ABN: 16 029 520 255

The Copland Foundation

Grant Guidelines

1. Eligibility

To be eligible for assistance a museum/institution must:

a) Be recognised as a recipient institution under the Commonwealth Government's Cultural Gifts Program or as an endorsed Deductible Gift Recipient (DGR)
b) Be open to the public
c) Be seeking assistance to:
• acquire, conserve or interpret an object or collection of objects
or
• conserve or restore features of an historic building used for cultural purposes, its garden and/or surrounds.

2. Level of Assistance

The maximum grant available will not normally exceed $50,000, though additional funds may be made available in special circumstances. Applications may be made under the grant program to fully or partly fund an acquisition. All grants are paid exclusive of GST.

3. Timing of Applications

The Foundation recognises that institutions often have to act quickly when seeking to acquire an item by purchase, therefore, there is no set date for making an acquisition application under the program. Each year, there is currently one round for conservation and interpretation grants. The cut-off date for these applications can be found on the Foundation website.

4. The Application Procedure

Applicants must complete The Copland Foundation's Grant application form, obtainable on The Copland Foundation's website or from the Trustees. Applications should be lodged via the portal on The Copland Foundation website. Please include only as many images as necessary to sufficiently illustrate your application and ensure file sizes are kept within reasonable limits. Professional quotes for any work must be submitted with the application.

You must include your organisation's most recent financial report. If your organization has an annual revenue of $3 million or more, the report must be audited. For smaller organisations, the report should preferably be reviewed.

When you lodge an application, please ensure that a progress bar appears as each file is uploaded. Once you have uploaded all files, simply navigate away from the page; you will receive an automatic email advising that your application has been received.

On receipt of the application form the Trustees may seek further information, which could include a request to inspect the item or item(s), to meet with a representative from the museum/institution, or that your organisation obtains a second quote for proposed conservation/building or other work.

Decisions about assistance will be given in writing signed by the Chairman of the Trustees or the Chairman's delegate.

5. Acknowledgement of Assistance

The following conditions will apply to any **conservation** project or **acquisition** made with the assistance of the Copland Foundation:

a) Acquisitions fully funded by the Foundation will be recorded as having been the 'Gift of The Copland Foundation'. This form of acknowledgement will be included in any press releases, catalogues, reference books and lectures that feature the item, and, where applicable, display labels.

b) Acquisitions partly funded by the Foundation will be recorded as having been 'Purchased with the assistance of The Copland Foundation'. This form of acknowledgement will be included in any press releases, catalogues, reference books and lectures that feature the item, and where applicable, display labels.

c) Conservation projects fully funded by the Foundation will be acknowledged, 'Conservation (or restoration, if applicable) funded by The Copland Foundation'. This form of acknowledgement will be included in any press releases, catalogues, reference books and lectures that feature the item, and where applicable, display labels.

d) Conservation projects partly funded by the Foundation will be recorded as having been `Conserved (or restored, if applicable) with the assistance of The Copland Foundation'. This form of acknowledgement will be included in any press releases, catalogues, reference books and lectures that feature the item, and where applicable, display labels.

The following conditions will apply to any **interpretation** project undertaken with the assistance of the Copland Foundation:

a) Interpretation projects fully funded by the Foundation will be acknowledged as, 'Project funded by The Copland Foundation'. This form of acknowledgement will be included in any press releases, catalogues, reference books and lectures that deal with the project.

b) Interpretation projects partly funded by the Foundation will be acknowledged as, 'Supported by The Copland Foundation'. This form of acknowledgement will be included in any press releases, catalogues, reference books and lectures that deal with the project.

c) Fifty percent of the grant will be provided initially, with the remaining fifty percent paid upon completion of the project.

In addition, if the recipient organisation has a website that includes links, a web link to The Copland Foundation's site will be added. The Copland Foundation will also add a link to the recipient's website.

6. Provision of Images

The institution receiving assistance will supply the Copland Foundation with high quality digital images of the acquired or conserved item, or the exhibition, collection or place that was the subject of The Copland Foundation grant. Images should be in jpg or tiff format. The Copland Foundation will have the right to publish without fee or charge, include on The Copland Foundation's website, or otherwise use the image without constraint. In the case of conservation projects images of the item before and after conservation are to be supplied.

7. Acknowledgement in Annual Reports

The institution receiving assistance, either fully or partly, from The Copland Foundation will acknowledge that assistance in its Annual Report for the year in which the assistance was given.

8. Public Events

The Trustees of the Copland Foundation will be invited to any public event – including media launches – dealing with the acquired or conserved item(s), or the exhibition or study funded (fully or partly) by a Copland Foundation grant.

9. Reporting and Provision of an Essay

Grant recipients are expected to provide a **brief interim report**, especially for projects that are of considerable duration. **A final report** that describes the project outcomes is required, and should include relevant images. Final reports relating to conservation grants should include images of the item during various stages of the work, as well as when work is complete. High resolution images should also be submitted as individual jpg files (see point 6). A filesharing platform may be used for the submission.

In addition, the institution receiving assistance will supply The Copland Foundation with written copy (no less than 500 words) about the acquired or conserved item or the exhibition, collection, or place that was the subject of The Copland Foundation grant. The Copland Foundation will have the right to publish this essay without fee or charge, the term 'publish' to include use on The Copland Foundation's website. The Copland Foundation is free to edit such material in consultation with the supplying body. Such essays are to be submitted both as hard copy and in digital format (on USB accompanying image files) within three months of the acquisition of the item(s), the completion of the conservation works to the item(s) or the completion of the interpretation project. Copyright is to be assigned to the Foundation.

The final report should include an acquittal of expenditure against the grant allocation.

Failure to acquit your grant within the agreed time frame, without obtaining permission from The Copland Foundation for an extension of time, may result in the cancellation (without notice) of any remaining grant payments and you being required to repay to the Foundation any payments already made. In addition, your organisation may also be deemed ineligible to apply for future grants.

PO Box 173, Ashburton, Vic., 3147
email: trustees@coplandfoundation.com.au
www.coplandfoundation.com.au