The **NYSCA/GHHN Collection Needs Assessment Program** is a NYSCA/GHHN Grant partnership program which will provide 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 will 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
Program deadline is June 3, 2019 (Portal opens May 20, 2019)

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 dates 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 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. 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. Federal & municipal museums and historic sites must contact the CNAP administrator to discuss eligibility. Sites owned by state agencies and religious institutions are ineligible. Organizations with budgets under $250,000 are strongly encouraged to apply. Organizations may apply once a year. 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 here. (http://www.greaterhudson.org/cnap-consultant-list.html) Inclusion on this list does not constitute 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 will 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). 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 will not be supported. Please contact GHHN should you have eligibility questions.

Panel Review Process

Applications will be reviewed for eligibility. All eligible requests will be considered for funding. If the amount requested by all eligible applicants exceeds the amount available, a random drawing will be held to select those that will receive support. Priority will be given to applicants who have not received Collection Needs Assessment Program: Site Assessment or Supply Grants in the past two years.

Range of Grant Awards

A maximum of $650 is available for the site assessment program. A total of $12,750 is available for all 2019 CNAP grants.

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. All materials must be submitted online by 11:59 PM on the application deadline date listed above (June 3). The submission portal is located on our website at www.greaterhudson.org. It will open on **May 20, 2019** and will remain open until 11:59 PM on the deadline date (June 3). You may fill out your application at any point during that date range.

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.

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 Organizational 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).

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.

For your convenience, GHHN maintains a continually updated list of area consultants – you may find the list here. (http://www.greaterhudson.org/cnap-consultant-list.html) Inclusion on this list does not constitute 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. Your application will not be considered complete and will not be reviewed unless a current consultant resume is included.

Final Reports

NYSCA/GHHN Collection Needs Assessment Program Grant Awardees have a requirement to prepare 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.

The deadline for Final Reports for the Site Assessment Program is **June 1, 2020**. The portal for the Final Report will be available as of December 16, 2019 and can be accessed from this webpage. (https://greaterhudson.submittable.com/submit)

You must notify GHHN 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/will be 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) in the posts so we may see the post.

Questions?

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

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