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Sir John Morris Memorial Fund

Guideline for Tasmanian Library and Archive Workers to access Grant Funding for Professional Development

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1. Purpose

The Sir John Morris Memorial Fund: *Guideline for Tasmanian Library and Archive Workers to access Grant Funding for Professional Development* (the Guideline) provides information for Tasmanian library and archives workers to access grant funding from the Sir John Morris Memorial Trust Fund (the Fund). The Fund is administered by the State Library and Archives Trust (SLAT).

The Fund encourages professional development for people working in libraries and archives and offers grant funding to advance the knowledge, training and services in Tasmania’s libraries and archives sector.

 Activities that may be funded include:

* The training of persons in the principles and practice of library and archive work, and in particular, the training of librarians and library technicians for whom no formal training school or lecture facilities exist in Tasmania.
* Grants for research work in a relevant field of study.
* Travelling scholarships for educational travel to library and archive centres recognized as outstanding in the library and information field, or to seminars or schools organised under the auspices of library or educational authorities.
* Exchange schemes for library workers restricted in experience or opportunity.
* Lecture tours of persons likely to make worthwhile contributions to the advancement of library knowledge in Tasmania.
* Funds for other worthwhile projects for the benefit of library training and the library service throughout the State.
1. Background

The Fund is administered by the [State Library and Archives Trust](https://libraries.tas.gov.au/about-us/Pages/governance.aspx%22%20%5Cl%20%22anchor3) (SLAT) who make decisions on grant funding applications.

Established under the [*Libraries Act 1984*](https://www.legislation.tas.gov.au/view/html/inforce/current/act-1984-109) *(Tas),* SLAT is responsible for administeringany *property[[1]](#footnote-1) acquired by gift, bequest, or devise[[2]](#footnote-2)* it receives and ensuring compliance with any conditions associated with these donations [[*Libraries Act 1984*](https://www.legislation.tas.gov.au/view/html/inforce/current/act-1984-109)- Part IV, s18]. The Sir John Morris Memorial Trust Fund was established by the [Tasmanian Library Advisory Board](https://libraries.tas.gov.au/about-us/Pages/tlab-members.aspx) (TLAB) on 19 October 1956 to perpetuate the memory of its first chairman, Sir John Morris.

Sir John Demetrius Morris (1902-1956) moved to Hobart from Melbourne to pursue his career in law and was appointed to the Supreme Court bench as Acting Chief Justice. Sir John Morris was extremely successful with a sharp intellect and a keen social conscience particularly around education reforms. He was articulate, dynamic and possessed natural charm and was generally admired. He made positive changes to improving the cultural life of Tasmania and became the foundation chairperson of the State Library of Tasmania Board (1943-56) and the Adult Education Board (1949-56). He went on to become the chancellor of the University of Tasmania and was knighted in 1943.

1. Guidelines
	1. General principles

The following principles apply to funding requests:

* Applications are invited from library and archives workers in Tasmanian organisations. This includes staff from academic, school and special libraries, Libraries Tasmania and any other
Tasmanian organisations who provide library and/or archive services.
* **Only one application per person will generally be considered per financial year.**
* Grant funding is used to support a funding proposal and not necessarily to fund it entirely.
* **Each application will be considered on its individual merits including any additional funding sources that will contribute to the request outside of the Sir John Morris Memorial Trust Fund contribution.**
* **SLAT assumes that applicants representing their own employer or organisation have approval from them to participate in the activity for which funding is sought.**
* **Library and archives workers include literacy workers in Tasmanian organisations which provide library and/or archives services.**
	1. What will not be funded

SLAT will not grant funding for:

* Conference ‘side’ trips or tours, refreshments and entertainment.
* Relief staff to replace the funding recipient while attending lecture tours, workshops, seminars, or conferences in Tasmania or elsewhere.
* A person directed by their employer to attend a conference/meeting or to present at a conference/meeting.
	1. Funding for other purposes

Proposals for funding for purposes that are not covered by these Guidelines will be considered if they make a worthwhile contribution to the advancement of library and/or archives knowledge in Tasmania.

* 1. Applications for grant funding

The following documents must be submitted by the individual seeking grant funding:

* Application form - Sir John Morris Memorial Trust.
* Financial documentation to support their application including:
	+ Subsidies/amount to be paid by the applicant’s employer or funding sourced elsewhere.
	+ Documentation related to the activity, e.g., quotes, invoices, conference program.
	+ Any other documentation to support the application can be provided at the applicant’s discretion.
	+ [Statement by a Supplier Form](https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf).

Further information on applying for grant funds and eligible activities are provided in Attachment A.

The completed application form (Attachment B) and all other relevant documentation can be submitted by email: secretary.slat@decyp.tas.gov.au

* 1. Application Considerations

SLAT will consider applications during their meetings held in March, June, September and December each year.

Applicants are notified of the outcome of their application approximately two weeks after the meeting at which their application is considered.

Preference will be given to applications where the applicant:

* Is presenting, chairing forums or otherwise actively participating in the conference program/activity.
* Is new to the profession.
* Has not previously received funding from SLAT.
	1. Reporting

Within six weeks of completing the funded event, funding recipients are required to:

* **Provide** an appropriate report summarising the event or experience along with how the newly acquired knowledge may benefit the library and archives sector in Tasmania.
* Arrange a presentation of their report to other professionals and interested parties.

Applicants may contact the Secretary SLAT for advice regarding suitable content and format for their reports.

Funding recipients are expected to share their learnings and insights from the funded activity with others to advance library and/or archives knowledge and services in Tasmania.

Failure to provide an appropriate report within six weeks from the date of the funded event will result in SLAT not awarding funding to the recipient for a period of three years.

1. Supporting information/tools
* [Statement by a supplier (PDF, 145KB) [This link will download a file](https://caat-p-001.sitecorecontenthub.cloud/api/public/content/0a46cffad58b4b4ab08df3c3db563e42_Statement_by_a_supplier.pdf)] (Australian Taxation Office)
1. Attachments

[Attachment A - Requirements and expectations for funding eligible activities](#_Attachment_A)

Attachment B - Funding Application Form

# Attachment A

## Requirements and expectations for funding eligible activities

The Fund supports library and archives workers to undertake research and training which may make worthwhile contributions to the advancement of library and/or archives knowledge in Tasmania.

Further information to support eligible activities is provided below:

### Library training

For the training of persons in the principles and practice of library and archive work, and in particular, the training of librarians and library technicians for whom no formal training school or lecture facilities exist in Tasmania, an application may be made for up to 100% of the cost of enrolling in a course that leads to a qualification in library, information, archive or records management.

### Research work

Applicants **attached** to a university, a tertiary institution or who are eligible for grants from the [Australian Research Council](https://www.arc.gov.au/), or other appropriate bodies, may receive funding to a maximum of 50 per cent of the sum required, or the amount to cover the balance of the sum required, whichever is the lesser.

In the case of applicants who are not eligible for the support indicated above, and depending on the applicant’s financial resources, SLAT may decide to cover up to the full cost of travel, data collection and publication provided that SLAT reserves the right to:

* Publish any SLAT funded publications produced from the research activity.
* Retain any profits from SLAT funded publications.

Applicants who receive funding, and do not comply with the above, will be required to refund the amount of funding granted for the publication.

### Travelling scholarships

The Trust determines the frequency of awarding travelling scholarships. The Trust may elect not to offer scholarships in any given year, or they may elect to offer multiple scholarships where they receive several applications that meet a high standard, and the Trust believes awarding multiple scholarships will significantly contribute to the advancement of library and/or archives knowledge in Tasmania.

Where an application is made for travel within Australia, a scholarship up to the value of $5,000 may be awarded. For travel outside Australia, a scholarship up to the value of $10,000 may be awarded. The Trust will give priority to proposals whose budget makes best use of the full amount applicable.

Applications should include:

* An itinerary with arrival and departure dates outlining the specific programs to be observed at each site with details of objectives and proposed outcomes.
* An indication of the ways in which anticipated benefits will accrue personally and professionally.
* A detailed budget.
* A Curriculum vitae outlining work experience, education and personal interests and details of any previous relevant overseas travel.
* The applicant should supply a supporting statement from the CEO or equivalent of the applicant’s employing organisation detailing proposed benefits to the organisation. In the case of a self-employed person, the views of reputable referees will be sought.

In considering applications the Trust will assess the relevance of the proposed activity and the anticipated benefits to the applicant, their employer and their profession more broadly. Candidates may be asked to make a short presentation to Trust members in support of their application.

### Attending lecture tours, workshops, seminars and conferences

Library and archives workers may apply for funding to attend workshops, seminars, or conferences in Tasmania or elsewhere. SLAT encourages applications for conferences and seminars that focus on the development and changes in the profession.

SLAT would generally agree to pay up to 50 per cent of reasonable costs, including:

* The ‘early bird’ member’s rate registration fee.
* The economy class air fares based on 50 per cent of current economy best air fare rate when the application is submitted (quote must be attached to the funding application) and/or land travel. Note: The airfares quoted in the applications is initially taken as a guide with the understanding that air fares change through time.
* Overnight accommodation at current [Tasmanian State Service Award](https://www.tic.tas.gov.au/__data/assets/pdf_file/0011/179318/T13783_T13784_T13810_order_1_2011_Consolidated.pdf) travel allowance rates, for the length of the conference/seminar only, excluding all meals covered in conference rates.
* Incidental allowance for the number of conference nights based on the current [Tasmanian State Service Award](https://www.tic.tas.gov.au/__data/assets/pdf_file/0011/179318/T13783_T13784_T13810_order_1_2011_Consolidated.pdf) rates.

See the examples in Tables 1 and 2 below for guidance on calculating funding requests to SLAT.

**Table 1: Calculating funding to meet the costs of a lecture tour**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Total cost** | **Funding request percentage (%)** | **Funding request amount** |
| Speakers’ fees, fares and accommodation | $800 | Up to 100% | $800 |
| Documentation, venue hire, etc | $200 | Up to 75% | $150 |
| Catering | $250 | N/A | $0 |
|  | **Total $950**  |

**Table 2: Calculating funding to attend an interstate conference**

|  |  |  |
| --- | --- | --- |
| **Reasonable cost** | **Amount** | **Information required for application** |
| Early Bird member Registration fee | $900 | Attach conference flyer |
| Air fares (economy best rate) | $488 | Attach online quote |
| # days of conference @ applicable rate(minus meals included in conference registration) | $800 | Attach calculations |
| **Total**  | **$2 188** |  |
| Minus SLAT Funds @ 50% of total cost | $1 094 |
| Balance (participant contribution, other funding source) | $1 094 |

### Exchange schemes

Where a Tasmanian library and archives worker applies for funding to undertake a workplace exchange with a library and archives worker in other jurisdictions or in another library and archive setting SLAT:

* May fund the full cost for Tasmanian applicants to travel to other Australian jurisdictions to participate in a worker exchange including flights and accommodation costs according to the current [Tasmanian State Service Award](https://www.tic.tas.gov.au/__data/assets/pdf_file/0011/179318/T13783_T13784_T13810_order_1_2011_Consolidated.pdf) rates.
* Will not generally fund exchange workers from other jurisdictions to travel to Tasmania under the assumption that they’ll receive a salary from their workplace for the duration of the exchange, and therefore consider it reasonable for them to source funding to cover their own costs.
* May fund the partial or full cost of travel for an international worker exchange where a Tasmanian applicant has sought the cheapest method of travel and SLAT may, according to the destination, also pay a reasonable allowance to assist with living expenses.

### Organising lecture tours, workshops, seminars and conferences

Organisations, groups or individuals may apply for funding to meet the costs of organising or facilitating lecture tours, workshops, seminars or conferences. Under these types of activities, SLAT:

* May meet the full cost of an interstate speaker or partial cost if there is another contributing funding source.
* Will fund speaker fees, travel and accommodation (up to 100 per cent) and documentation, venue hire and/or administrative outlays (up to 75 per cent).
* May grant applicants attached to a university or other tertiary institution up to 50 per cent of the total funding required or the amount to cover the balance of the sum required, whichever is the lesser.

Visits of individuals or organisations who would contribute to the advancement of library or archives knowledge in Tasmania could be jointly sponsored by SLAT and other organisations. For these types of activities, SLAT recommends that the applicant attempts to find a co-funding sponsor. Under these types of activities, SLAT:

* Will contribute up to 50 per cent of the overall costs.
* Consider meeting the full cost of the visit if there are no other funding sponsors (exceptional circumstances only).

# Attachment B

# SIR JOHN MORRIS MEMORIAL TRUST FUND

Grant Funding Application Form

Administered by the State Library and Archives Trust

1. **Personal details**

Applicant Name:

Address ():

Contact No: Home or Mobile

 Work

1. **Employment details**

Job title:

Name of Employer:

Employer’s address:

Supervisor’s name:

Contact No:

1. **Event or activity details**

Name:

Dates:

Role (if any):

Application purpose:

(Please attach copies of relevant documents for example: conference program, itinerary etc)

1. **Other funding sources**

Have you sought out other grant opportunities to help fund the event or activity? Yes No

If yes, please provide details:

1. **Professional benefits**

To the applicant:

To the employer:

To the profession:

1. **Statement by a supplier**

[Statement by a supplier (PDF, 145KB) [This link will download a file](https://caat-p-001.sitecorecontenthub.cloud/api/public/content/0a46cffad58b4b4ab08df3c3db563e42_Statement_by_a_supplier.pdf)] must be completed and attached. For more information refer to: <https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn>

1. **Evidence of support**

Attach a statement of support for the application from a supervisor, referee or senior professional.

1. **Estimated costs of proposed event or activity**

Note: Documentation must be provided to support the cost estimate as an attachment.

1. Indicate the amount/percentage being funded (outside this funding application) % or $
2. Source of funding in 8a above

**Estimated travel cost** (refer to Travel Allowances on the following page)

1. Airfares (if applicable) From: ……………………… To: …………………………………

Cheapest fare: $ Amount claimed: $

Accommodation at $ per night for (no. of nights) Total accommodation: $

**Meals:**

Breakfast @$ (daily rate) for (no. of nights) Total breakfasts: $

Lunch @$ (daily rate) for (no. of nights) Total lunches: $

Dinner @$ (daily rate) for (no. of nights) Total dinner: $

Incidentals @$ (daily rate) for (no. of nights) Total incidentals: $

 **Total estimated travel costs: $**

1. Registration fees(if applicable) $
2. Other transport costs (if applicable) $
3. Other costs $

Please provide details of other costs

 **Total estimated cost $**

Applicant’s signature: Date:

I agree that the information provided in this grant application is true and correct.

Personal Information Protection Statement – Personal information is collected from you for the purpose of obtaining consent to publish photographs, audio or video footage to be used in printed or electronic Tasmanian government publications. Personal information is managed in accordance with the Personal Information Protection Act 2004. You may access your personal information by application to the business unit named above. You can obtain a copy of the department’s Personal Information Protection Policy at <http://www.education.tas.gov.au/dept/about/legislation/pip/policy>

**Travel Allowances** (overnight) as at August 2023

**Destination Accommodation Breakfast Lunch Dinner Incidental**

 per night $ $ $ $ per day $

Adelaide 157.00 29.20 32.85 56.00 20.60

Brisbane 175.00 28.15 31.65 53.90 20.60

Canberra 168.00 28.15 31.65 53.90 20.60

Darwin 220.00 28.15 31.65 53.90 20.60

Melbourne 173.00 28.15 31.65 53.90 20.60

Perth 180.00 28.15 31.65 53.90 20.60

Sydney (& overseas) 188.00 28.15 31.65 53.90 20.60

Tasmania 147.00 28.15 31.65 53.90 20.60

**Co-Authorised** **by:** Chair, State Library and Archives Trust and Ross Latham, Director Collections

**Contact:** secretary.slat@decyp.tas.gov.au

**Last** **significant** **review: 20/5/24**

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1. In a legal sense, 'property’ refers to something that belongs to another and does not necessarily refer to a thing. It includes money and other tangible things of value e.g. land, buildings but also includes any intangible right considered as a source of income or wealth. [↑](#footnote-ref-1)
2. A clause in a will leaving something, especially real estate, to someone. [↑](#footnote-ref-2)