



**Council on
the Arts**

**GREATER HUDSON
HERITAGE NETWORK**
Serving Heritage Keepers in New York State



The **NYSCA/GHHN Conservation Treatment Grant Program** is a partnership of the [New York State Council on the Arts \(NYSCA\)](#) and Greater Hudson Heritage Network (GHHN) that provides support for treatment procedures to aid in stabilizing and preserving objects held in collections of museums, historical, and cultural organizations in New York State. The Robert David Lion Gardiner Foundation has provided additional dedicated support for conservation treatment projects in Nassau and Suffolk Counties. The work must be performed by, or under direct supervision of, a professional conservator. Please carefully read these guidelines before beginning your application.

Please note that our application process is paperless. All materials must be submitted online by 11:59 PM on Monday, June 1, 2020. The submission portal is located on our website at www.greaterhudson.org/nyscaghhn-conservation-treatment-grant.html. It will open on Sunday, March 1, 2020 and will remain open until 11:59 PM on Monday, June 1, 2020. You may fill out your application at any point during that date range. Once signed in to your Submittable account, you may save a draft of your application online and come back to as often as you wish. However, once your application has been submitted, you cannot make any edits or changes. Incomplete applications will be rejected. Prior to the portal's opening date, a PDF preview of the narrative questions as well as the required budget form will be available online for applicants' reference. Because our application process has changed, all applicants are strongly encouraged to view our informational presentation on the application process. The presentation can be found on the GHHN website after Sunday, March 1, 2020 at www.greaterhudson.org/nyscaghhn-conservation-treatment-grant.html. Please contact GHHN with any questions you might have about our application process.

Applicant Eligibility

Applications will be accepted from nonprofit organizations, museums, historical organizations or other cultural institutions either incorporated in or registered to do business in New York State, that own, care for and exhibit collections to the public. Please be aware proof of non-profit status may be requested. Federal and municipal museums and historic sites who are interested in applying must contact the [Conservation Treatment Grant administrator](#) well in advance of the deadline to discuss eligibility. Collections owned by state agencies and religious institutions are ineligible for grant support. Grant awards will be made to institutions lacking in-house conservation staff with expertise in the area for which support is requested. Organizations may submit only one request, which may involve a single object or a group of related objects, all owned by the applicant institution. Objects that interpret the history/heritage of New York State are strongly encouraged for conservation. The Robert David Lion Gardiner Foundation has provided additional dedicated support for conservation treatment projects in Nassau and Suffolk Counties.

Eligible institutions of all sizes are welcome to request support from this state-wide program; those with small budgets are encouraged to apply. Priority consideration will be given to applicants who have not yet received three consecutive treatment grants. If granted, funds from this program shall adhere to [New York State Education Law Section 3.27](#), Rules of the Board of Regents regardless of whether the applicant is a museum or not. Please note, organizations without a collections management policy or one that was last reviewed prior to 2010 are unlikely to be funded – please call the Conservation Treatment Grant administrator to discuss (914.592.6726).

What We Fund

Support is available for conservation treatment of paintings, works on paper (including individual drawings, watercolors, prints or photographs), textiles (including costumes, domestic textiles and upholstery), furniture, frames, sculpture, historical, ethnographic and decorative objects.

Frames are an integral part of a painting and applicants must address frame condition and treatment when applying for painting conservation. Support is also available for treatment costs for supports, stands and mounts that are integral to the treatment of the object.

Grants will support in-state transportation costs for the objects and/or the conservators, and the cost of insurance for the work(s) to be treated.

Requests for treatment of outdoor sculpture must include the description of an on-going maintenance program already in existence, or one to be implemented, at your institution. An engineer's report may be required for some sculptures.

What We Do Not Fund

Grants will not support staff salaries. Grants will not support out-of-state transportation, or the cost of obtaining the treatment estimate for this proposal. Grants will not support conservation of archival collections. Funds are not available for preventive care, such as rehousing or reformatting of objects, purchase of storage furniture, monitoring or upgrading of environmental systems. Please contact GHHN should you have eligibility questions.

Panel Review Process

Applications will be reviewed competitively by a panel of conservation, curatorial, and museum professionals.

Range of Grant Awards

Individual grant awards will not exceed \$7,500. A total of approximately \$96,675 is available in 2020.

Schedule of Completion

Award recipients will be announced in early Fall. Funded conservation work must be completed within one year of the grant award date. Should there be an unanticipated change in conservator, scope of work, treatment, or cost you MUST contact GHHN before proceeding.

Application

Please note that our application process is paperless. All materials must be submitted online by 11:59 PM on Monday, June 1, 2020. The submission portal is located on our website at www.greaterhudson.org/nyscaghcn-conservation-treatment-grant.html. It will open on Sunday, March 1, 2020 and will remain open until 11:59 PM on Monday, June 1, 2020. You may fill out your application at any point during that date range. Prior to the portal's opening date, a PDF preview of the application questions as well as the required budget form to upload will be available online for applicants' reference.

To begin your application, you must create a FREE Submittable account. You will fill out a form with your name, email address and a password. If you already have a Submittable account (from other grant programs), you should use that username and password to log in. You will need to be logged in

to complete and submit your application. Once you have logged in, you will be able to access the application.

Though our process is now paperless, many of the components from the old application still remain. Some parts of the application will be filled out in fields in the portal, and other parts of the application will now need to be uploaded as PDF files – the conservator's treatment proposal, for example. Regardless of whether or not you will be filling in fields directly or uploading documents, we highly recommend that you compose your answers offline and copy/paste them into the online form so that you have your work backed up if there is a technical issue. Please note, questions with fillable fields will not accept formatting such as bulleted lists or boldface or italics. This formatting is allowable in PDF files that you upload.

Filled out in Portal

1. Organization Questionnaire

Organization's Employer Identification Number (EIN)

501(c)3 Tax Status

- Incorporation or NYS Charter status
- Number of Full Time/Part Time Staff/Volunteers
- Number of Days Open to the Public Per Year
- Annual Number of Visitors (including school groups)
- Type of Organization
- Artistic Discipline of Organization
- Applicant has completed (circle all that apply): Collections Survey, Collections Management Policy, CAP/MAP Assessment, Long Range Conservation Plan, Emergency Response Plan, C2CNYS Circuit Rider, NEH Preservation Assistance Grants for Smaller Institutions
- If you have completed a Collections Survey, please tell us what year it was completed.
- Have CAP/MAP/MAPII/Circuit Rider reports or other reports recommended specific supplies for your collections management? If yes, please indicate who conducted the assessment and when.
- Last 3 years' Annual Operating Budget
- Last 3 years' Collections Care Expenditures
- Organization's Mission Statement
- Are you a first time applicant?
- Have you previously applied to this grant program for the conservation of this object?
- If yes, when?
- Have you received funding from the NYSCA/GHHN CTG program before?

2. Narrative Project Description

To Be Uploaded

3. Conservator's Condition Report

4. Conservator's Treatment Proposal and Cost Estimate

5. Conservator Resume

6. Conservator's Letter of Commitment

7. Project Budget

8. Visual Support Material

Below, you will see a detailed description of each part of the application, and next to it we have again noted whether it will be filled out in the portal or uploaded. Your application process will move along more smoothly if you have all the required files ready before you begin.

The application consists of:

Organization Questionnaire - Filled out in Portal

The Organizational Questionnaire is primarily made up of the questions that formerly appeared on the Application Cover Sheet. They are questions about your organization – address, contact email, contact phone number, EIN number, etc., as well as required questions supplied to us by NYSCA.

If you have a CAP/MAP assessment that you are including as part of your application (as applicable), please upload it as a separate PDF file. The file name should include your organization name or an abbreviation/initials of your organization name and ‘CAP’ or ‘MAP’, depending on which it is. For example, if the Slippery Rock Historical Society were including their CAP assessment, the file would be named “SRHSCAP.pdf”. If a CAP/MAP assessment is attached, please indicate who conducted the assessments.

Narrative Project Description – Filled out in Portal

The Narrative Project Description consists of 13 questions for you to describe various aspects of your project. The questions that make up this form are available for applicants’ review prior to logging in to the portal under the ‘Narrative’ tab on the CTG webpage. Please note, the fields will not accept formatting such as bulleted lists or boldface or italics. The fields also have a word count, however, more space has been provided for each question than is required.

Conservator’s Condition Report, Treatment Proposal and Cost Estimate – To Be Uploaded as a PDF

A condition report should note the object’s material(s), construction, size, historical alterations, previous repairs, and the extent and severity of destruction. Prior to writing a condition report, the conservator **MUST** examine the object in person. Remote consultation is not acceptable. Conservators should conduct testing during condition assessment or indicate why they could not.

Treatment proposal should be prepared within the last twelve months prior to application, and include the following information:

- Conditions that will be corrected by treatment
- History of object and its care if relevant
- Proposed treatment
- Goal of treatment
- Proposed treatment materials and techniques

The proposal should address the condition problems mentioned in the condition section. When there are multiple possibilities for treatment, your choice should be discussed. Treatment should be responsive to the condition problems, to the projected use, and to the environment of the institution. Please provide actual costs of treatment – ranges will not be accepted.

Please do not include in your reports detailed descriptions of the object or lengthy art history; photographs should be sufficient, and the value of the object should be discussed under the appropriate question. You may upload the condition report, treatment proposal and estimate as a singular PDF file, or as three separate files. If you are submitting one file, the file name should include your organization name or an abbreviation/initials of your organization name and ‘combinedQ3’. For

example, the Slippery Rock Historical Society would submit their combined condition report, treatment proposal and estimate as a file named “SRHScombinedQ3.pdf”. If you are submitting as separate files, the file name should include your organization name or an abbreviation/initials of your organization name and “ConditionReport” and “TreatmentProposal” and “Estimate”. So, if the Slippery Rock Historical Society was submitting separate files, the files should be named “SRHSConditionReport.pdf” and “SRHSTreatmentProposal.pdf” and “SRHSEstimate.pdf”.

All treatment proposals must follow requirements in AIC [Guidelines for Practice](#) and [Commentaries](#).

About Conservator Selection

GHHN cannot recommend specific conservators for your project. We encourage you to read [About Selecting a Conservator](#), as the strength of the application will be based upon the proposed conservation treatment. You are also encouraged to share these guidelines and the conservator checklist with your conservator of choice. Please contact us by e-mail at director@greaterhudson.org, or phone 914.592.6726 for further assistance, resources, and application clarification.

Extensive information on collections conservation and preservation, help in locating appropriate conservators, and assistance in obtaining conservation treatment estimates is available through the [American Institute for Conservation of Historic and Artistic Works](#).

Conservator Resume – To Be Uploaded as a PDF

Conservator’s Resume should include the following elements:

- Name of conservator, name of business, contact information
- Short description of practice
- Employment history
- Publications and selected presentations
- Formal education and internships (not meetings attended)
- Organization memberships
- Awards
- No client list or references
- A bio is not a sufficient replacement for a resume and will not be accepted

Resumes **MUST** be from the conservator who supplies the treatment proposal and cost estimate. *Please make sure to include resumes of all other conservation professionals who will participate in the proposed treatment. Omission of resumes may deem the application ineligible for funding.* Eligible conservators may be in private practice or associated with a regional conservation lab.

Note: Conservation professionals cannot be contracted for grant work in their capacity as employees of state or federal agencies.

The file name should include your organization name or an abbreviation/initials of your organization name and ‘conservator resume’. If you are including resumes for more than one conservator, please combine them into a multipage PDF file. For example, the Slippery Rock Historical Society would submit the conservator resume as a file named ‘SRHSConservatorResume.pdf’, or ‘SRHSConservatorResumes.pdf’, depending on if there are multiple resumes included.

Conservator's Letter of Commitment – To Be Uploaded as a PDF

All conservators must submit a letter of commitment. The letter must be:

- On letterhead
- Dated within the last twelve months prior to application deadline
- Addressed to the applicant
- Include commitment to complete treatment before end of grant period
- Be signed by the conservator
- Acknowledge that all documents and work provided will be in accordance with the [AIC Code of Ethics, Guidelines for Practice, and Commentaries](#)

The file name should include your organization name or an abbreviation/initials of your organization name and 'commitment letter'. For example, the Slippery Rock Historical Society would submit their conservator's letter of commitment as a file named "SRHSCCommitmentLetter.pdf".

Project Budget – To Be Uploaded as a PDF or XLS/XLSX

Please submit a project budget detailing the eligible expenses. **You MUST use the provided budget form that is available on the website: click the 'Budget' button to access the form.**

Applications which do not use this budget form will not be considered for funding. Open the file, fill it out, and save as a PDF or XLS (XLSX is also acceptable). Please be as specific as possible when completing the budget section. In the "Description and Calculations" column, please note how you arrived at your budget amounts. Please list the actual cost of conservation provided in the conservator's estimate – ranges will not be accepted.

If requesting funding for multiple objects, please list each item individually along with individual associated costs.

If the cost of conservation is greater than \$7,500, you MUST list where the additional funds will be obtained. Please include funds that have been donated or committed (these funds must be already secured), as well as any other institutional contributions.

The file name should include your organization name or an abbreviation/initials of your organization name and 'project budget'. For example, the Slippery Rock Historical Society would submit their budget as a file named "SRHSPProjectBudget.pdf" or "SRHSPProjectBudget.xls(x)", depending on if the file is a PDF or Excel Spreadsheet.

Visual Support Material – To Be Uploaded as JPEG, TIFF or PDF

Good quality photographic images enhance the panel's ability to determine the condition of the object. **The conservator is responsible for providing you with this photographic documentation.**

Please submit color photographs which must include:

- At least one overall and one detail image of each object proposed for treatment - inclusion of more than one image per object is required
- Images showing the object in situ and where it will be exhibited post-conservation
- Images should clearly show the condition problems of the object(s) and any areas of damage that are referenced in your narrative or in the conservator's condition report
- For paintings, inclusion of images of the verso is highly encouraged

The file name should include your organization name or an abbreviation/initials of your organization name; the ID or Accession number of the object pictured; and the word overall or detail, depending

on the picture. If there is more than one overall photograph, please label the second one as 'overall2', 'overall3', etc. Follow the same formatting for multiple detail shots.

For example – the Slippery Rock Historical Society is submitting an application for the conservation of a painting with the accession number 1998.003. Their file names would be as follows:

SRHS1998.003Overall – for an overall photograph of the painting

SRHS1998.003Overall2 – for a second overall photograph of the painting

SRHS1998.003Detail – for a photograph showing detail of the damage

SRHS1998.003Detail2- for a second photograph showing detail of the damage (either another photograph of the same damage as above or a different area of damage)

SRHS1998.003Detail3 - for a third photograph showing detail of the damage (either another photograph of the same damage as above or a different area of damage)

Another example: if the Slippery Rock Historical Society was submitting for a group of 3 paintings, their files names would be as follows:

SRHS1998.003Overall – for an overall photograph of the painting

SRHS1998.003Overall2 – for a second overall photograph of the painting

SRHS1998.003Detail – for a photograph showing detail of the damage

SRHS1998.003Detail2- for a second photograph showing detail of the damage (either another photograph of the same damage as above or a different area of damage)

SRHS1998.003Detail3 - for a third photograph showing detail of the damage (either another photograph of the same damage as above or a different area of damage)

SRHS1990.125Overall – for an overall photograph of the second painting

SRHS1990.125Detail – for a photograph showing detail of the second painting

SRHS1990.125Detail2- for a second photograph showing detail of the second painting

SRHS2000.033Overall – for an overall photograph of the third painting

SRHS2000.033Overall2 – for second overall photograph of the third painting

SRHS2000.033Overall3 – for a third overall photograph of the third painting

SRHS2000.033Detail- for a photograph showing detail of the third painting

SRHS2000.033Detail2 – for another photograph showing detail of the third painting

Files may be submitted in .JPEG or .TIFF format, as well as a multi-page PDF. There are 30 spots available for uploading individual photographs. Please note, you do not need to provide 30 photographs of your object. The extra spots are there to allow for organizations who are applying for more than one object. If you have more than 30 photographs, please combine your individual photographs in a multi-page PDF and then upload as one file. If you have any questions about naming your files, please contact Priscilla Brendler at 914.592.6726 or Kerry Sclafani at 914.582.3353.

Final Reports

Conservation Treatment Grant Awardees have a requirement to prepare a final report on the conservation paid for with your grant. Additionally, funded works must include crediting the conservation of the piece on its text panels or other informational materials.

Acknowledgment* or publicity concerning this grant should directly credit the re-grant agency, Greater Hudson Heritage Network.

Credit line: *The conservation of (this work) was made possible by the NYSCA/GHHN*

Conservation Treatment Grant Program administered by Greater Hudson Heritage Network with public funds from the New York State Council on the Arts.

For funded projects from Nassau and Suffolk counties ONLY:

Credit line: The conservation of (this work) was made possible by the NYSCA/GHHN Conservation Treatment Grant Program administered by Greater Hudson Heritage Network with public funds from the New York State Council on the Arts with additional support from the Robert David Lion Gardiner Foundation.

* A grantee must not state or imply that it received these funds directly from NYSCA or the Robert David Lion Gardiner Foundation, but rather from a grant administered by the re-granting agency: Greater Hudson Heritage Network.

Please note, our final report submission process is also now paperless.

To submit your Final Report, you must create a FREE Submittable account. Click on the button located on the [Final Report Requirements](#) webpage on the GHHN website and you will be directed to create a Submittable account. The button will be available beginning on Friday, January 1, 2021. You will fill out a form with your name, email address and a password. If you already have a Submittable account (from other grant programs), you should use that username and password to log in. You will need to be logged in to complete and submit your Final Report. Once you have logged in, you will be able to access the Final Report questions.

For 2019 Grant Awardees

If you have applied for the 2020 Conservation Treatment Grant Program, your 2019 final report must be received by Monday, June 1, 2020.

If you have not applied for the 2020 Conservation Treatment Grant Program, your 2019 final report must be received by Tuesday, June 30, 2020.

You must notify GHHN by Friday, May 1, 2020 if you do not anticipate spending all your awarded funds. Any unspent funds must be received by GHHN by Monday, June 1, 2020.

Your final report **MUST** consist of a narrative (maximum two pages) addressing the following:

- How the project was carried out, and by whom (please name the conservator(s) who actually provided treatment)
- Whether the completion of the project was impeded- and if so, why
- A narrative accounting of how grant funds were/will be spent
- A narrative accounting of other sources of financial support needed/received/spent in the completion of this conservation treatment project
- A brief statement as to how the treated object(s) will be incorporated in the organization's program/exhibition/storage plans
- A brief statement on promotional activities regarding your funded project

Attach a copy of the conservator's completed treatment report;

Attach an accounting of grant expenses, indicating total project expenses and income;

Color photographs of treated object(s), before and after;

NOW OPTIONAL: If you would like, you may attach press releases, announcements, publications, exhibit or program materials referring to the grant or the conservation treatment of the funded object(s). If you post on Facebook, Twitter, or Instagram about the conservation treatment, please make sure to tag Greater Hudson Heritage Network (on Facebook, Twitter & Instagram: @theghnh) and the New York State Council on the Arts (on Facebook: @NewYorkStateCouncilontheArts, Twitter: @NYSCArts, Instagram: NYSCouncilontheArts) in the posts so we may see the post. Suggested language that should appear somewhere in your post:

The conservation of (this work) was made possible by the NYSCA/GHHN Conservation Treatment Grant Program administered by Greater Hudson Heritage Network with public funds from the New York State Council on the Arts.

Again, for funded projects from Nassau and Suffolk counties ONLY:

The conservation of (this work) was made possible by the NYSCA/GHHN Conservation Treatment Grant Program administered by Greater Hudson Heritage Network with public funds from the New York State Council on the Arts with additional support from the Robert David Lion Gardiner Foundation.

Please note, though publicity, press releases, and social media posts are optional, crediting of the NYSCA/GHHN Conservation Treatment Grant Program on text panels at your site and when the work appears in print is required.

Questions?

Please contact Priscilla Brendler, GHHN Executive Director
director@greaterhudson.org or 914.592.6726

About GHHN (Greater Hudson Heritage Network)

GHHN is the statewide 'go-to' service organization for responsive assistance, interpretation and collections care. Our program services are local, professional and statewide. GHHN offers grants, workshops, webinars, consultations, technical assistance, a resource network and professional development opportunities to advance the work of historical societies, historic house museums, heritage centers, historic sites, archives and libraries. For more information, please visit www.greaterhudson.org.

About The New York State Council on the Arts

The New York State Council on the Arts (NYSCA) is dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens. NYSCA upholds the right of all New Yorkers to experience the vital contributions the arts make to our communities, education, economic development and quality of life. Through core grantmaking activity, NYSCA awarded \$41M in FY2018 to 2,400 organizations statewide through direct grants and regrants in our 15 programs and the Regional Economic Development Council initiative. An additional \$20M capital funding opportunity was awarded in partnership with Empire State Development. NYSCA funding supports the visual, literary, media and performing arts and includes dedicated support for arts education and underserved communities. NYSCA further advances New York's creative culture by hosting convenings with leaders in the field and providing organizational and professional development opportunities and informational resources. For more information, please visit www.arts.ny.gov.

About The Robert David Lion Gardiner Foundation

The Robert David Lion Gardiner Foundation, established in 1987, primarily supports the study of New York State history. Robert David Lion Gardiner was, until his death in August 2004, the 16th Lord of the Manor of Gardiner's Island, NY. The Gardiner family and their descendants have owned Gardiner's Island since 1639, obtained as part of a royal grant from King Charles I of England. The Foundation is inspired by Robert David Lion Gardiner's personal passion for New York history. For more information, please visit www.rdlgfoundation.org