



**New Hampshire**  
State Council on the **Arts**

## **ARTS Conservation License Plate Grant**

Projects occurring between July 1, 2018-June 30, 2019

**Letter of Intent Deadline:** April 27, 2018

**Grant Application Deadline:** June 15, 2018

The New Hampshire State Council on the Arts (NHSCA) provides grants under the Conservation License Plate Program, commonly called the “Moose Plate” program, for the conservation of publicly owned artworks, artistic elements of publicly owned facilities that serve as sites for arts programming, projects that improve public access to historically significant artwork, and projects that make historic cultural facilities and the arts programming that takes place in them, more accessible to the public.

The NH Department of Natural and Cultural Resources (DNCR) receives a percentage of the “Moose Plate” funds raised from the sales of Conservation License Plates. These funds are directed back into communities through grant programs facilitated by the State Library, Division of Historical Resources and the State Arts Council to promote, conserve, and protect New Hampshire's natural, cultural, and historic resources. Interested applicants should apply for funding from the Division whose criteria and eligibility requirements best match their project activities. In any given fiscal year, an organization can only apply to **ONE** Division (State Library, Historical Resources or State Arts Council) for a single project.

### **Maximum Grant Request**

Requests may be made for \$2,000 - \$20,000. No match is required. *All grant categories and amounts are subject to change, depending upon availability of funds for any fiscal year.*

### **Who May Apply**

New Hampshire municipalities and towns, county agencies, state agencies (other than the Department of Natural and Cultural Resources and its Divisions), federal agencies, or nonprofit organizations that:

- Have submitted all required reports on past State Arts Council grants.
- Are in “Good Standing” with the State Arts Council and the NH Attorney General’s Office.

### **Eligible Projects**

- Projects that conserve **publicly owned artworks** that contribute to New Hampshire's cultural heritage. Artwork can be located inside and outside the facility and include historic paintings, photographs, theater curtains, and sculpture. For information on contacting conservators, [click here](#).
- Projects that maintain or **conserve artistic elements of** publicly owned **cultural facilities** including historic murals, stenciling, stained glass windows, light fixtures, weathervanes, ornamental plaster work, wood paneling, moldings & trim work, ornamental hardware (e.g. hand wrought iron hinges, latches, etc.), or specialized flooring (e.g. tile mosaics, inlay or parquet hardwood, etc.). Conservation or replacement of historic elements should be accomplished by professional conservators and/or traditional craftsmen/artisans who have proven expertise in this work. Replacement with commercially mass-produced and available products is not eligible for this funding. For information on locating potential contractors, craftsmen, artisans, etc., [click here](#).

- Projects that **improve public access to historically significant artwork** or arts documents, while protecting and preserving the originals.
- Projects that **make historic cultural facilities and the arts programming that takes place in them more accessible to the public**, including people with disabilities (e.g. ramps, lighting, elevators, etc.).

### ***This grant does not support***

- Engineering studies or reports. Note: [NH Land and Community Investment Program](#) (LCHIP) has grants for these types of reports.
- Projects that are receiving other Conservation License Plate grant funds.
- Projects that are receiving other State Arts Council grant funds.
- More than one application per applicant during the grant period (July 1 - June 30).

### ***Sample Projects***

- Conservation cleaning and treatment for a Civil War memorial in a national historic site located in New Hampshire.
- Conservation and exhibition of 19th century White Mountain School oil paintings and pencil sketches owned by a town library.
- Purchase of archival materials to store a collection of historic recordings of a contra dance caller from the 1940s donated to a state college or university archives.
- Preservation of original hand-painted stage curtains or scenery designed in the early 20th century for local opera houses or town halls.

### ***Definitions***

For purposes of this grant:

- **Historic** - facility, arts documents, or artworks 50 or more years old.
- **Cultural facilities** – publicly-owned buildings that regularly provide or plan to regularly provide arts programming, defined broadly as events, exhibits, workshops, and community programming in the visual arts and crafts, music, dance, theatre, media, or literary arts.
- **Arts documents** – publicly-owned artist(s)' or arts organization's papers, photographs, or recordings.
- **Artwork** - original tangible artworks; not reproductions.
- **Artistic elements of buildings**- aspects of buildings that were created or built by a skilled craftsman and contribute to the historical and cultural nature of the building such as historic murals, stenciling, stained glass windows, light fixtures, weathervanes, ornamental plaster work, wood paneling, moldings & trim work, ornamental hardware (e.g. hand wrought iron hinges, latches), or specialized flooring (e.g. tile mosaics, inlay or parquet hardwood).
- **Visual arts conservation** – the conservation of interior or exterior paintings, murals, mosaics; sculpture (freestanding and relief); decorative arts (crafts in fiber, clay, wood, stone, metal); and graphic arts such as etchings, engravings, woodcuts, silk screens, drawings, or photographs.
- **Performing arts conservation** - the conservation of hand-crafted musical instruments; stage backdrops or painted curtains; and other items that enhance music, dance, literary, or theatre performances.
- **Publicly-owned** - artwork, facilities, or documents that are owned by a municipalities or a town; county agency, state agency (other than the Department of Natural and Cultural Resources and its Divisions), or a federal agency.

## **Funding Criteria**

The following criteria are used by reviewers to rank applications for this grant category:

### ***Artistic and Historical Significance of Conservation Project***

- Significance of artwork, arts documents, and/or cultural facility to New Hampshire's cultural heritage.
- Artistic/architectural quality of artwork/facility elements to be conserved /preserved.

### ***Public Benefit***

- Degree to which the facility or artwork is imminently threatened by damage, as well as the nature of that threat.
- Degree to which the project will preserve or make accessible the facility, documents, or artwork for public use and benefit.
- Degree to which the historic building is used or has the potential for use as a cultural facility.
- Evidence of ADA compliance: This grant's funding criteria requires ADA compliance in that grantee programs, services and facilities are accessible OR a plan to make them accessible is in place and being followed.

### ***Quality of Project***

- Quality of the project design.
- Quality of consultants or conservation professionals, craftsmen, etc.
- Realistic budget and timetable for project.
- Administrative capacity to plan, implement and complete the project.

## **Application Review Process**

A panel with expertise in conservation and preservation meets to review and rank applications according to the funding criteria listed below. Whenever possible a State Arts Councilor facilitates the meeting. The panel's recommendations are then forwarded to a committee that includes the Department of Natural and Cultural Resources Commissioner and Division Directors for review and approval. Funded projects will be included in the Department's annual report to the State Legislature on distribution of these funds. If a grant of \$10,000 or more is recommended, or the applicant's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 - June 30) is \$10,000 or more, the grant recommendation also must be submitted to the Governor and Executive Council for final approval.

Applicants are strongly encouraged to attend one of the State Arts Council's grant information sessions, view the instructional videos and discuss their proposals with the appropriate grant coordinator before writing and submitting applications. Applicants should also review the legal and reporting requirements relevant to State Arts Council grants.

## How to Apply

The Conservation License Plate Grant program begins with a *Letter of Intent*. The *Letter of Intent* is a mandatory first step to determine an applicant's eligibility and whether the proposed project will meet the grant program guidelines. **The *Letter of Intent* must be postmarked or emailed no later than April 27, 2018** in order for the applicant to be eligible to submit a full grant application. The *Letter of Intent* must be **on letterhead** and **signed**. It can be emailed as an attachment to [Kayla.Schweitzer@dncr.nh.gov](mailto:Kayla.Schweitzer@dncr.nh.gov). The Grant Coordinator will contact the applicant within one week of receipt of the *Letter of Intent* and confirm if the project is eligible. The *Letter of Intent* does not replace the full grant application nor guarantee funding.

The *Letter of Intent* must be no longer than one page and include:

- Applicant name.
- Project Coordinator name and title.
- Contact information for Project Coordinator.
- Acknowledgement that the proposed cultural or historic resource to be conserved is publicly owned by a New Hampshire municipality, town, county agency, or state agency.
- Short project description.
- **For Cultural Facility Applicants only:** Intent or Statement on Determination of Eligibility for National or State Registers.

## For Facility Applicants Only

### Determination of Eligibility for the National or State Register of Historic Places

The authorizing legislation for Conservation License Plates, **NH RSA 261:97-c, I(a)**, requires any publicly owned buildings over 50 years old and receiving Conservation License Plate funds to determine the facility eligible for the State or National Registers of Historic Places. **In order to receive funding, the property must be determined eligible.** Applicants must contact [Megan Rupnik](#) at the [Division of Historical Resources](#) for more information about the Determination of Eligibility process. Please consult the [Determination of Eligibility Committee](#) meeting schedule and deadlines. Typically, the applicant will **receive a determination of eligibility 4-6 weeks after the Division of Historical Resources receives the completed forms.** Arts Division Conservation License Plate Grants for facility projects **will not be paid until the Determination of Eligibility process is complete** by the Division of Historical Resources.

**All facility applicants must contact [Peter Michaud](#) at the Division for Historical Resources** about the best way to submit any plans for facility projects. Review of plans for compliance with the [Secretary of the Interior's Standards for Rehabilitation](#) is required prior to application submission. Typically, the Division of Historical Resources will respond to applicants' project plans no later than two weeks after the plans are submitted. Please include in your application copies of any correspondence with the Division of Historical Resources.

### Submitting the Application

After the *Letter of Intent* has been reviewed and the project determined eligible, you will be invited to submit a full application. NHSCA uses an online application system, [Submittable](#). **The application must be submitted by June 15, 2018.**

- Watch [instructional videos](#).
- Complete the [Online Application](#)
- Download and fill out the budget form in either [PDF](#) | [Excel](#)
- Answer the narrative questions and upload.
- Provide support materials.

Drafts of narrative questions and budgets may be reviewed if **submitted by email at least two weeks in advance of the application deadline**. First time applicants are especially encouraged to submit drafts. When emailing a draft, please clearly indicate **Draft for Review** in **bold** type on the submission. The Arts Council is now using an online application system, Submittable. **The online system cannot be used to submit drafts as outlined above.**

### **Required Support Materials**

All required documents can be uploaded to the online system. Please follow the upload instructions [here](#). Please make a copy for your files.

- The letter of public ownership, if the applicant is not the owner of the artwork(s) or facility.
- A minimum of four images of the facility or conservation project to be funded; two must be general views of the historic facility or artwork and the other two must document the threat or damage. [Please see requirements for digital images.](#)
- A one-page professional biography or resume of the project director.
- Resumes of conservation professionals, consultants, and/or background on the traditional craftsmen/artisans to be engaged with a listing of successfully executed projects similar in content and scope.
- Two bids on the proposed project or a justification for a single bid. Please include plans and specifications, if applicable.
- If the applicant is a nonprofit organization, an income/expense report that covers the project dates.

### ***For Facility Applicants Only***

- List of current board members (if applicant is a nonprofit).
- Facility plan of at least three years in scope, including immediate and long-term building maintenance.
- Correspondence with the Division of Historic Resources concerning eligibility for the State Register of Historic Places.
- Correspondence with the Division of Historical Resources regarding the review of project plans for compliance with the [Secretary of the Interior's Standards for Rehabilitation](#).
- A historic structures report or building assessment report (if available).

### ***For All Applicants***

- First time applicants that are nonprofit organizations **ONLY**: Tax exempt status letter from the IRS and a copy of the Letter of Good Standing that was received upon registering with the Attorney General's office.
- Photos, audiovisual materials, programs, or brochures that show the organization's artistic programming. See [Preparation of Work Samples](#) for instructions on preparing work samples/support materials.

**NOTE:** Registration of IRS 501 (c) (3) nonprofits is required every five years, for the years ending in 0 or 5. This registration may be done on-line at <http://www.sos.nh.gov/>

### **Application Deadline**

Applications must be completed online by 11:59 pm on **June 15, 2018**. Office hours are Monday - Friday, 8:00 am - 4:00 pm. The office is closed all state and most federal holidays. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for uncompleted online applications or paper applications lost in transit. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

### **Notification of Award**

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the beginning of the fiscal year (July 1). At that time applicants will receive official notification of the determination, as well as panel comments. Whether or not a grant is awarded, these comments should help in the development of future applications. This notification may take up to 10 weeks after the application deadline.

### **Payment**

The NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or the State Arts Council. Upon receipt of properly executed grants forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within 4 to 6 weeks. If a grantee is awarded \$10,000 or more or has received other State Arts Council funds that brings the cumulative total received within the state's fiscal year (July 1 – June 30) to \$10,000 or above, grants need to be approved by the Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Therefore, we ask grantees to plan cash flow accordingly.

### **Important**

- All grant agreements must be returned by January 15th of the fiscal year (July 1 to June 30) they are awarded. Failure to return the grant agreement by that date may result in cancellation of the grant and reallocation of funds.
- Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.

### **Grant Period & Reporting Requirements**

The grant period for ARTS Conservation License Plate Grants is July 1, 2018 - June 30, 2019. A final report is due 30 days after the completion of your project, but no later than July 31, 2019. An extension of up to three months may be requested. The request for extension must be made, *in writing, before* the deadline for filing has passed and submitted to the grant coordinator responsible for administering the grant. The request for extension should briefly state why the extension is necessary and the date the report will be submitted. Failure to submit the final report by the required or extended date will result in the organization becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

**Questions Contact:** Kayla Schweitzer, Heritage & Traditional Arts Coordinator,  
[Kayla.Schweitzer@dncr.nh.gov](mailto:Kayla.Schweitzer@dncr.nh.gov) or 603-271-0795.

Questions about the online application system at Submittable? Please contact Ginnie Lupi, Director,  
[Virginia.Lupi@dncr.nh.gov](mailto:Virginia.Lupi@dncr.nh.gov) or 603-271-8418.

## **Narrative Questions**

*The total narrative portion of the application should not exceed 4 typed pages. Margins (not less than 1”), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please number and respond to the following questions in the order in which they appear noting the section titles in bold.*

**1. Verification of public ownership:** Arts Conservation License Plate grants are for the conservation of publicly owned artwork/s and cultural facilities. Please clearly document that the artwork(s) or facility is publicly owned. If the applicant is not the owner, attach a letter explaining the relationship between the owner and the applicant and the authority under which the applicant will be the grantee of record to undertake preservation work on the facility or artwork. The letter must be on the owner’s letterhead and state that the item is publicly owned, expected to be kept in the public trust in perpetuity and be signed by the owner's authorizing official.

**2. Reason for undertaking the project:** Please respond to either or both of the situations below as appropriate. Keep in mind that some of the panelists will not be familiar with your artwork or cultural facility and its significance to the state's cultural heritage. Include specific detail on the public benefit this project will bring to New Hampshire citizens.

- **For conservation projects:** Briefly describe the historical and artistic significance of the artwork/s and/or the artistic elements of the cultural facility that will be conserved through this project. Discuss the resource's current condition, the nature of the threat, and the proposed preservation and/or conservation work. What are the proposed conservation methods and why are they in keeping with sound conservation practice? For projects involving conservation of artistic elements of the building, discuss the qualifications of the traditional craftsmen/artisans that will be conserving, repairing or replacing the work and the types of arts programming that typically take place in the building.
- **For projects that will improve public accessibility:** Describe how the project will improve accessibility while maintaining its historic/artistic integrity. If applicable, describe the types of arts programming that typically take place in your facility.

**3. How you will accomplish this project:** Please be specific about the design and plan for the project. Include a clear project timetable. Note the names and qualifications of the project team and specialists who will be working on the project such as staff or board administrators/coordinators, architects, conservators, builders, craftsmen, suppliers, etc. Include information on how they are selected. Enclose a copy of at least two bids for the project or a justification for a single bid (see Required Support Materials section below).

**4. Sustained public benefit:** After this project is completed, how will the resource be cared for and made accessible to the public in the future? Note: If you have a plan for continued care of the artwork or facility that will reduce the nature of future threats or damage, include it with your application packet or in your narrative.