



**Council on
the Arts**

**GREATER HUDSON
HERITAGE NETWORK**
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2023 NYSCA/GHHN CONSERVATION TREATMENT GRANT PROGRAM

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).

Applications are accepted 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.

Funding Priorities

NYSCA/GHHN Conservation Treatment Grant Program embraces the widest spectrum of cultural expression and artistic pluralism and encourages organizations to demonstrate a holistic and comprehensive DEIA (diversity, equity, inclusion, and access) commitment. We believe the objects an organization choose to conserve tells a story of what is valued. Our funding priorities value objects and stories that tell a more inclusive narrative of New York State. Therefore:

- The NYSCA/GHHN Conservation Treatment Grant Program will consider all eligible 3D objects for conservation however we encourage requests for support of objects involving historically marginalized and underrepresented communities.
- For the purposes of this grant, historically marginalized and underrepresented communities may include: African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous; LGBTQIA and people with disabilities.
- Additionally, objects that interpret the stories of New York State are strongly encouraged for conservation.

Please carefully read these guidelines before beginning your application.

APPLICATION PORTAL:

<https://www.greaterhudson.org/conservation-treatment-grant-program.html>

PORTAL OPENS: June 1, 2023

DEADLINE: September 1, 2023 by 11:59 PM

APPLICATION WEBINARS: Informational webinars are located on our website

<https://www.greaterhudson.org/conservation-treatment-grant-program.html>

Eligibility

- Any nonprofit organization including museums, historical organizations or other cultural institutions incorporated in or registered to do business in New York State, that own, care for and exhibit collections to the public may apply. Proof of non-profit status may be requested.
- Applicant organizations must not have in-house conservation staff with expertise in the area for which support is requested.
- Projects must be performed by, or under the director supervision of a professional conservator.
- Applicant organizations must be open to the public; by appointment only does not suffice.
- Organizations may submit only one request, which may involve a single object or a group of related objects, all owned by the applicant institution.
- Collections owned by state agencies and religious institutions are ineligible for grant support.
- Federal and municipal museums and historic sites who are interested in applying must contact the Conservation Treatment Grant Administrator to discuss.

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.
- Frames are an integral part of a painting and applicants must address frame condition and treatment when applying for painting conservation. Support is also available for treatment costs for supports, 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.
- Requests for treatment of outdoor sculpture must include the description of an on-going maintenance program already in existence, or one to be implemented, at your institution. An engineer's report may be required for some sculptures. Please contact the Conservation Treatment Grant Administrator to discuss.

What We Do Not Fund

- Staff salaries.
- Out-of-state transportation.
- The cost of obtaining a treatment estimate for this proposal.
- Conservation of archival collections.
- Preventive care, such as rehousing or reformatting of objects, purchase of storage furniture, monitoring or upgrading of environmental systems.
- This is not a reimbursable grant. Conservation treatment projects that have already been initiated prior to the application deadline and/or award notification will not be supported.

Requirements

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. Please note, organizations without a collections management policy or one that was last reviewed prior to 2010 are unlikely to be funded – please contact the Conservation Treatment Grant Administrator to discuss

Selecting a Conservator

GHHN cannot recommend specific conservators for your project. 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 share these guidelines and the conservator checklist with your conservator of choice. Please contact the Conservation Treatment Grant Administrator 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](#).

Panel Review Process

Applications will be reviewed by a panel of conservation, curatorial, and museum professionals. The strongest applications will:

- Clearly demonstrate the significance of the object to the institution's mission.
- Clearly demonstrate the object's proposed interpretation and exhibition, with details on how this grant will benefit the public and/or aid the organization in sharing a more inclusive narrative of New York State.
- Clearly demonstrate the urgency for treatment at this time. Why conserve now – not last year or next year?
- Provide a complete and detailed Conservator's Condition Report and Treatment Plan.
- Clearly describe the museum environment the object will be displayed in post-conservation.
- Provide a completed itemized budget.
- Provide required photographs of the object with detailed images highlighting its conservation issues.
- Submit all required attachments.

Range of Grant Awards

Grant awards will not exceed \$7,500. No match is required.

Timeline

Award recipients will be announced in late November. Funded conservation treatment work cannot begin prior to the date on the award letter and must be completed by the final report deadline. Should there be an unanticipated change in conservator, scope of work, treatment, or cost you MUST contact Conservation Treatment Grant Administrator to discuss.

Application Portal

Applications are submitted through our portal at: <https://www.greaterhudson.org/conservation-treatment-grant-program.html> The portal opens on June 1, 2023 and closes on September 1, 2023 at 11:59 PM.

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. You may work on your application at any time during the open period, by saving a draft. However, once the application is submitted, no edits or changes can be made. We encourage applicants to compose answers offline and then copy/paste them into the portal so your work is backed up.

Application

The application consists of portions filled out within the application portal and information that is uploaded:

Filled out in Portal

1. Organization Questionnaire
2. Narrative Project Description

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

Organization Questionnaire - Filled out in Portal

The Organizational Questionnaire focuses on basic details regarding your organization:

- Organization's Employer Identification Number (EIN)
- 501(c)3 Tax Status
- Incorporation or NYS Charter status
- Number of Full Time/Part Time Staff/Volunteers
- Number of Days Open to the Public Per Year
- Annual Number of Visitors (including school groups)
- Type of Organization
- Artistic Discipline of Organization
- Applicant has completed (circle all that apply): Collections Survey, Collections Management Policy, CAP/MAP Assessment, Long Range Conservation Plan, Emergency Response Plan, C2CNYS Circuit Rider, NEH Preservation Assistance Grants for Smaller Institutions
- If you have completed a Collections Survey, please tell us what year it was completed.
- 2019 Annual Operating Budget (total budget pre-COVID)
- 2019 Collections Care Expenditure Budget (total budget pre-COVID)
- Organization's Mission Statement
- Are you a first-time applicant?
- Have you previously applied to this grant program for the conservation of this object? If so, when?
- Have you received funding from the NYSCA/GHHN CTG program before?
- Accession Numbers of the item(s) to be treated

Narrative Project Description – Filled out in Portal

The Narrative Project Description consists of 11 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 Conservation Treatment Grant 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 – 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. Conservators should conduct testing during condition assessment or indicate why they could not.

Treatment proposal should be prepared within the last twelve months prior to application, 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
- Multi-component objects such as a painting AND frame must also include the condition information and proposed treatment for both objects

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 and the narrative section will provide this information. You may upload the condition report, treatment proposal and estimate 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" and "Estimate". So, if the Slippery Rock Historical Society was submitting separate files, the files should be named "SRHSConditionReport.pdf" and "SRHSTreatmentProposal.pdf" and "SRHSEstimate.pdf".

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

Conservator Resume – 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 make sure to include resumes of all other conservation professionals who will participate in the proposed treatment. Omission of resumes may deem the application ineligible for funding.* 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 – Uploaded as a PDF

All conservators must submit a letter of commitment. The letter must be:

- On letterhead
- Dated within the last twelve months prior to application deadline
- Addressed to the applicant
- Include commitment to complete treatment before end of grant period
- Be signed by the conservator
- 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 – 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. Applications that do not use this budget form will not be considered for funding.**

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 (these funds must be already secured), as well as any other institutional contributions. There is space at the bottom of the budget form to include this.

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 – 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 that include:

- At least one overall and one detail image of each object proposed for treatment - inclusion of more than one image per object is required
- Images showing the object in situ and where it will be exhibited post-conservation
- Images should clearly show the condition problems of the object(s) and any areas of damage that are referenced in your narrative or in the conservator’s condition report
- For paintings, inclusion of images of the verso is highly encouraged

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 applying 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.

Crediting Language

All funded works must credit the NYSCA/GHHN Conservation Treatment Grant Program on text panels or other informational materials, including social media and all

Credit line: *The conservation of (this work) was supported through the NYSCA/GHHN Conservation Treatment Grant Program administered by the Greater Hudson Heritage Network. This program is made possible by the New York State Council on the Arts with support of the Office of the Governor and the New York State Legislature.*

Social Media

If you post on Facebook, Twitter, or Instagram about the conservation treatment, please make sure to tag Greater Hudson Heritage Network (on Facebook, Twitter & Instagram: @thehighn) and the New York State Council on the Arts (on Facebook: @NewYorkStateCouncilontheArts, Twitter: @NYSCArts, Instagram: NYSCouncilontheArts) in the posts. You are encouraged to use the crediting language above whenever possible.

Final Reports

All grant recipients must prepare a final report on the conservation paid for with your grant.

Final report due Monday, July 15, 2024 (if coming in with a 2024 application) otherwise, Monday, September 30, 2024.

You must notify GHHN by July 15, 2024 if you do not anticipate spending all your awarded funds. Any unspent funds must be received by GHHN by July 30, 2024.

To submit the report, click on the button located on the [Final Report Requirements](#) webpage on the GHHN website. You will then login to your Submittable account to access the Final Report questions.

The final report asks for the following information:

- How the project was carried out, and by whom (please name the conservator(s) who

- actually provided treatment)
- A narrative accounting of any other sources of financial support involved in the completion of this conservation treatment project
- A brief statement as to how the treated object(s) will be publicly shared
- A brief statement on promotional activities regarding your funded project

Additionally, you must:

- Upload a copy of the conservator's completed treatment report
- Upload an accounting of grant expenses, indicating total project expenses and income
- Upload color photographs of object(s) before and after treatment

Questions?

Please contact the Conservation Treatment Grant Administrator, Priscilla Brendler, GHHN Executive Director director@greaterhudson.org or 914.592.6726

About Greater Hudson Heritage Network (GHHN)

GHHN is the statewide 'go-to' service organization for responsive assistance, interpretation and collections care. Our program services are local, professional and statewide. GHHN offers grants, workshops, webinars, consultations, technical assistance, a resource network and professional development opportunities to advance the work of historical societies, historic house museums, heritage centers, historic sites, archives and libraries. For more information, please visit www.greaterhudson.org

About The New York State Council on the Arts (NYSCA)

The New York State Council on the Arts (NYSCA) is dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens. NYSCA upholds the right of all New Yorkers to experience the vital contributions the arts make to our communities, education, economic development and quality of life. NYSCA funding supports the visual, literary, media and performing arts and includes dedicated support for arts education and underserved communities. NYSCA further advances New York's creative culture by hosting convenings with leaders in the field and providing organizational and professional development opportunities and informational resources. For more information please visit www.arts.ny.gov .