



The NYSCA/GHHN Conservation Treatment Grant Program is a partnership of the [New York State Council on the Arts \(NYSCA\)](#) and Greater Hudson Heritage Network (GHHN) that 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. Please carefully read these guidelines before beginning your application.

Please note that our application process is paperless. All materials must be submitted online by 11:59 PM on June 1, 2018. The submission portal is located on our website at [www.greaterhudson.org/nyscaghhn-conservation-treatment-grant.html](http://www.greaterhudson.org/nyscaghhn-conservation-treatment-grant.html). It will open on March 1, 2018 and will remain open until 11:59 PM on June 1, 2018. You may fill out your application at any point during that date range. Once 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 nonprofit organizations, museums, historical organizations or other cultural institutions either incorporated in or registered to do business in New York State, that own, care for and exhibit collections to the public. Please be aware proof of non-profit status may be requested. Federal and municipal museums and historic sites who are interested in applying must contact the [Conservation Treatment Grant administrator](#) well in advance of the deadline to discuss eligibility. Collections owned by state agencies and religious institutions are ineligible for grant support. Grant awards will be made to institutions lacking in-house conservation staff with expertise in the area for which support is requested. 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 \$106,675 is available in 2018.

### **Schedule of Completion**

Award recipients will be announced in early September. 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 note that our application process is paperless. All materials must be submitted online by 11:59 PM on June 1, 2018. The submission portal is located on our website at [www.greaterhudson.org/nyscaghhn-conservation-treatment-grant.html](http://www.greaterhudson.org/nyscaghhn-conservation-treatment-grant.html). It will open on March 1, 2018 and will remain open until 11:59 PM on June 1, 2018. You may fill out your application at any point during that date range. Prior to the portal's opening date, a PDF preview of the application questions as well as the required budget form to upload will be available online for applicants' reference.

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.

Though our process is now paperless, many of the components from the old application still remain. Some parts of the application will be filled out in fields in the portal, and other parts of the application will now need to be uploaded as PDF files – the conservator’s treatment proposal, for example. 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. Conservator’s Condition Report**
- 4. Conservator’s Treatment Proposal and Cost Estimate**
- 5. Conservator Resume**
- 6. Conservator’s Letter of Commitment**
- 7. Project Budget**
- 8. Visual Support Material**

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 files ready before you begin.

The application consists of:

### **Organization Questionnaire - Filled out in Portal**

The Organizational Questionnaire is primarily made up of the questions that formerly appeared on the Application Cover Sheet. They are questions about your organization – address, contact email, contact phone number, EIN number, etc., as well as required questions supplied to us by NYSCA.

If you have a CAP/MAP assessment that you are including as part of your application (as applicable), please upload it as a separate PDF file. The file name should include your organization name or an abbreviation/initials of your organization name and ‘CAP’ or ‘MAP’, depending on which it is. For example, if the Slippery Rock Historical Society

were including their CAP assessment, the file would be named “SRHSCAP.pdf”. If a CAP/MAP assessment is attached, please indicate who conducted the assessments.

### **Narrative Project Description – Filled out in Portal**

The Narrative Project Description consists of 13 questions for you to describe various aspects of your project. The questions that make up this form are available for applicants’ review prior to logging in to the portal under the ‘Narrative’ tab on the CTG webpage. Please note, the fields will not accept formatting such as bulleted lists or boldface or italics. The fields also have a word count, however, more space has been provided for each question than is required.

### **Conservator’s Condition Report, Treatment Proposal and Cost Estimate – To Be Uploaded as a PDF**

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.

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. You may upload the condition report, treatment proposal as a singular PDF file, or as three separate files. If you are submitting one file, the file name should include your organization name or an abbreviation/initials of your organization name and ‘combinedQ3’. For example, the Slippery Rock Historical Society would submit their combined condition report, treatment proposal and estimate as a file named “SRHScombinedQ3.pdf”. If you are submitting as separate files, the file name should include your organization name or an abbreviation/initials of your organization name and “ConditionReport” and “TreatmentProposal”. So, if the Slippery Rock Historical Society was submitting separate files, the files should be named “SRHSConditionReport.pdf” and “SRHSTreatmentProposal.pdf”. **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](mailto: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 – To Be Uploaded as a PDF

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 MUST be from the conservator who supplies the treatment proposal and cost estimate. Please also include resumes of all 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.

The file name should include your organization name or an abbreviation/initials of your organization name and 'conservator resume'. If you are including resumes for more than one conservator, please combine them into a multipage PDF file. For example, the Slippery Rock Historical Society would submit the conservator resume as a file named 'SRHSConservatorResume.pdf', or "SRHSConservatorResumes.pdf", depending on if there are multiple resumes included.

## Conservator's Letter of Commitment – To Be Uploaded as a PDF

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](#).

The file name should include your organization name or an abbreviation/initials of your organization name and 'commitment letter'. For example, the Slippery Rock Historical

Society would submit their conservator's letter of commitment as a file named "SRHSCommitmentLetter.pdf".

### **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: 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. 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. If the cost of conservation is greater than \$7,500, you MUST list where the additional funds will be obtained. Please include funds that have been donated or committed. 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.

### **Visual Support Material – To Be Uploaded as JPEG, TIFF or PDF**

Good quality photographic images enhance the panel's ability to determine the condition of the object. The conservator is responsible for providing you with this photographic documentation. Please submit color photographs 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). The file name should include your organization name or an abbreviation/initials of your organization name; the ID or Accession number of the object pictured; and the word overall or detail, depending on the picture. If there is more than one overall photograph, please label the second one as 'overall2, overall3, etc. Follow the same formatting for multiple detail shots.

For example – the Slippery Rock Historical Society is submitting an application for the conservation of a painting with the accession number 1998.003. Their file names would be as follows:

*SRHS1998.003Overall – for an overall photograph of the painting*  
*SRHS1998.003Overall2 – for a second overall photograph of the painting*

*SRHS1998.003Detail* – for a photograph showing detail of the damage  
*SRHS1998.003Detail2*- for a second photograph showing detail of the damage (either another photograph of the same damage as above or a different area of damage)  
*SRHS1998.003Detail3* - for a third photograph showing detail of the damage (either another photograph of the same damage as above or a different area of damage)

Another example: if the Slippery Rock Historical Society was submitting for a group of 3 paintings, their files names would be as follows:

*SRHS1998.003Overall* – for an overall photograph of the painting  
*SRHS1998.003Overall2* – for a second overall photograph of the painting  
*SRHS1998.003Detail* – for a photograph showing detail of the damage  
*SRHS1998.003Detail2*- for a second photograph showing detail of the damage (either another photograph of the same damage as above or a different area of damage)  
*SRHS1998.003Detail3* - for a third photograph showing detail of the damage (either another photograph of the same damage as above or a different area of damage)

*SRHS1990.125Overall* – for an overall photograph of the second painting  
*SRHS1990.125Detail* – for a photograph showing detail of the second painting  
*SRHS1990.125Detail2*- for a second photograph showing detail of the second painting

*SRHS2000.033Overall* – for an overall photograph of the third painting  
*SRHS2000.033Overall2* – for second overall photograph of the third painting  
*SRHS2000.033Overall3* – for a third overall photograph of the third painting  
*SRHS2000.033Detail*- for a photograph showing detail of the third painting  
*SRHS2000.033Detail2* – for another photograph showing detail of the third painting

Files may be submitted in .JPEG or .TIFF format, as well as a multi-page PDF. There are 30 spots available for uploading individual photographs. Please note, you do not need to provide 30 photographs of your object. The extra spots are there to allow for organizations who are applying for more than one object. If you have more than 30 photographs, please combine your individual photographs in a multi-page PDF and then upload as one file. If you have any questions about naming your files, please contact Priscilla Brendler at 914.592.6726 or Kerry Sclafani at 914.582.3353.

## **Final Reports**

Conservation Treatment Grant Awardees have a requirement to prepare a final report on the conservation paid for with your grant. Additionally, funded works must include crediting the conservation of the piece on its text panels or other informational materials.

Acknowledgment\* or publicity concerning this grant should directly credit the re-grant agency, Greater Hudson Heritage Network.

Credit line: *The conservation of (this work) was made possible by the NYSCA/GHHN Conservation Treatment Grant Program administered by Greater Hudson Heritage Network with public funds from the New York State Council on the Arts.*

\* A grantee must not state or imply that it received these funds directly from NYSCA, but  
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rather from a grant administered by the re-granting agency: Greater Hudson Heritage Network.

Please note, our final report submission process is also now paperless.

To submit your Final Report, you must create a FREE Submittable account. Click on the button located on the [Final Report Requirements](#) webpage on the GHHN website and you will be directed to create a Submittable account. The button will be available beginning on January 1, 2019. 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 Final Report. Once you have logged in, you will be able to access the Final Report questions.

### ***For 2017 Grant Awardees***

If you have applied for the 2018 Conservation Treatment Grant Program, your 2017 final report must be received by June 1, 2018.

If you have not applied for the 2018 Conservation Treatment Grant Program, your 2017 final report must be received by June 30, 2018.

You must notify GHHN by May 1, 2018 if you do not anticipate spending all your awarded funds. Any unspent funds must be received by GHHN by June 1, 2018.

Your final report **MUST** consist of:

- 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
- A brief statement on promotional activities regarding your funded project

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

Attach an accounting of grant expenses, indicating total project expenses and income;

Color photographs of treated object(s), before and after;

NOW OPTIONAL: If you would like, you may attach press releases, announcements, publications, exhibit or program materials referring to the grant or the conservation treatment of the funded object(s). If you post on Facebook or Twitter about the conservation treatment, please make sure to tag Greater Hudson Heritage Network (on Twitter: @theghnhn) 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:

*The conservation of (this work) was made possible by the NYSCA/GHHN Conservation Treatment Grant Program administered by Greater Hudson Heritage Network with public funds from the New York State Council on the Arts.*

Please note, though publicity, press releases, and social media posts are optional, crediting of the NYSCA/GHHN Conservation Treatment Grant Program on text panels at your site and in when the work appears in print is **required**.

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### Questions?

Please contact Priscilla Brendler, GHHN Executive Director

[director@greaterhudson.org](mailto:director@greaterhudson.org)

914.592.6726







