



**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 will provide two opportunities for museums across New York State. These are the guidelines for the **Supplies Program**.

Supplies (*Applications Accepted in 2019*)

Applicants who have consulted with an appropriate professional may request funds to purchase collection 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, environmental monitors, etc. Supply requests for archival or library collections will not be supported. Maximum award: \$500

Application Deadlines

Supplies: June 3 (portal opens May 20)

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 supply program.

What We Fund

Applicants who have consulted with an appropriate professional (i.e., 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 collection management supplies and shipping. If an organization has limited experience in rehousing collections, they should work with their Site Assessment consultant to provide guidance selecting appropriate supply materials.

Applicants may request funds up to \$500 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, environmental monitors, etc. 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 archival or library supplies 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 \$500 is available for the supplies grant 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. 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 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**

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 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 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.

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.

The deadline for Final Reports for the Supplies 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, 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) in the posts so we may see the post.

Questions?

Please contact Priscilla Brendler, GHHN Executive Director

director@greaterhudson.org

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