual assistance under (ii) below will not be available where monies have been provided in these circumstances.

- (ii) Librarians, archivists and library and archives workers may apply for assistance to attend workshops, seminars, or conferences in Tasmania or elsewhere as follows:

Where persons are in paid employment, the Trust may normally agree to pay up to 50% of reasonable costs, including the “early bird” member’s rate registration fee, economy air fares, based on 50% of best available economy fare rate (quote to be attached to submission) and/or land travel, and a travelling allowance based on the current Tasmanian State Service daily rates for the number of nights for the conference or seminar only. A conference/seminar flyer or invoice should be attached to submissions. The Trust will not normally fund conference side trips or tours, conference papers, refreshments and entertainment. In addition the Trust will not fund relief to replace the applicants while attending workshops, seminars, or conferences in Tasmania or elsewhere.

For example:

Early Bird Member’s	\$900 (refer to attached conference flyer)
Registration fee Air Fares (economy best rate)	\$488 (see attached online quote) \$800 (daily rate less any meals covered-calculations as attached)
No of days of conference@ applicable rate	<b>\$2,188</b>
<b>Grant @50% of total</b>	<b>\$1,094</b>

Where attendance is by direction of the person’s employer, consideration would not normally be given to assisting the applicant.

Where the employer approves absence on duty, and/or provides partial support, the Trust may pay the sum required to bring funding to a maximum of 50% of reasonable costs.

EACH APPLICANT MUST PROVIDE FINANCIAL DOCUMENTATION TO SUPPORT THEIR APPLICATION, INCLUDING SUBSIDIES/AMOUNT TO BE PAID BY THEIR EMPLOYEE OR FROM OTHER SOURCES.

### **Exchange between librarians, archivists and library and archives workers**

- (i) In cases of application for funding for exchange between librarians, archivists and library and archives workers in different library and archives systems, the Fund may pay the full fares of Tasmanian applicants. As exchange workers are on full salary from their institutions for the duration of the exchange, it would be reasonable to expect them to meet their own accommodation costs.
- (ii) In cases of an international exchange, the Trust should assure itself that the applicant has sought the cheapest method of travel and may, in those circumstances, be prepared to meet the total cost of travel, and, according to destination, a reasonable allowance to assist with living expenses.

### **Visits of persons or organisations from interstate or overseas**

- (i) Visits of persons or organisations who would contribute to the advancement of library or archives knowledge in the State of Tasmania could be jointly sponsored by the Trust and other organisations such as the Tasmanian Branch of the Australian Library and Information Association (ALIA) and the Australian Society of Archivists (ASA) Tasmanian Branch.
- (ii) It is suggested that the applicant attempts to find joint sponsors for such visits, in which case the Trust may make a contribution of not more than 50% of the overall costs. If other sponsorship is not available the Trust may give consideration to meeting the full cost.
- (iii) Except in exceptional circumstances grants of more than 50% of total estimated costs should not be approved.

### **Other Purposes**

Grants for any other purposes which may make worthwhile contributions to the advancement of library and/or archives knowledge in the State of Tasmania should be considered.

Legal advice is that the purposes of the Trust are clearly related to training and research, and that other worthwhile projects must benefit library or archives matters identifiable with training and research.

The guiding principle to be used by the Trust, or its legal successor, in advising potential applicants should be that the Fund should be used to support a proposal and not fund it entirely if there is any other alternative.

### **Rules of General Grant applicants**

The definition of librarians, archivists and library and archives workers has been deemed by the Trust Board to include literacy workers in Tasmanian organisations which provide library and/or archives services. Grants from the fund may be awarded at the discretion

of the State Library and Archives Trust for the purposes specified by the “*Tasmanian Library Board Sir John Morris Trust Fund Deed, 7 June 1957*”.

As a general rule, consideration will, at most, be given to one application per person (or organisation) per financial year. A flexible approach should be taken to each application, which should be considered on its individual merits, due consideration having been given to other possible sources of funds available to the applicant.

**All General Grants will be considered by the Board at the two Trust Board meetings in May and November** each year. Any applications outside these meetings will be considered in exceptional circumstances, and assessment will be on a case by case basis and within budget allocations for grant monies application in that financial year. Unless otherwise publicised, these meetings will be held on the last Thursday of May and November at 11:00am. November meetings will consider grant applications for conference/seminar/other that will occur between January and June of the following year, with the May meetings dealing with applications for attendances from July to December.

### **For example:**

#### **Meeting 16 November 2017:**

Deadline for submissions to the Secretary to be received by no later than close of business 2 November 2017 applicants for attendance at conference/seminar/other during the period 1 January to 30 June 2018 considered decisions regarding applications to be made on 16 November 2017

Applicants notified of outcome by no later than 17 December 2017

As a general rule the Trust will pay up to 50%, unless specified above for the following:

- Early Bird registration fee;
- Best rate economy airfares;
- Overnight accommodation at current Tasmanian Government rates, for the length of the conference/seminar only, excluding all meals covered in conference rates;
- Other costs that are deemed essential and reasonable.

Documentation by way of quotes, invoices and flyers **MUST** be provided with your submission.

Applications for funds to provide retrospective support for any purpose or activity will usually not be granted.

### **Reporting**

Successful applicants are asked to prepare an appropriate report for the Trust and to arrange a presentation of the report to other professionals and interested parties within six weeks of the completion of their funded event. If an appropriate report is not provided within six weeks of the date of the funded event, the Trust will not award grants in the future for a period of three years to the recipient. Applicants may wish to consult with the Secretary of the Trust should they have any questions regarding suitable content

for their reports. These reports may be made available on the LINC Online website or intranet site, or shared with other interested parties.

## **Forms and contact details for the State Library and Archive Trust**

When submitting an application for a grant from the Trust the following forms need to be completed and forwarded with any other relevant information to the Secretary of SLAT (see information below):

Application form

<https://www.linc.tas.gov.au/about-us/Documents/SLAT%20Grant%20Application%20form%20updated%20Dec2017.pdf>

Statement by a Supplier Form [Statement of Supplier Form](#)

Completed forms and all other relevant documentation should be forwarded to:

The Secretary  
SLAT  
Level 3  
91 Murray Street  
Hobart TAS 7000

Or email:

[Secretary.slat@education.tas.gov.au](mailto:Secretary.slat@education.tas.gov.au)