



New Hampshire State Library
A Division of the NH Department of Cultural Resources
2015 / 2016 Conservation License Plate Grant Program

GRANT APPLICATION INSTRUCTIONS

Due: April 24, 2015

New for FY16: Letter of Intent deadline is March 16, 2015

Applicants are **required** to submit a *Letter of Intent to Apply* to Janet Eklund, prior to completing a full grant application. **The *Letter of Intent to Apply* must be received no later than March 16, 2015** in order for the applicant to be eligible to submit a full grant application. This is a preliminary requirement in order to ensure the proposed project meets the grant guidelines and has been submitted to the correct division within the Department of Cultural Resources.

Please review the Department of Cultural Resources (DCR) Conservation Grant Criteria for each division before submitting this letter. (NH State Library, Council on the Arts or Division of Historic Resources) The NH State Library Grant Administrator will contact the applicant within one week of receipt of the *Letter of Intent to Apply* and confirm if the project is eligible to apply for a New Hampshire State Library conservation grant. The *Letter of Intent to Apply* does not replace the full grant application nor guarantee funding. The letter may be submitted in paper format or electronically.

Grant Guidelines for DCR divisions are found here:

- New Hampshire State Library www.nh.gov/nhsl
- New Hampshire Division of Historic Resources www.nh.gov/nhdhr
- NH State Council on the Arts www.nh.gov/nharts

Applicants are strongly encouraged to discuss proposed grant activities with Janet Eklund at 271-2393 prior to submitting a Letter of Intent. The *Letter of Intent to Apply* must include the following:

- Applicant name
- Project Coordinator Name and Title
- Contact information for Project Coordinator
- Acknowledgement that the proposed historic document(s) to be conserved is/are publicly owned by a New Hampshire municipality, town, county agency, state agency (other than the Department of Cultural Resources and its Divisions). Non-profit organizations in care of publically owned resources are eligible to apply.
- Short Project Description no longer than 250 words

Send Letters of Intent to:

Janet Eklund
Administrator of Library Operations
New Hampshire State Library
Concord, NH 03301
Janet.eklund@dcr.nh.gov
271-2393

Grant application Instructions

The original grant application and seven (7) complete photocopies are due by 4:30 p.m. April 24, 2015. If applications are mailed, they must be postmarked by April 24, 2015.

Do not put applications in binders or in special presentation covers. Use staples or binder clips.

Incomplete applications will be returned to the applicant for completion if they are received prior to the April 24, 2015 deadline. Applicants will have one week to revise the application, otherwise the application will not be considered for funding. Applications are considered incomplete if the incorrect coversheet and budget sheet for the NH State Library grant program are not submitted.

These instructions apply only to grant applications submitted to the New Hampshire State Library. An applicant may apply to only one Division within the Department of Cultural Resources in any given grant cycle. Multiple applications from the same organization to multiple Divisions will not be considered.

Funding for this state program is made possible through the sale of "Moose" Conservation License Plates. A portion of the license plate sales revenue is designated for the NH Department of Cultural Resources to help conserve New Hampshire's historic and cultural heritage. A description of the state program can be read at: www.mooseplate.com/

Submit an original application and seven (7) photocopies of the complete application to:

Janet Eklund
Conservation License Plate Grant Program
New Hampshire State Library
20 Park Street
Concord, NH 03301

TABLE OF CONTENTS

- I. Eligible applicants
- II. Eligible and ineligible projects
- III. Application instructions and components
- IV. Supporting documentation
- V. Submission instructions
- VI. Grant Review Process
- VII. Timeline
- VIII. Payment
- IX. Final reporting requirement

I. Eligible applicants

- NH local, state & county government agencies
- NH public libraries
- NH academic libraries within the University System of NH and the NH Community Technical Colleges
- NH Historical Societies and other non-profit organizations in care of publically owned resources owned by a public organization

The NH State Library's Conservation License Plate Grant Program awards up to \$10,000 to public institutions and non-profit organizations to conduct conservation activities on publicly owned documents and resources containing historic information. No matching funds are required from the applicant.

II. Eligible and Ineligible Projects

Activities funded but not limited to:

- Conservation treatment of rare, one-of-a-kind documents and resources of any format that are important to the history of New Hampshire
- Documents and resources of any format that contain information, e.g. video, sound, print, bound volumes, photographs, negatives, letters, diaries, tangible objects that are NOT works of art
- Microfilming
- Digital reformatting
- Arranging (Processing), Describing (Finding Aid) and Re-housing archival collections
- Personnel wages to process collections and create finding aids
- Preservation Assessment Surveys
- Archival supplies associated with processing a collection

Activities not funded (not limited to):

Applications for ineligible grant activities will be returned to the applicant and will not be considered for funding.

- Digitization without conservation and/or microfilming activities
- Vital Records conservation
- Repair of equipment
- Purchase of Equipment (Filing cabinets, shelving, furniture, vaults, exhibit cases, storage facilities, etc.)
- Computer hardware, software and digitizing equipment
- Education or training programs
- Fundraising campaigns
- Operating expenses
- Purchase of historical documents
- Work performed prior to a grant application

III. Application Instructions and Components

A complete application consists of a coversheet, a budget sheet, a budget explanation, a narrative and supporting documentation.

A. Coversheet (provided)

- Enter an appropriate and meaningful title that describes the project and that will distinguish your project from other grant applications. Do not use a title such as "Town Records" or "Conservation Project"
- Indicate if your organization has received Conservation License Plate grants in prior years, the amounts and the project titles.
- Provide Project Director Contact information. The Project Director is the primary contact for the project and ensures project activities are completed.
- Provide the signature for the authorizing official of the organization to submit the application. This person can be a Selectman, Town Administrator, Town Clerk, Town Treasurer or any other officer of the organization who is giving permission for the application to be submitted.

B. Budget Sheet (provided)

Enter itemized costs in whole dollars for projected expenses for conservation treatment microfilming, digitization, consulting fees, wages, and other applicable categories. The costs must be then described and substantiated in the budget explanation.

C. Budget Explanation

Write a precise and succinct short narrative that explains each line item on the Budget Sheet. A vendor quote sheet is insufficient as a budget explanation. For example, provide cost per item of archival supplies, the cost per set of microfilm reels, cost per digitized copy, number of estimated pages to be microfilmed and/or digitized, shipping costs, consultant costs per hour,

etc. When explaining budget costs, describe the process and reasoning by which the vendor was chosen. Applicants must demonstrate they have done their due diligence by contacting other vendors for competitive costs for conservation, microfilming and digitization.

D. Narrative

The written narrative is the most important component of the application. It describes 1) Project Purpose; 2) Description of the documents; 3) Project activities; 4) Microfilming activities and 5) Digitizing activities. The narrative should be written for a reader who knows nothing about the documents or the applicant. There are no word limitations. Numbers 1—3 below are required in the Narrative. Numbers 4—5 below are required in the Narrative if they are applicable to the project.

Sample grant narratives are available on the State Library's website at:
www.nh.gov/nhsl/services/librarians/moose/index.html

Narrative Components

1) Project purpose and description

Why is the project important to the State of New Hampshire? Describe the entire project: Who, what, why, how, when, how much, etc.? Describe how funds will be used and what the grant project will accomplish. State the titles and dates of the documents and the vendor who will perform the conservation. Make the case that the project should be funded. Provide a time frame for project activities. State the vendor name or individual(s) who will perform the grant activities and briefly summarize their qualifications and conservation experience. Will an index be produced? If so, who will create it? Will indexing materials be a funded grant activity? Describe long-range preservation plans of the organization. If conducting a Preservation Assessment Survey, arranging/processing a collection, rehousing and/or creating a finding aid are grant activities, describe the collection(s) in detail.

2) Description of the documents and conservation treatment

Who owns the documents? Provide details of provenance (if known). Are the materials unique? Describe what research was conducted to determine if another organization owns the documents. If the documents have already been microfilmed or digitized, describe by whom and when. If the NH State Library already owns microfilm of the documents, the project may not be funded. What is the condition of the documents and why are they in need of conservation? Describe the subject content of materials and highlight any interesting history and names contained in them that justify their importance to the history of New Hampshire. Do not simply use the term "Town Records", but be descriptive about date ranges and contents of each volume.

3) Public Access

Briefly summarize the proposed conservation treatment activities for each document in no more than two sentences, e.g. cleaning, repair, binding, de-acidification, etc. DO NOT repeat verbatim from the vendor's proposal. Conservator and consultant quotes must be submitted as supporting documentation. How will conservation activities increase public access to the information contained in the materials? Describe the audience or audiences who need access to the materials. State the hours of operation and how users will have access to the documents when closed. Will the original materials be used or not by the public? Where will the original materials be housed after conservation?

4) Microfilm

Microfilm is a requirement for all conservation projects of documents on paper. Microfilm may be produced from digital files. State the vendor who will microfilm the materials and the number of copies of microfilm that equates to the line item on the budget sheet and budget justification. The NH State Library must receive a duplicate positive microfilm of conserved documents that are not town records. For town records, NH State Archives should receive a master negative and the NH State Library should receive a duplicate positive copy. Grant funds will pay for additional positive film copies for the applicant or other organizations if justified.

5) Digitization

Digitizing is an optional grant activity. Digitizing may be produced from microfilm. If digitizing, state the vendor that will digitize the documents, the file type(s) and in what format the digital files will be delivered to the applicant (CD, flash drive, etc.) Describe how the organization will use the digital files. How will the public access and locate specific information contained in the digital versions of the documents. How will the digital files be protected for long-term access? Who will receive copies of the digital files?

IV. Supporting Documentation

1) Photographs

Submit at least three (3) color photographs of the documents for each copy of the application. Photographs must be very clear and show the condition of both the interior and exterior of the items to be conserved. Label each photograph with the applicant name. Label each photograph with a description of what the photograph depicts. Photographs may be digital prints. Photographs that are unclear will be returned to the applicant for replacement.

2) Vendor Information

Submit a non-binding quote on vendor letterhead for conservation treatment, microfilming, digitization, consultant fees, etc. that equates with the budget. Submit vitae for the conservator or consultant that lists qualifications and conservation experience.

3) Letter of ownership and provenance

Submit a letter stating ownership and provenance (if known) of the materials from an official of the applicant organization. If the applicant is a Historical Society or other non-profit organization, submit the letter of ownership/provenance from an official of the public organization that gives permission for the applicant to undertake the project on behalf of the public organization. A letter of support is not a letter of ownership.

4) Letters of support

Though not required, letters of support for the project may be submitted.

V. Submission instructions

Submit an original application and seven (7) photocopies of the complete application, each containing the required components of the narrative and budget, labeled photographs and supporting documentation to:

Janet Eklund
Conservation License Plate Grant Program
New Hampshire State Library
20 Park Street
Concord, NH 03301

VI. Grant Review Process

- Applications are reviewed by a panel of historians, archivists, librarians and preservation professionals before August 2015.
- First time applicants will be given priority funding consideration. If additional grant funds are available, repeat applicants will be considered.
- Final grant award recommendations are made by the New Hampshire State Librarian and subject to approval by the Commissioner of the Department of Cultural Resources.

VII. Timeline

- Fall 2015: Award letters sent to grantees
- Fall 2015: Grant activities begin
- December 2016: Grant activities complete
- January 2016: Final reports due

VIII. Payment process

- Grantees must execute State of New Hampshire grant acceptance paperwork to receive payment. Payment occurs four to eight weeks after submitting properly executed paperwork, which must be approved by the Attorney General.
- Grantees receive 90% of the award upon funding approval by the Governor and Executive Council.

- The final 10% of the grant award is reimbursed to the grantee upon completion of all grant activities and approval of final grant reports.

VIII. Final reporting requirements

Final narrative and financial reports must be submitted to Janet Eklund no later than January 2016. Ideally, final reports should be submitted within 30 days of project completion. Reporting forms are available at the NH State Library website: www.nh.gov/nhsl Failure to submit final reports will result in forfeiture of 10% of the grant award and will render the grantee ineligible for future conservation grants.

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