



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES
FOR NEW YORK

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DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES

FOR NEW YORK

Crafting a Successful Narrative

Presenter: Lee Price
February 5, 2019

Documentary Heritage and Preservation Services for New York is a five year initiative to deliver collections-related training, preservation surveys, archival assessments, and other services to the historical records community in New York.





*New York State
Archives*



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DOCUMENTARY HERITAGE
& PRESERVATION SERVICES

FOR NEW YORK

Website: dhpsny.org

New
York State
Library



CONSERVATION
CENTER

for art & historic artifacts



Crafting a Successful Narrative

Part One: Introductions

- Managing Expectations
- Collections Care Flow Chart
- Some Grade-A Funders

Part Two: Crafting the Narrative

- General Advice
- Specific Advice

Part One: Introductions



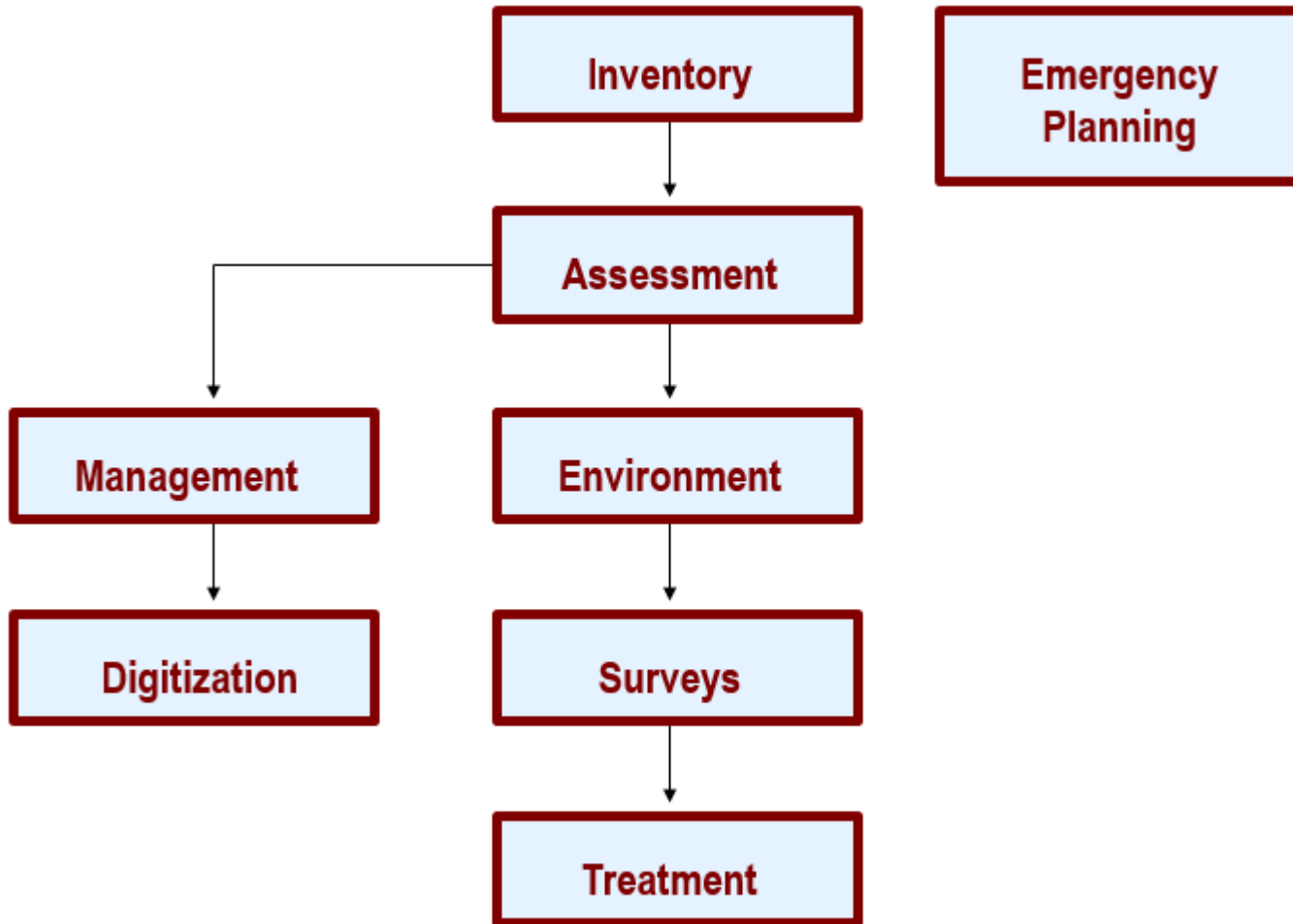
Detail of Conservation Commission trail sign for Pillsbury Mt. Observatory Station, Cedar Lakes, Pillsbury Lake, and West Canada Lake in the Adirondack Mountains. September 1920.

Source: *New York State Archives, Conservation Dept. Photographic prints and negatives, 14297-87, Box 253, no. 57-L570-C&T*

The Art of Collection Stewardship

- Inventory
- Emergency planning
- Assessments
- Collection management
- Environment
- Conservation surveys
- Treatment
- Rehousing
- Digitization

Collection Stewardship Flow Chart



Federal Registration Procedures

- DUNS number required:
To acquire a DUNS number, call 1-866-705-5711 or go to www.dnb.com/us.
- Register with System for Award Management (SAM). www.sam.gov/portal/public/SAM/
- Register with Grants.Gov.
Allow at least two weeks for registration process.
www.grants.gov/applicants/get_registered.jsp
For assistance, call 1-800-518-4726
- Update your passwords; keep registrations up-to-date.

Federal Funding Sources: NEH

- **National Endowment for the Humanities:** www.neh.gov
- **NEH Preservation Assistance Grants:** Source for needs assessment surveys, preservation plans, emergency preparedness, small environmental improvements, and collection-level surveys. Early May deadline. Up to \$6,000, no match required.
- **NEH Sustaining Cultural Heritage Collections:** Source for major environmental improvements. Early Dec. deadline. Up to \$40,000 for planning; up to \$350,000 for implementation. Some cost-share required, especially for implementation.
- **NEH Humanities Collections and Reference Resources:** Source for making intellectual content accessible (cataloging, conservation treatment, digitization, etc.). July deadline. Up to \$40,000 for planning; up to \$350,000 for implementation. Some cost-share required, especially for implementation.

Federal Funding Sources: IMLS

- **Institute of Museum and Library Services:** www.ims.gov
- **IMLS Museums for America:**
Limited to museums. Source for collection stewardship projects, including cataloging, collection surveys, conservation treatment, digitization, and some environmental improvements. Early December deadline. Up to \$250,000, minimum of 1:1 cost-share required.
- **IMLS Inspire! Grants for Small Museums:**
Limited to museums. Source for collection stewardship projects, including cataloging, collection surveys, conservation treatment, digitization, and some environmental improvements. Early November deadline. Up to \$50,000, no match required.

Federal Funding Sources: NEA

- **National Endowment for the Arts:** www.arts.gov
- **NEA Grants for Art Projects: Art Works:**
Limited to art.
Source for collection management, conservation, and preservation activities.
Mid-July deadline.
Up to \$100,000, with most grants between \$10,000 and \$25,000, with 1:1 cost-share required.



Federal Funding Sources: NARA

- National Archives and Records Administration, National Historical Publications & Records Commission: www.archives.gov/nhprc/
- **NHPRC Access to Historical Records:** Source for creating and promoting access to American historical records through digitization and online finding aids. Several relevant categories, each with their own deadlines. Grants offered from \$50,000 to \$350,000, with some cost-share required.



New York State funding sources

- New York State Archives grant programs: Local Government Records Management Improvement Fund and the Documentary Heritage Program
- Conservation and Preservation of Library Research Materials
- Greater Hudson Heritage Network Conservation Treatment Grant Program



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Archives*

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York State
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GREATER HUDSON
HERITAGE NETWORK

Serving Heritage Keepers in New York State

Part Two: Crafting the Narrative

Grant Writing Tips

- Read the guidelines carefully.
- Learn their language.
- Contact a grant officer.
- No creativity with formats.
- Make it urgent.
- Tell stories.
- Impose on friends.

Wild game being fed by Game Protectors in the Adirondacks, circa 1930. Source: New York State Archives, Conservation Dept. Photographic Prints and Negatives, 14297-87 box 258, 57F474GME



From the Funder's Perspective

1. Why is this project appropriate for our funding source?
2. Does this project naturally emerge from a thoughtful planning process?
3. Are you the appropriate organization to do this project?
4. Why this project at this time?
5. Is this project an appropriate use of the organization's time and resources?



Map of Southampton, early 19th century. Source: New York State Archives. New York (State). State Engineer and Surveyor. Survey maps of lands in New York State, ca. 1711-1913. Series A0273-78, Map #348B.

6. Is this organization fully committed to making this project a success?
7. Is the organization working with the people best qualified to implement the project?
8. How will the project ultimately be accessible to its natural target audiences?
9. Will the end result of the project have a lasting impact?
10. Will this grant be a credit to the funder?



*Whiteface Castle, Parking Area and Summit, circa 1940. **Source:** Adirondack Museum Library, Harry Wade Hicks papers, MS 63-270, box 4, folder 5.*

The Deep Dive



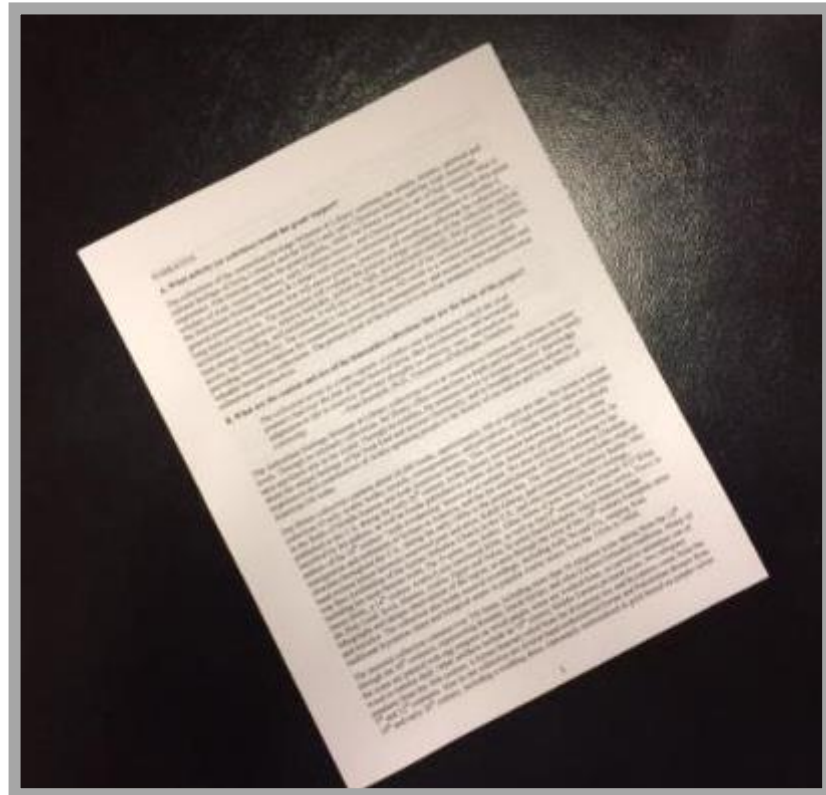
NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PRESERVATION AND ACCESS**

**PRESERVATION ASSISTANCE GRANTS
FOR SMALLER INSTITUTIONS**

Basic Aesthetic Choices

- Times New Roman, 12 point
- Space between paragraphs
- Ragged right
- Bold their questions



Questions A through H

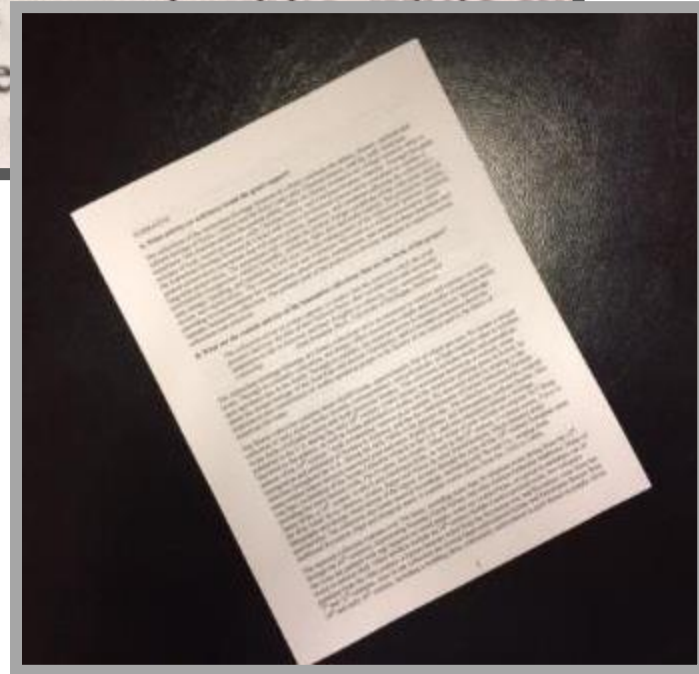
- A.** What activity (or activities) would the grant support?
- B.** What are the content and size of the humanities collections that are the focus of the project?
- C.** How are these humanities collections used?
- D.** What is the nature and mission of your institution?
- E.** Has your institution ever had a preservation or conservation assessment or consultation?
- F.** What is the importance of this project to your institution?
- G.** What are the names and qualifications of the consultants and staff involved in the project?
- H.** What is the work plan for the project?

Question A

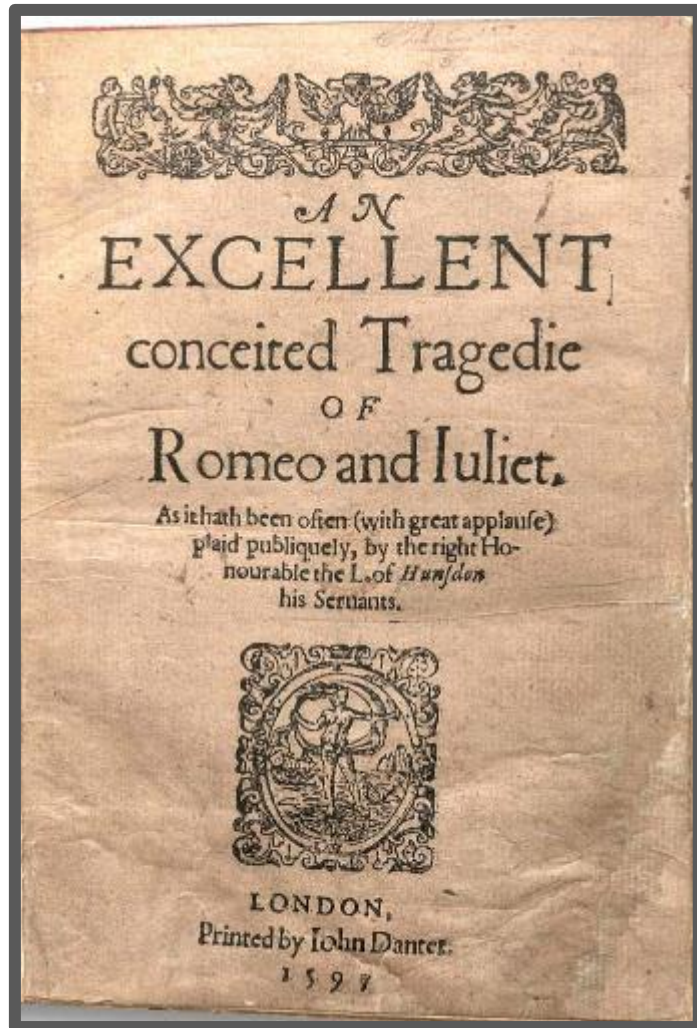
NARRATIVE

A. What activity (or activities) would the grant support?

The collections of the Antiochian Heritage Museum & Library of cultural heritage of Syria, Lebanon and the Holy Land, early Christian experience. Our museum attracts the attention of scholars of Arab American history, and the Antiochian Heritage Museum &



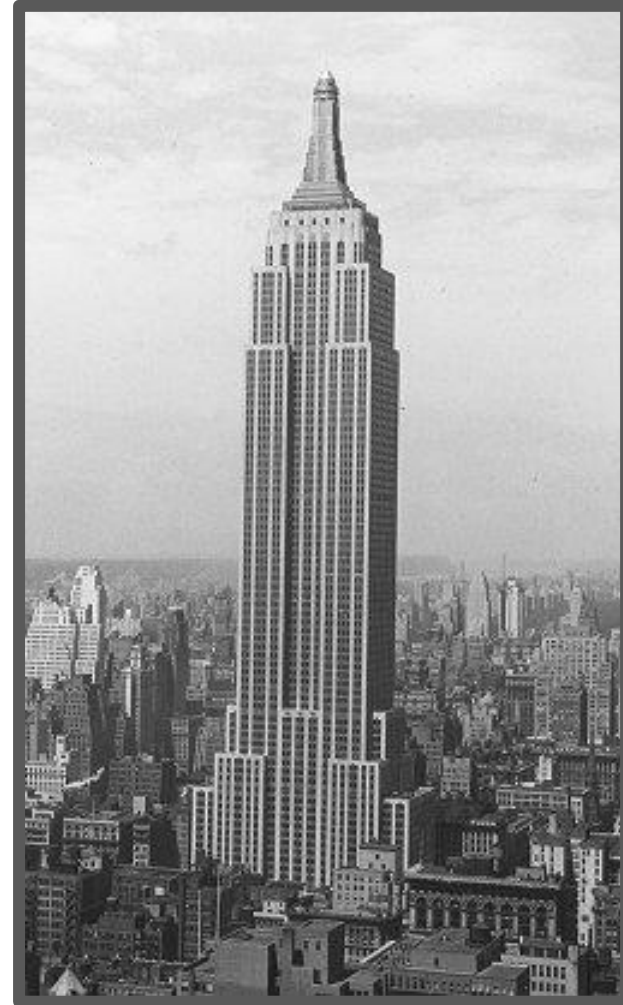
Intro to Classic Journalism



“Two houses,
both alike in
dignity,
in fair Verona,
where we lay
our scene...”

The Laundry List

- General preservation assessments
- Consultations with preservation professionals to address a specific preservation issue, need, or problem (including development of disaster preparedness and response plans)
- Purchase of storage furniture and preservation supplies
- Purchase of environmental monitoring equipment for humanities collections
- Education and training



New York City. Empire State Building, View Northwest over Other Buildings to Hudson River, 1932.

Source: New York State Archives. New York (State). Education Dept. Division of Visual Instruction. Instructional lantern slides, ca. 1856-1939. Series A3045-78, DnNS5, No. B16463.

Question B: The Heart of the Narrative

B. What are the content and size of the humanities collections that are the focus of the project?

really means...

B. Please share your love of your collections with us.

Question B

- Identify the categories of materials and indicate, where pertinent, the date ranges, quantities, and intellectual content.
- Highlight specific examples of important items in the collection.

Question C: The Fine Art of Name Dropping



From the Annual Report of the American Museum of Natural History, 1915. Source: Wikimedia Commons.



The Rest...

D. What is the nature and mission of your institution?

Through its resources and exhibits, the Antiochian Heritage public the artistic, cultural, literary and spiritual heritage thereby seeking to increase knowledge and understanding and history, and to increase awareness of the unique contribution to the world at large.

More of the Rest...

E. Has your institution ever had a preservation or conservation assessment or consultation

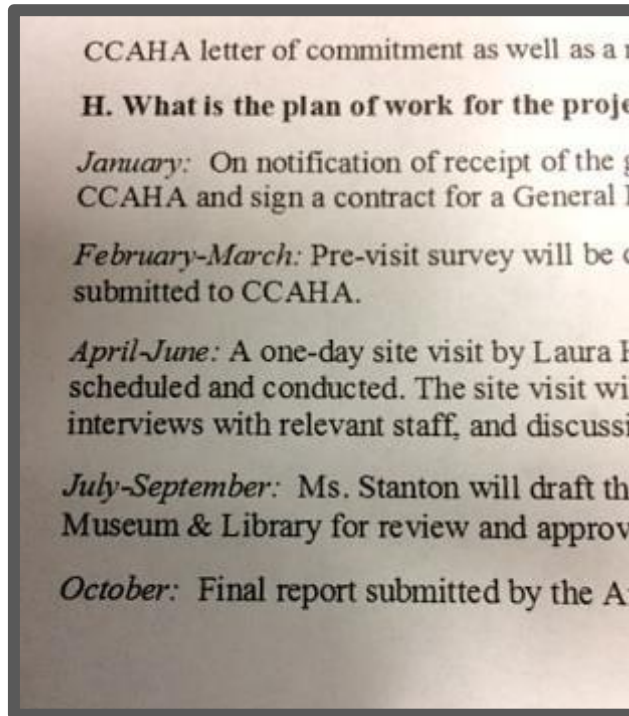
No.

No.

No, we have never received a general preservation assessment.

The Last Three...

- F. What is the importance of this project to your institution?
- G. What are the names and qualifications of the consultants and staff involved in the project?
- H. What is the work plan for the project?



Celebrating the Successful Narrative



*View of a sign announcing upcoming celebrations marking the fiftieth anniversary of the creation of the New York State Conservation Department, 1935. **Source:** New York State Archives, New York (State). Conservation Dept. Photographic prints and negatives, [ca. 1904-1949], 14297-87, SARA No. 2583.*

Questions...



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