



**Council on
the Arts**

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

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

Applicants who have consulted with an appropriate professional may request funds to purchase collections management supplies. Supplies may include, but are not limited to: storage boxes, acid-free tissue paper, artifact trays, dividers, UV filtering film, Tyvek sheeting, tape, tags, labels, and environmental monitors. Supply requests for archival or library collections will not be supported. Maximum award: \$750

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 \$750 per museum for relevant supplies. 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 Supplies Program.

What We Fund

Applicants who have consulted with an appropriate professional (i.e., knowledgeable staff member, completed a CNAP Site Assessment with a consultant or with another reputable program - MAP, CAP, NEA's Small Preservation Assistance Grants for Smaller Institutions, C2CNYS Circuit Rider, etc.) may request funds to purchase collections management supplies and shipping. If an organization has limited experience in rehousing collections, they should work with a knowledgeable professional to provide guidance selecting appropriate supply materials.

Applicants may request funds up to \$750 for general collections management needs. Supplies may include, but are not limited to: storage boxes, acid-free tissue paper, artifact trays, dividers, UV filtering film, Tyvek sheeting, tape, tags, labels, and environmental monitors. Applicants may apply for Collection Supplies only 1 time per year. No match is required.

What We Do Not Fund

Grants will not support staff salaries or staff time. Requests for supplies for archival or library collections (document boxes, sleeves, map tubes, binders, micro spatulas, etc) will not be supported. For the purposes of this grant program, photographic materials are considered to be archival collections and supplies to house photographic materials will not be supported. Please contact GHHN should you have eligibility questions or to discuss your supply request.

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 \$750 per award is available for the Supplies Grant 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. Should there be an unanticipated change in your supply purchase or 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 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.

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**

To Be Uploaded

- 3. Project Budget**

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 and describe what supplies you need and how you know you need them. If you have had a professional collections consultation, please include the consultant name/organization, date of the site assessment, and recommendations that are relevant to the supplies you are requesting. Supplies requests are to be informed requests.

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 – 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: www.greaterhudson.org– click the ‘Budget’ button to access the form. 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. Please list the actual cost of supplies and equipment – ranges will not be accepted. Please note: shipping is an eligible expense; however, sales tax should be excluded.

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 “SRHSProjectBudget.pdf”, or “SRHSProjectBudget.xls(x)”, depending on if the file is a PDF or Excel Spreadsheet.

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.

If your supply request was granted in the June 2018 round, your Final Report is due by December 1, 2018.

Please Note: 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 spent, i.e. what was purchased with the funds and their purpose.
2. Attach an accounting of grant expenses, indicating total awarded and total project expenses.

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

The NYSCA/GHHN Collection Needs Assessment Program is made possible with funds from the New York State Council on the Arts, with the support of Governor Andrew M. Cuomo and the New York State Legislature.