

Viva Cribb Bursary Application Form 2026/2027

Form Preview

1. Applicant Details

* indicates a required field

You will need to fully understand the guidelines for the Viva Cribb Bursary to make sure your application has the best chance of getting funded.

- Does your project "fit" with Council's funding principles and the program's funding objectives?
- Do you understand how your application will be assessed?

Please read the [Community Funding and Support Program Guidelines](#) before completing this application. You may also like to look at the resource "[Grant Writing Tips](#)" available on Council's Funding and Support webpage.

1.1 Contact Details: *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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If applicant is an organisation, please provide a contact name below. This is the person we will correspond with about this grant application.

1.2 Home Address: *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

1.3 Division where your organisation is located. *

- | | |
|----------------------------------|--|
| ☐ Division 1 | ☐ Division 4 |
| ☐ Division 2 | ☐ Outside of Ipswich LGA |
| ☐ Division 3 | |

Not sure who your local councillors are, or which division you're in?

Find out on the [Electoral Commission of Queensland website](#) (go to the webpage and type in your address).

1.4 Funding is intended for full time residents of Ipswich and will only support projects that benefit Ipswich. If your home address is outside of the Ipswich City Council area, please explain why your application should be considered:

1.5 Are you aged 18 years or older? *

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- ☐ Yes
☐ No

1.6 Do you have an ABN (Australian Business Number)? *

- ☐ Yes ☐ No

1.2 Organisation's Contact Name *

Title First Name Last Name

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This is the person we will correspond with about this grant application.

1.3 Position held in organisation

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1.4 Organisation's Office Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

1.5 Organisation's Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

1.6 Division where your organisation is located *

- | | |
|----------------------------------|--|
| ☐ Division 1 | ☐ Division 4 |
| ☐ Division 2 | ☐ Outside of Ipswich LGA |
| ☐ Division 3 | |

Not sure who your local councillors are, or which division you're in?

Find out on the [Electoral Commission of Queensland website](#) (go to the webpage and type in your address).

Funding is intended for community groups based in Ipswich and only projects that benefit Ipswich residents will be funded. If your office address is outside of the Ipswich City Council area, please explain why your application should be considered:

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1.7 Contact Phone Number *

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Must be an Australian phone number.

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1.8 Contact Email *

Must be an email address.

This is the address we will use to correspond with you about this grant application.

1.9 Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

2. Project Details

* indicates a required field

2.1 Project Title: *

Provide a title for your project / initiative. Your title should be short but descriptive.

2.2 In 250 words or less, describe the project (e.g. themes, background): *

Word count:

Must be no more than 250 words.

2.3 Provide a sample of any similar work you have previously completed (e.g. book chapter, journal article, blog, podcast, video, or a draft of your proposed project): *

Attach a file:

Website:

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Must be an active URL

2.4 What format will the completed project take? (tick all that apply): *

- | | |
|--|--|
| ☐ Published book – physical | ☐ Photographs |
| ☐ Published book – digital | ☐ Augmented or virtual reality app |
| ☐ Oral history (unedited audio/video) | ☐ Short film or documentary |
| ☐ Oral history (edited audio/video) | ☐ Theatre performance (would need to be filmed) |
| ☐ Digital story | ☐ Other: <input type="text"/> |

At least 1 choice must be selected.

2.5 How will your audience access the completed project? *

- ☐ Available only in a single format (e.g. book) and not available for inclusion on the Picture Ipswich website
- ☐ Available for inclusion on the Picture Ipswich website within two years of completion
- ☐ Available for inclusion on the Picture Ipswich website at time of completion
- ☐ Available only on Picture Ipswich

2.6 Are you working as part of a group or outsourcing part of the project? *

- ☐ Yes ☐ No

Please indicate what area/s each project member (or business if outsourcing) will be responsible for:

Project area	Responsible member
Research	
Oral history interviews	
Writing	
Word processing	
Publication layout / formatting	
Video editing	
Text editing	
Website creation	
Other (please specify)	

Please attach a letter of support, for this project, from the group's organising committee: *

Attach a file:

2.7 At what stage is the project currently? *

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- ☐ Concept stage
- ☐ Research / conducting interviews
- ☐ First draft of text / filming completed
- ☐ Proof reading / video editing
- ☐ Final draft (i.e. images sourced, text formatted, references checked)
- ☐ Other:

Projects that are more advanced will be given more weight by the assessment panel as the Bursary must be completed within 12 months of the approval date.

2.8 The Viva Cribb Bursary must be completed within 12 months. Please complete this monthly project plan:

Month 1 *

Initial in-person meeting with Picture Ipswich Digital Archivist.

Month 2 *

Month 3 *

Month 4 *

2nd update (either in-person/phone/online) with Picture Ipswich Digital Archivist

Month 5 *

Month 6 *

Month 7 *

3rd update (either in-person/phone/online) with Picture Ipswich Digital Archivist

Month 8 *

Month 9 *

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Month 10 *

4th update (either in-person/phone/online) with Picture Ipswich Digital Archivist

Month 11 *

Month 12 *

Project completion

* Present 3 copies of physical completed project and 1 digital copy to Picture Ipswich Digital Archivist

* Submit digital copy of completed project (if in book format) to the National edeposit.

2.9 Your project must contribute to filling an identified gap in our historical knowledge of Ipswich. Thematic gaps have been identified through Picture Ipswich's [Defining Tulumur](#) | [Ipswich project](#) - visit the website for more information.

Tick all that apply: *

- ☐ Architecture (commercial, domestic, ecclesiastical, industrial, institutional, educational, gardens and yards)
- ☐ Community life (commemoration, community organisations, education, entertainment and the arts, life experiences, recreation, spiritual life, sports)
- ☐ Economy (agriculture and food production, business and retail, finance, industry and manufacturing, labour and work, mining, science and technology, tourism)
- ☐ First Nations (connections to country/place, cultural knowledge, first contact and the impact of colonialism, culture, peoples, etc)
- ☐ Movement and land use (communication, demographics, growth and development, infrastructure and utilities, landscapes and natural environment, migration, transport)
- ☐ Power and control (Ipswich representatives in state/federal government, defence, health and welfare, law and order, local council)
- ☐ Other:

At least 1 choice must be selected.

2.10 Which era of Ipswich history will your project cover? Eras of Ipswich history have been identified in Picture Ipswich's [Defining Tulumur](#) | [Ipswich project](#) - visit the website for more information.

Tick all that apply: *

- | | |
|---|---|
| ☐ Deep Time | ☐ Adversity & Resilience 1920s-1930s |
| ☐ Convicts & Colonials 1827-1859 | ☐ On The Homefront 1940s-1953 |
| ☐ Shaping Our Identity 1860s-1870s | ☐ Dreaming of Tomorrow 1950s-1960s |
| ☐ Boom & Bust 1880s-1890s | ☐ Expanding Horizons 1970s-1990s |
| ☐ Becoming A City 1900s-1910s | ☐ Adapting to Change 2000s-2020s |

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2.11 What resources do you expect to use? (provide examples if possible) *

- | | |
|---|--|
| ☐ First person accounts (diary or journal articles, autobiographies, memoirs, letters) | ☐ Census data |
| ☐ Oral histories | ☐ Newspapers |
| ☐ Birth, death and marriage certificates | ☐ Indexes and databases |
| ☐ Title deeds | ☐ Reports |
| ☐ Business documents (annual reports, letterheads, invoices, receipts) | ☐ Recipes |
| ☐ Speech or lecture | ☐ Academic papers and reviews |
| ☐ Photographs | ☐ Biographies |
| ☐ Maps | ☐ Reference and textbooks |
| ☐ Video footage of events | ☐ Other: <input type="text"/> |
| ☐ Objects or artifacts | |

At least 1 choice must be selected.

Examples (if possible)

Attach a file:

2.12 Where are you sourcing your resources? *

- | | |
|--|--|
| ☐ National Library of Australia's TROVE | ☐ Ipswich Libraries' Local History Room |
| ☐ Personal / family collections | ☐ Picture Ipswich website |
| ☐ John Oxley Library, State Library of Queensland | ☐ Local historical society collections |
| ☐ Queensland State Archives | ☐ Other: <input type="text"/> |
| ☐ Fryer Library, University of Queensland | |

At least 1 choice must be selected.

2.13 As part of this project, will you be creating new primary resources (e.g. oral histories, photography, artworks, etc)? *

- ☐ Yes ☐ No

Examples of new primary resources created as part of this project: *

Will these primary resources be made available for inclusion to Picture Ipswich? *

- ☐ Yes ☐ No

2.14 Will you be using the services of an editor / proof-reader to review the project prior to completion? *

- ☐ Yes ☐ No

Name of editor / proof reader: *

Qualifications / previous experience: *

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2.15 Who is the project's target audience? (tick all that apply) *

- ☐ Family / friends ☐ City-wide
☐ Community group undertaking the project ☐ State / national
☐ Neighbourhood / suburb

At least 1 choice must be selected.

2.16 How will your audience access the completed project? *

- ☐ Single format only (i.e. book) ☐ Single format (i.e. book) and inclusion on Picture Ipswich website at time of completion
☐ Single format (i.e. book) and inclusion on Picture Ipswich website within 2 years

Greater weight is given to projects that will become accessible on Picture Ipswich.

2.17 How will you promote the completed project (i.e. where will you sell books, or how will you promote a web resource?) *

2.18 After completion, will this project require ongoing support (e.g. updating a website)? *

- ☐ Yes ☐ No

How will this be funded? *

3. Budget

* indicates a required field

3.1 Are you or your group registered for GST?

- ☐ Yes - Do NOT include GST in the amount requested, income amounts, or expenditure items (if successful, GST will be added to the amount funded)
☐ No - Include GST in the amount requested, income amounts, and expenditure items

Your budget MUST balance i.e. Total Income = Total Expenditure.

For Income please include any of the following:

- Council's Viva Cribb Bursary - this is the funding amount you are seeking
- Cash / In-kind contribution from you / your group, e.g., staff costs, direct payment of goods / services, printing costs, administration support
- Other Income e.g. book sales, etc.
- Other sponsorship / grants - details of other funding you have applied for and whether or not these have been confirmed.

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For Expenditure:

- Please complete your **full** budget in the table below - *not just the grant portion*.
- Attach current quotes for each item Council funding will be used towards. Wherever possible goods and services should be purchased / hired from Ipswich based providers.
- ATTACH CURRENT QUOTES ONLY - **DO NOT ATTACH INVOICES**. Please attach files below. Please see the [Acceptable and Unacceptable Quotes Fact Sheet](#).
- Quotes for publications must include the number of pages, cover type (i.e. soft or hard, minimum 310gsm, no spiral binding), number of copies, paper gsm.

3.2 Income

Income Description	\$ Funds coming in
Council's Viva Cribb Bursary	\$
Your / your group's financial contribution (if applicable)	\$
Your / your group's in-kind contribution (if applicable)	\$
Other Income (if applicable)	\$
Other Sponsorship / Grant (if applicable)	\$
	\$
	\$
	\$

3.3 Expenditure

Expenditure Description	\$ Cost of goods / services	Funding source
	\$	Viva Cribb Bursary
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

3.4 Budget Totals

The budget totals are automatically populated from the tables above.

Total Income Amount

Total Expenditure Amount

Income - Expenditure

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\$

This number/amount is calculated.

\$

This number/amount is calculated.

\$

This number/amount is calculated.

3.5 CURRENT QUOTES must be attached for all goods and/or services Council funds will be used towards. Wherever possible goods and services should be purchased from Ipswich based providers.

PLEASE NOTE: no payments can be made for any goods and/or services you plan to use Council funds towards until after the decision date.

PLEASE DO NOT ATTACH INVOICES - CURRENT QUOTES ONLY. *

Attach a file:

Wherever possible goods and services should be purchased / hired from Ipswich based providers. You may find an Ipswich based provider at <https://www.shopipswich.com.au/>.

4. Certification

* indicates a required field

4.1 Certification

For group applicants, this section must be completed by an appropriately authorised person on behalf of the group (e.g. Chairperson, Treasurer, Secretary). *

- ☐ I certify that to the best of my knowledge the statements made in this application are true.
- ☐ I understand that if Ipswich City Council approves a bursary I will be required to accept the conditions of the bursary in accordance with Ipswich City Council's audit requirements.
- ☐ I understand that if Ipswich City Council approves the bursary I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my funding contract with Ipswich City Council.
- ☐ I understand that if Ipswich City Council approves the Bursary I will ensure that all materials used in the publication comply with the Copyright Act (1968). I will seek written permission for any works or images that fall within the Copyright Act (1968).
- ☐ I understand that this publication may be considered for inclusion on the Ipswich Libraries' Picture Ipswich website and that electronic copyright permission has been obtained and provided to the Library.
- ☐ I understand that Ipswich City Council will have the right to review the Project prior to publication.
- ☐ I understand that Ipswich City Council will provide the information and logos for the publication page.
- ☐ I understand that an acknowledgement of the Viva Cribb Bursary must appear on the title page.
- ☐ I understand that Ipswich City Council will require the following disclaimer to appear on the publication details page: Disclaimer: "The views or opinions expressed in this publication

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are those of the author/s and do not necessarily reflect the official policy or position of the Ipswich City Council”.

Name: *

Title

First Name

Last Name

Position (if applicable):

Contact Phone Number:

*

Must be an Australian phone number.

Email: *

Must be an active email address

Date: *

Must be a date.

4.2 Privacy Statement

Ipswich City Council is collecting your personal information so that we can process your request for the Viva Cribb Bursary. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees, which may be recorded in meeting agendas and formal minutes, which are accessible to the public. Further, your personal information, such as your name, may be discussed at the meetings of Council and its committees which are open to the public. Please also note that, as per the [Community Funding and Support Policy](#), applicants are required to give permission for Council to publish the name of the recipient and the funding amount in accordance with Council's requirements under the Local Government Act 2009 and the Local Government Regulation 2012. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in [Council's Privacy Statement](#), [Personal Information Digest](#) and this collection notice.

Before you Submit your Application

Please ensure you have provided all relevant and required information. Incomplete applications will not be considered. This includes applications which have failed to attach required documentation.

Not eligible for funding

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As you answered No to being aged 18 years or older, you are not eligible for funding.

Please contact the Picture Ipswich Digital Archivist at LibPictureIpswich@ipswich.qld.gov.au or by phoning (07) 3810 7272