



ANZCA
FPM



GEOFFREY KAYE MUSEUM
of the Australian and New Zealand College of Anaesthetists

Anaesthesia and Pain Medicine History and Heritage Grant

Australia and New Zealand College of Anaesthetists Geoffrey Kaye Museum of Anaesthetic History

The Anaesthesia and Pain Medicine History and Heritage Grant is a new initiative of the Geoffrey Kaye Museum of Anaesthetic History at the Australian and New Zealand College of Anaesthetists. The grant program is funded to a maximum of \$A5000 and is only available to fellows and trainees of the college. However, as the funding is designed to assist in advancing knowledge of the history of anaesthesia and pain medicine in Australia and New Zealand, it is expected to encourage collaboration and partnerships between groups and individuals to undertake projects.

Funding may be allocated to one project, or a number of projects. Grants are required to be fully expended, and the project completed and acquitted, within a two year period.

Before beginning the application, please read the guidelines carefully. They explain the priorities, selection criteria and information you must provide in your application for this funding program.

It is recommended you discuss all proposals for funding with the museum curator prior to submitting your application.

Funding is highly competitive and there is no guarantee of success. Previous financial support for history and/or heritage projects does not infer support for future projects. It is the applicant's responsibility to provide the information and support material requested in these guidelines.

Why is ANZCA funding a history and heritage grant program?

The purpose of the Anaesthesia and Pain Medicine History and Heritage Grant is to wholly or partly fund projects that will advance the knowledge and understanding of the history of anaesthesia and pain medicine in Australia and New Zealand.

Eligibility

Who can apply?

- Fellows and registered trainees of ANZCA and/or FPM who are residents in Australia or New Zealand.
- Fellows and registered trainees must be financial and in good standing with the college.
- Fellows and registered trainees may apply as a member of a community-based organisation if the project can demonstrate strong community involvement that advances knowledge of the history and heritage of anaesthesia and/or pain medicine in Australia and/or New Zealand.

What sort of projects will be considered for funding?

- Recorded oral histories.
- Preparation of e-publications.
- Conservation of objects and records (Conservation projects must include a conservator engaged via the Australian Institute for the Conservation of Cultural Materials (AICCM) or the New Zealand Conservators of Cultural Material (NZCCM)).
- Commissioning significance statements on objects or collections.
- Development and production of exhibitions.
- Training in collections management.
- Design and production of interpretation panels and heritage walks.
- Digitisation of collection objects.
- Digital storytelling, including podcasts and film.
- Consultancy fees for the provision of specialist skills.
- Museum standard storage cases.
- Purchase of archival quality materials.

Please note, any project relating to Aboriginal and Torres Strait Islander communities or Māori communities, collections or history must include, as part of the application, evidence of advice, guidance and collaboration from the community affected by the project.

What sort of projects will not be considered for funding?

- Projects related to the history or heritage of anaesthesia and pain medicine outside Australia and New Zealand.
- Hard copy printed publications.
- Launch events, catering, marketing, advertising, promotion and media.
- Travel costs.
- Development of cataloguing software.
- Capital works, building and infrastructure projects.
- Provision of cash prizes, commercial gifts or grants to a third party.
- Retrospective costs – costs that the individual or organisation has already paid for out of its own funds or costs incurred prior to successful grants being awarded.
- Ongoing operational costs, such as salaries for ongoing positions, rent or utilities.
- Projects that will be completed prior to receipt of funds and/or outside of the two-year completion of the funding round.

How do I apply?

Applications must be completed on the form below and submitted, with any supporting documentation, to the Geoffrey Kaye Museum of Anaesthetic History by the closing date via email at museum@anzca.edu.au. If the application is too large to be received via email, please use a file sharing platform such as Drop Box or other platforms of a similar nature.

It is recommended that applicants start the process early to allow sufficient time to obtain necessary supporting documents.

You will receive an email confirmation that your submission has been received.

Please note:

- Incomplete or late applications will not be considered.
- Applications submitted in any other format will not be accepted or processed.
- Changes and revisions to grant applications will not be accepted after the grant application period closes.
- Applicants will receive a receipt of their submissions via email.
- **Submission of an application does not necessarily result in funding approval.**

Things to consider in your application

All applications will be assessed against the Judging and Assessment Criteria and in the context of other applications to the same funding round. **Successful projects will not be announced until 19 November, so take this into consideration as part of your project plan.**

Judging and assessment criteria

Judges appointed to the panel bring together a range of expertise which may include representatives in the fields of history and/or heritage, cultural and social history, archives, museum collection management, curators, academics, Aboriginal and Torres Strait Islander programs, Māori programs, multicultural programs or other related areas. Applicants are encouraged to contact the museum curator via email prior to submission.

All projects will be assessed against the criteria listed below. Shortlisted projects will be considered for funding until all funds have been distributed. Projects may be part-funded.

The judging panel's decision is final and no discussion or correspondence will be entered into.

All applications for funding will be assessed against the following criteria:

- Will the project result in the preservation, recording and access to the history and heritage of anaesthesia and/or pain medicine in Australia and New Zealand?
- Does the project provide clear and realistic costing as to how the grant money will be spent as demonstrated in the application budget?
- Does the project have clear aims, objectives and well defined strategies for the delivery of the project?
- Does the project have historical merit?
- Does the project provide value for money?
- Does the project have a clearly defined end-product and outcome (eg oral history, website, interpretive signage, etc)?
- Does the application demonstrate the capability of the applicant to deliver and implement the proposed project within the specified timeframe?
- Does the application demonstrate ongoing value (eg development of new skills, improving access and awareness, etc)?
- Does the project communicate the history and heritage of anaesthesia and/or pain medicine to a broader audience (ie beyond the immediate organisation)?
- Will the project be completed within two years of the awarding of the grant?

Grants announcement

Grant submission closes 29 October 2021 and successful applicants will be notified by 19 November 2021, when the public announcement will also be made.

If you are successful, you will be required to enter into a funding agreement with ANZCA. This agreement includes the grant terms and conditions, funding obligations, timeframes, and reporting requirements. This document must be completed prior to funding.

Payment of the full grant amount awarded will be provided to successful applicants via electronic funds transfer after the funding agreement has been completed and returned to ANZCA.

Successful applicants will be required to provide ongoing project updates as part of the funding agreement.

A project completion report will be required to acquit the grant at the completion of the project.

Publicity

Successful applicants are required to acknowledge the support of the Australian and New Zealand College of Anaesthetists and the Geoffrey Kaye Museum of Anaesthetic History in all relevant publication, promotional material or news releases. Successful applicants will be provided with branding and logo collateral, as well as guidelines for use.

Anaesthesia and Pain Medicine History and Heritage Grant

Name _____

Organisation name
(if applicable) _____

Street address _____

Post address _____

Phone number _____

Email address _____

Website _____

Project description

Describe how you intend to use the grant funding, with particular reference to what will be funded.

Describe the potential benefits derived from the project.

Describe the target audience for the completed project.

List any public programs and educational programs planned as part, or in support of the project.

Describe how the project will advance knowledge of anaesthesia and/or pain medicine in Australia and/or New Zealand.

List any collaborations or partnerships with organisations or individuals as part of this project.

Please attach letter of support from collaborators/partners confirming and outlining the details of the collaboration/partnership.

Name	Organisation

List any other people or organisations involved in the project and their projected roles.

Name	Role

Proposed income and expenditure

The income and expenditure table has been created to assist you with the organisation of your budget.

Your budget must balance.

Income	\$	Expenditure	\$
Income		Project/development costs	
Other/in-kind contributions*		Marketing and promotion	

Income	\$	Expenditure	\$
Project income		Administration/public liability insurance	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other		Salaries/fees/other costs	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other	_____	Salaries/fees/other costs	_____

Total income must equal total expenditure

*In-kind contributions include volunteer workers and should be calculated at \$A25 per hour.

A timeline outlining key milestones for completion of the project

If you require more space to complete your project timeline, please create a separate document and attach with your submission.

Example		
Action	When	Who
Designer selected	March 1	Curatorial Assistant
Proposal written	April 18	Curator

Action	When	Who
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

