



**Council on
the Arts**

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

The **NYSCA/GHHN Collection Needs Assessment Program** is a NYSCA/GHHN Grant partnership program which provides two opportunities for museums across New York State. These are the guidelines for the **Site Assessment Program**.

Site Assessment

The grant will support professional services for a collections consultant who will come to your organization for a half-day site visit focusing on a collections related topic. The consultant may discuss various areas of stewardship with the site including identifying your specific collections issues, suggesting and prioritizing basic steps to improve care of your collections. A written report will follow the consultation.

Maximum award: \$650

Application Deadlines

Friday, June 1 (Portal open Friday, May 18)

Submission portal will open Friday, May 18, 2018 at 9:00 AM and close on Friday, June 1, 2018 at 11:59 PM. The program will offer awards of up to \$650 per museum for relevant collection care consultancy. Requests are awarded on a first-come, first-served basis. Funds are limited, we recommend you apply as soon as the portal opens.

Please note that our application process is paperless. All materials must be submitted online. The submission portal is located on our website at www.greaterhudson.org and will be open for submissions as noted above.

Applications are due by 11:59 PM on the due date listed above. Once the portal is open, and you have signed in to your Submittable account, you may save a draft of your application online and come back 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. Please contact GHHN with any questions you might have about our application process.

Applicant Eligibility

Applications will be accepted from chartered nonprofit museums, historical organizations or other cultural institutions either incorporated in or registered to do business in NYS, that own, care for and exhibit collections to the public. GHHN membership is not required. Sites and collections owned by New York State governmental agencies (village, town, county, state), federal, and religious institutions are ineligible. Organizations with budgets under \$250,000 are strongly encouraged to

apply. Organizations may apply once a year to *each* program (i.e., once to the Supplies program and once to the Site Assessment program). Priority consideration will be given to applicants who have not received prior funding from this Site Assessment Program.

What We Fund

The grant will support professional services for a collections consultant who will come to their organization for a half-day site visit focusing on a collections related topic. For your convenience, GHHN maintains a continually updated list of area consultants – you may find the list on our website at www.greaterhudson.org. Inclusion on this list does not constitute NYSCA or GHHN's endorsement of a consultant. You are free to choose a consultant from this list or your own consultant. All applications **MUST** include a current consultant resume. We will not process your application unless a consultant resume has been received.

Scope of Consultancy: The consultant may discuss various areas of stewardship with the site including their specific collections issues, suggest and prioritize basic steps to improve care of their collections. These can include but are not limited to: storage solutions, policies and procedures, environmental controls, disaster preparedness planning, pest management, and consultations on specific material types. Consultancy may cover 3D objects only: paintings, drawings, watercolors, textiles (including costumes, domestic textiles and upholstery), furniture, sculpture, historical, ethnographic, and decorative objects, etc. Consultants must provide a written report with recommendations to be submitted to the site within 3 weeks of the visit.

An awarded Site Assessment and final report must be completed before a new application is submitted. Consultant support will not exceed \$500 and up to \$150 of round-trip travel for a maximum award of \$650. Only travel within New York State borders will be supported. Any consultation fee above \$650 is the responsibility of the applicant. No match is required.

What We Do Not Fund

Grants will not support staff salaries or staff time. Requests for consultations on archival or library materials will not be supported. Architectural requests, i.e. engineer's reports or historic structures reports are not eligible. Please contact GHHN should you have eligibility questions.

Panel Review Process

Applications will be reviewed by a panel and funded on a first-come, first-serve basis to eligible institutions with appropriate requests.

Range of Grant Awards

A maximum of \$650 per award is available for the Site Assessment program.

A combined total of approximately \$27,000 for both the Supplies and the Site Assessment Programs is available in 2018.

Schedule of Completion

Award recipients will be announced one month after the application deadline date. Funded consultancy work must be completed within one year of the grant award date. Should there be an unanticipated change in the consultant to be engaged or your projected timeline of activities, you **MUST** contact GHHN before proceeding.

Application Process

Please note that our application process is paperless.

To begin your application, you must create a FREE Submittable account. All materials must be submitted online by 11:59 PM on the application deadline date listed above (June 1, 2018). The submission portal is located on our website at www.greaterhudson.org. It will open prior to the application deadline (May 18, 2018) and will remain open until 11:59 PM on the deadline date (June 1, 2018). You may fill out your application at any point during that date range.

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.

Some parts of the application will be filled out in fields in the portal, and other parts of the application will need to be uploaded as PDF files. 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**
- 2. Narrative Project Description**
- 3. Project Budget**

To Be Uploaded

- 4. Consultant Resume**

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 information and files ready before you begin.

The application consists of:

1. Organization Questionnaire - Filled out in Portal

The Organization Questionnaire is primarily made up of the questions about your organization— address, contact email, contact phone number, EIN number, etc., as well as required questions supplied to us by NYSCA.

2. Narrative Project Description – Filled out in Portal

The Narrative Project Description is a space for you to explain the need for a collections care consultant. Consultants may discuss various areas of stewardship with the site including their specific collections issues, suggest and prioritize basic steps to improve care of their collections. These can include but are not limited to: storage solutions, policies and procedures, environmental controls, disaster preparedness planning, pest management and consultations on specific material types (3D objects only). Consultancy may cover 3D objects only: paintings, drawings, watercolors, textiles (including costumes, domestic textiles and upholstery), furniture, sculpture, historical, ethnographic, and decorative objects, etc.

Please describe the activities that will be conducted during the site assessment and why your chosen consultant is the most appropriate choice for the project. Please note, this grant program will not identify the appropriate consultant for you. For your convenience, GHHN maintains a continually updated list of area consultants – You are free to choose a consultant from this list or your own consultant.

You may find the list on our website at www.greaterhudson.org. Inclusion on this list does not constitute NYSCA or GHHN's endorsement of a consultant.

Please note, the field will not accept formatting such as bulleted lists or boldface or italics. The field also has a word count, however, more space has been provided for the question than is required.

3. Project Budget – Filled out in Portal

The grant award for consultants is \$500, plus \$150 for travel for a total maximum award of \$650. Any unspent funds must be returned to Greater Hudson Heritage Network, payable to Greater Hudson Heritage Network. Any consultation fee above \$650 is the responsibility of the applicant. You will need to indicate your agreement of this in the portal.

4. Consultant Resume – To Be Uploaded as a PDF or Word Doc.

All applications **MUST** include a current consultant resume. Your application will not be considered complete and will not be reviewed unless a current consultant resume is included.

For your convenience, GHHN maintains a continually updated list of area consultants – You are free to choose a consultant from this list or your own

consultant.

You may find the list on our website at www.greaterhudson.org. Inclusion on this list does not constitute NYSCA or GHHN's endorsement of a consultant.

Final Reports

NYSCA/GHHN Collection Needs Assessment Program: Site Assessment Grant Awardees must submit a final report. Please note, our final report submission process is also paperless. To submit your Final Report, you must use your previously created Submittable account. 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.

If your site assessment request was granted in the June 2018 round, your Final Report is due by June 30, 2019.

Please Note: You must notify GHHN by May 1, 2019 if you do not anticipate spending all your awarded funds. Any unspent funds must be received back to GHHN at the time of Final Report submission, made payable to Greater Hudson Heritage Network. Unspent funds will be re-granted in subsequent grant rounds.

Your final report MUST consist of:

1. A narrative (maximum one page) addressing the following:
 - A narrative accounting of how grant funds were spent
 - A reporting of the consultant's visit, including the date and topic(s) of the consultation
2. Attach an accounting of grant expenses, indicating total awarded and total project expenses (include consultant's fee and travel expenses).
3. Consultant's report (to be uploaded)

OPTIONAL: If you would like, you may attach press releases, announcements, publications, and exhibit or program materials referring to the grant program. If you post on Facebook or Twitter about the awarded funds, please make sure to tag Greater Hudson Heritage Network (on Twitter: @theGHHN) and the New York State Council on the Arts (on Twitter: @NYSCArts) in the posts so we may see the post. Suggested language that should appear somewhere in your post:

...is made possible by the NYSCA/GHHN Collection Needs Assessment Program: Supplies/Site Assessment administered by Greater Hudson Heritage Network with public funds from the New York State Council on the Arts.

Questions?

Please contact Priscilla Brendler, GHHN Executive Director

director@greaterhudson.org

914.592.6726

If you have technical questions specifically regarding the application portal, please contact Kerry Sclafani, GHHN Program Director

info@greaterhudson.org

914.582.3353

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