

GREATER HUDSON HERITAGE NETWORK

The **Conservation Treatment Grant Program**, administered by the Greater Hudson Heritage Network (GHHN), on behalf of the Museum Program of the New York State Council on the Arts (NYSCA), 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 work must be performed by, or under direct supervision of, a professional conservator.

Applicant Eligibility

Applications will be accepted from non-profit 501(c)3 museums, historical organizations or other cultural institutions that own, care for and exhibit collections to the public. Grant awards will be made to institutions lacking in-house conservation staff with expertise in the area for which support is requested. Collections owned by state or federal agencies are ineligible for grant support. 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.

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.

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.

Support is also available for treatment costs for supports, frames, 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.

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 \$89,386 is available in 2015.

Schedule of Completion

Award recipients will be announced in late June. 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 use the following provided forms for your application. All forms are available in writeable PDF or Word/Excel format and can be found here:

<http://www.greaterhudson.org/conservation-treatment-grant-forms.html>

Checklist: PDF or Word

For your convenience, we have included a checklist to ensure that you are sending a complete application package. Please include one (1) Application Checklist in your package. Incomplete application packages will not be reviewed.

Please submit eight (8) sets of the following, collated in this order:

1. [Application Cover Sheet](#) (1 with original signature): PDF or Word
2. [Narrative Project Description](#): PDF or Word
3. [Conservator's Condition Report](#)
4. [Conservator's Treatment Proposal & Cost Estimate](#)
5. [Conservator's Resume](#) (maximum 2 pages)
6. [Conservator's Letter of Commitment](#), acknowledging [AIC Code of Ethics, Guidelines and Commentaries](#)
7. [Project Budget](#): PDF or Excel
8. [Visual Support Material](#)

Application Cover Sheet

The Application Cover Sheet must be completely filled in and signed. The form is available in both writeable PDF and Word formats.

Narrative Project Description

The Narrative Project Description consists of 14 questions for you to describe your project. Handwritten applications or duplicates of this form will not be accepted. The form is available in both writeable PDF and Word formats and more space has been provided for each question than is required. Except for the required CAP and MAP assessments (as applicable), please do not attach any additional sheets to answer the questions. If a CAP/MAP assessment is attached, please indicate who conducted the assessments.

Conservator's Condition Report

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.

Conservator's Treatment Proposal and Cost Estimate

Treatment proposal should be prepared within the last year, 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.

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

About Conservator Selection

Greater Hudson cannot recommend specific conservators for your project; however, 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

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

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 should be from the conservator who supplies the treatment proposal and cost estimate. Please also include resumes of any other conservation professionals who will participate in the proposed treatment. 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.

Conservator's Letter of Commitment

All conservators must submit a letter of commitment. The letter should be addressed to the applicant, and should acknowledge that all documents and work provided will be in accordance with the [AIC Code of Ethics, Guidelines for Practice, and Commentaries](#).

Project Budget

Please submit a project budget detailing the eligible expenses. A budget form has been provided in both writeable PDF and Excel formats. 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. You **MUST** list other sources of funding (if applicable). If the cost of conservation is greater than \$7,500, please list where the additional funds will be obtained. Please include funds that have been donated or committed.

Visual Support Material

Good quality photographic images enhance the panel's ability to determine the condition of the object. Submit 8 **color** copied sets which must include at least one overall and one detail image of each object proposed for treatment. Images should show the condition problems of the object(s), and EACH must be labeled to identify the object, the grant year and the title or accession number of the object on the back of the image. Images should be on 8.5" x 11 size paper and may be color photographs or digital color prints. Images cannot be returned.

Submission Format

Please submit 8 sets of your complete application (One (1) original plus seven (7) copies) collated on 8.5" x 11" single-sided pages. Number all pages and include your organization's name on all materials. Applications should be clipped, but not stapled, and without covers or fasteners. No faxed or e-mailed applications will be accepted.

**Please mail or hand-deliver to Greater Hudson by 5 p.m. (post-marked),
March 2, 2015 addressed to:**

**Conservation Treatment Grant Program
c/o Greater Hudson Heritage Network
2199 Saw Mill River Road
Elmsford, New York 10523**

Final Reports

2014 Grant Awardees ONLY: Final Reports of completed 2014 Conservation Treatment Grants must be received at Greater Hudson Heritage Network by **August 1, 2015**. If there will be any unspent grant monies, you **MUST** notify GHHN in writing no later than **May 22, 2015** (this includes how funds will be spent by August 31, 2015). These dates apply whether you are reapplying for the 2015 Conservation Treatment Grant Program or not.

2015 Grant Awardees: Final Reports of completed 2015 Conservation Treatment Grants must be received at Greater Hudson Heritage Network by **June 1, 2016**. If you are reapplying for the 2016 Conservation Treatment Grant Program, Final Reports are due **May 16, 2016**.

Conservation Treatment Grant Awardees have a **requirement** to prepare a final report on the conservation paid for with your Conservation Treatment Grant.

Your final report should consist of:

1. 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

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

3. Provide an accounting of grant expenses, indicating total project expenses and income;

4. Color photographs or color photocopies of treated object(s), before and after;

5. Attach required press releases, announcements, publications, exhibit or program materials referring to the grant or the conservation treatment of the funded object(s).

**Mail one hard copy of your final report to:
Conservation Treatment Grant Program Final Report
Greater Hudson Heritage Network
2199 Saw Mill River Road
Elmsford, NY 10523**

Electronic submissions will **NOT** be accepted.

Any questions concerning the final report requirement to the Conservation Treatment Grant Program should be addressed to Priscilla Brendler, GHHN Executive Director at 914.592.6726 or by e-mail at director@greaterhudson.org

Questions?

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