2024 NYSCA/GHHN SITE ASSESSMENT GRANT

The **NYSCA/GHHN Site Assessment 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 will provide support for half-day museum site assessments 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: **Program deadline is 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 grant 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 grant opportunity.

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

The grant will support professional services for a collections consultant who will come to their organization for a half-day site visit focusing on a collections-related topic. For your convenience, GHHN maintains a continually updated list of area consultants – you may find the list on our website. Inclusion on this list does not constitute GHHN's endorsement of a consultant. You are free to choose a consultant from this list or your own consultant. We strongly suggest that you reach out to your selected consultant prior to applying. All applications MUST include a current consultant resume. We will not process your application unless a consultant resume has been received.

Scope of Consultancy: The consultant will discuss various areas of stewardship with the site including their specific collections issues, suggest and prioritize basic steps to improve care of their collections. These can include but are not limited to: storage solutions, policies and procedures, environmental controls, disaster preparedness planning, pest management and consultations on specific material types (3D objects only). Consultants must provide a written report with recommendations to be submitted to the site within 3 weeks of the visit.

Consultant support will not exceed $1,000 which includes the site assessment report and round-trip travel. Only travel within New York State borders will be supported. Any consultation fee above $1,000 is the responsibility of the applicant. No match is required.

What We Do Not Fund
Grants will not support staff salaries or staff time. Requests for a site assessment for archival or library materials and collections (i.e., books, ledgers, log books, letters, scrapbooks, newspapers, ephemera, maps, or any item primarily used for informational/research value) will not be supported. Architectural requests, i.e. engineer's reports or historic structures reports, 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. Priority consideration will be given to applicants who have not received prior funding from this grant opportunity. 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.

Range of Grant Awards
A maximum of $1,000 is available for the site assessment program.

Schedule of Completion
Award recipients will be announced one month after the application deadline date. Expenses may not be incurred prior to the date on the award letter. Funded consultancy work must be completed within one year of the grant award date. Should there be an unanticipated change in the consultant to be engaged or your 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. The submission portal is located on our website at www.greaterhudson.org. It will open on **May 1, 2024** and will remain open until 11:59 PM on **May 31, 2024**. 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 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**
3. **Project Budget**

To Be Uploaded:
4. **Consultant Resume**

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 the need for a collections care consultant. Consultants may discuss various areas of stewardship with the site including their specific collections issues, suggest and prioritize basic steps to improve care of their collections. These can include but are not limited to: storage solutions, policies and procedures, environmental controls, disaster preparedness planning, pest management and consultations on specific material types (3D objects only).

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 – Filled out in Portal
The grant award for consultants is $1,000 (for assessment, report, and travel). Any consultation fee above $1,000 is the responsibility of the applicant. You will need to indicate your agreement of this in the portal.

4. Consultant Resume – To Be Uploaded as a PDF or Word Doc.
For your convenience, GHHN maintains a continually updated list of area consultants – you may find the list on our website. Inclusion on this list does not constitute GHHN's endorsement of a consultant. You can choose a consultant from this list or your own consultant. All applications MUST include a current consultant resume. Your application will not be considered complete or reviewed unless a current consultant resume is included.

Final Reports

NYSCA/GHHN Site Assessment Grant Awardees have a requirement to prepare a final report.

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.

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 Site Assessment Program is **June 30, 2025**. The portal for the Final Report will be available as of December 31, 2024 and can be accessed from this webpage.

In the event you do not spend all of your awarded funds, please contact GHHN to discuss next steps. Unspent funds will be re-granted in subsequent grant rounds.

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
A reporting of the consultant's visit, including the date and topic(s) of the consultation

Attach an accounting of grant expenses, indicating total awarded and total project expenses (include consultant's fee and travel expenses).

Consultant's report (to be uploaded)

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

Questions?

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