



**Council on
the Arts**

**GREATER HUDSON
HERITAGE NETWORK**
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2024 NYSCA/GHHN PRESERVATION SUPPLIES GRANT

The **NYSCA/GHHN PRESERVATION SUPPLIES GRANT** is an opportunity under the NYSCA/GHHN Conservation Grant Program, a partnership between the New York State Council on the Arts (NYSCA) and Greater Hudson Heritage Network (GHHN) that provides funds to purchase collection management supplies for museums, historical, and cultural organizations in New York State. Additional funding from the Robert David Lion Gardiner Foundation supports projects from Long Island and New York City.

Application Deadline: May 31, 2024

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 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 GHHN 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.

Please note: If you have received any previous grant under the NYSCA/GHHN Conservation Grant Program – Conservation Treatment, Preservation Supplies, and/or Site Assessment – and have not filed a final report, you are ineligible to apply to any of the three opportunities until that previous final report is filed.

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, GHHN's Collections Needs Assessment Program, etc.) or by knowledgeable staff may request funds to purchase collection management supplies and shipping. If an organization has limited experience in rehousing collections, they should work with a Site Assessment consultant to provide guidance in selecting appropriate supply materials.

Applicants may request funds up to \$650 for general collections management needs. No match is required. 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.

What We Do Not Fund

Grants will not support staff salaries or staff time. Requests for collection care supplies for archival or library materials (i.e., documents, books, ledgers, log books, letters, scrapbooks, newspapers,



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ephemera, maps, loose photograph storage, or any item primarily used for informational/research value) will not be supported. This grant program will not support inappropriate materials or supply items that do not adhere to current collection care best practices. Please contact GHN should you have questions about whether your supply request is eligible.

Panel Review Process

This is a non-evaluative grant. Applications will be reviewed for eligibility, and all eligible requests will be considered for funding. If the amount requested by all eligible applicants exceeds the amount available, awards will be determined by a random drawing held to select those that will receive support.

Range of Grant Awards

A maximum of \$650 is available for the supplies grant program.

Schedule of Completion

Award recipients will be announced one month after the application deadline date. Requested supplies may not be purchased prior to receiving award notification. Should there be an unanticipated change in your supply purchase or projected timeline of activities, you **MUST** contact GHN 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. The submission portal is located on our website at www.greaterhudson.org. It will open on **May 1, 2024** and will remain open until **May 31, 2024 at 11:59 PM** on the deadline date. 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 complete a form with your name, email address and 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 can access the application.

Please note: All of our available grant opportunities (and their final reports) will be listed as options once you are in the portal. Please take care to select the correct grant 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. Please indicate if you have had a professional collections consultation (CAP/MAP/MAPII/CNAP/Circuit Rider) or knowledgeable staff advise on specific supplies for collections management. 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 Preservation Supplies Grant Awardees have a requirement to prepare a final report.

Please note: If you have received any previous grants under the NYSCA/GHHN Conservation Grant Program – Conservation Treatment, Preservation Supplies, and/or Site Assessment – and have not filed a final report, you are ineligible to apply to any of the three opportunities until that previous final report is filed.

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 portal for the Final Report will be available as of **December 1, 2024** and can be accessed from this webpage. The deadline for Final Reports for the Preservation Supplies Program is **December 31, 2024**.



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In the event you do not spend all of your awarded funds, please contact GHHN to discuss next steps.

Your final report MUST consist of:

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.

Attach an accounting of grant expenses, indicating the total awarded and total project expenses.

OPTIONAL: If you would like, you may attach press releases, announcements, publications, photos, or any other materials referring to the grant program. If you post on Facebook, Instagram, or LinkedIn about the awarded funds, please make sure to tag Greater Hudson Heritage Network (@theGHHN) so we may see and share the post.

Questions?

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