

## New Hampshire State Library

### 2020/21 Conservation License Plate Grant Manual

#### Important Dates

Letter of Intent deadline: June 1, 2020

Application deadline: July 10, 2020

New Hampshire State Library awards Conservation License Plate Grants to help public organizations to preserve and care for documents and historic records.

Funding for this state program is made possible through the sale of “Moose” Conservation License Plates. A portion of the sales revenue is designated for the NH Department of Natural and Cultural Resources to help conserve New Hampshire’s historic and cultural heritage. The use of funds received from conservation license plates is authorized by RSA 261:97-c. For more on New Hampshire’s Conservation License Plate Grant program, visit [www.mooseplate.com](http://www.mooseplate.com).

#### ELIGIBLE APPLICANTS

- NH local, state and county government agencies
- NH public libraries
- NH historical societies and other non-profit organizations in care of publicly-owned documents
- University System of NH and Community College System of NH academic libraries

#### ELIGIBLE PROJECTS

The New Hampshire State Library (NHSL)’s Conservation License Plate (CLP) Grant Program awards up to \$10,000 to public institutions and non-profit organizations to conduct conservation activities on publicly owned documents. No matching funds are required from the applicant.

Some examples of eligible grant activities (not limited to):

- Stabilization of documents important to the history of New Hampshire
- Conservation treatment of documents important to the history of New Hampshire
- Preservation Microfilm
- Digital reformatting
- Arranging, describing and rehousing archival collections
- Preservation needs assessment surveys
- Archival housing supplies associated with processing and protecting documents

Some examples of ineligible grant activities (not limited to):

- Digitization without conservation
- Long-term storage of microfilm and digital files
- Vital statistics conservation
- Annual reports conservation
- Equipment (filing cabinets, shelving, furniture, vaults, exhibit cases, etc.)
- Environmental controls
- Digitizing equipment
- Educational programs
- Operating expenses

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- Purchase of historical documents
- Work performed prior to a grant application
- Preservation of digital files

Before submitting a Letter of Intent to Apply, review the [NH Department of Natural and Cultural Resources Conservation License Plate Grant Program](#) criteria for the Department's three divisions to ensure that your proposed project meets the NH State Library's grant guidelines. Applicants may apply to only one division within the Department of Natural and Cultural Resources in any given grant cycle.

## THE GRANT PROCESS

Applying for a CLP grant from any Department of Natural and Cultural Resources division is a two-step process: submitting a **Letter of Intent to Apply** and, if approved, submitting an **Application**.

### PART I: Letter of Intent Instructions

To be eligible to submit a grant application, applicants must send a Letter of Intent to Apply. The State Library must receive your letter by June 1, 2020. Projects determined eligible for an NHSL CLP grant will be invited to submit an Application.

Write a one page letter on organizational letterhead, that includes:

1. Brief description of the documents
2. Brief description of the proposed grant activities
3. Information about the ownership of the documents—ONLY PUBLICLY OWNED items are eligible, so please explicitly state what public organization or institution owns the documents
4. Name, title and contact information for the Project Director

Project Directors will receive notification within one week of receipt of the Letter of Intent informing the applicant to proceed or not to proceed with submitting the grant application. The Letter of Intent does not replace a full grant application.

Note: In addition to mail or hand delivery, letters of intent may be scanned and emailed to the address below.

#### Submit Letters of Intent to:

Charles Shipman  
New Hampshire State Library  
20 Park St.  
Concord, NH 03301  
[charles.shipman@dncr.nh.gov](mailto:charles.shipman@dncr.nh.gov)

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**PART II: Application Instructions**

Grant Definitions

“Document” refers to content in printed, video, sound and photographic formats.

“Preservation” refers to the protection of cultural property through activities that both minimize chemical and physical deterioration and damage, and that prevent loss of informational content. The primary goal of preservation is to prolong the existence of cultural property.

“Conservation treatment” encompasses physical treatment actions ranging from basic stabilization to extensive chemical, structural and cosmetic restorative treatments of pages and bindings.

“Stabilization” is the minimal level of conservation that minimizes deterioration and maintains the integrity of the cultural property. It is appropriate for documents that are valuable as historic objects and artifacts and receive minimal use.

“Restoration” is the chemical and structural conservation treatment of a document.

**Components of a complete Application**

A complete grant application consists of the following:

1. Application Coversheet
2. Project Budget Sheet
3. Project Narrative
4. Supporting documentation (this includes photos of the documents to be preserved)

All required forms are available on the State Library website at

<https://www.nh.gov/nhsl/services/librarians/moose/index.html>

**1. Application Coversheet**

Using the coversheet provided, give the project a title that describes the project. Be specific. Please do not use a generic title such as “Town Records Conservation Project.” Complete the sections on Prior Grants Received, Project Contacts and Authorizing Official. Note: Receiving a CLP grant in prior years does NOT disqualify you from grant consideration. You will still be eligible for consideration.

**2. Project Budget Sheet**

Complete and submit the provided budget summary sheet listing the various estimated costs of your project.

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#### **3. Project Narrative**

Submit a project narrative that contains the following:

**A. Description of documents and their importance to the history of New Hampshire**

Provide a description for each document that includes title, inclusive dates, condition, content and historical context. Explain the importance of the documents to the cultural and historical heritage of the State of New Hampshire.

**B. Conservation activities and budget justification**

Describe the proposed conservation for each document. Explain the reasons and methodology for choosing the vendor(s) for each conservation activity. Applicants must demonstrate due diligence by contacting vendors for competitive costs for conservation, microfilming, and digitization. Using different vendors for each conservation activity may offer cost savings. Include non-binding vendor quotes and vendor qualifications with supporting documentation. Conservators must adhere to the [American Institute for Conservation of Historic and Artistic Works \(AIC\) Code of Ethics and Guidelines for Practice](#).

**C. Means of increasing public access**

The project narrative should explain how the project will increase public access to the conserved documents. Summarize how the public will use and access the conserved documents or a facsimile or digital reproduction of the documents. Specify where the original documents will be housed. Describe the long-range preservation plans and disaster preparedness of the organization. The following are examples of methods to increase public access:

**I. Preservation Microfilm**

Preservation microfilm is a required grant activity to increase public access to documents on paper. The NH State Library shall receive one positive service copy of all conserved documents. If a town/city is conserving records, the NH State Archives shall receive a master negative. If justified, grant funds will pay for additional positive service copies for other local organizations.

Microfilm is the long-term standardized image storage medium. If stored properly, the medium has a life expectancy of 100 years.

**II. Digitization**

Digitization of the documents is an optional grant activity to increase public access to the content of the documents. If digitization is a grant activity, both TIFF files and PDF files are required formats. State how the organization will use the digital images and how the public will have access to them. What organizations will receive the digital files?

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III. Archival photocopies

A surrogate photobook is an optional grant activity to increase public access to digitized documents.

#### 4. Supporting Documentation

A. Photographs

For each document, submit photographs that depict the binding, front, back and inside. Label each photograph with the applicant name and title of the document.

B. Vendor information

Submit a non-binding quote from vendors of choice and consultants of choice who will perform the conservation activities along with their qualifications to perform the work. Submit resume/cv for conservators and consultants.

C. Letter of ownership

Submit a signed letter on official letterhead from the owner of the documents that confirms that the documents are publicly owned. If the applicant is a Historical Society or other non-profit organization, submit a letter of ownership from the organization that owns the items giving permission to the applicant to undertake the project on its behalf. Remember: only publicly owned documents are eligible for grant funding. Also: a letter of support is not a letter of ownership.

D. Letters of support (Optional)

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

**GRANT APPLICATION DEADLINE:** Submit one paper copy and one electronic PDF copy of the completed application no later than July 10, 2020 to:

Charles Shipman  
New Hampshire State Library  
20 Park St.  
Concord, NH 03301  
[charles.shipman@dncr.nh.gov](mailto:charles.shipman@dncr.nh.gov)

Note: Electronic copies of your grant application should be submitted as one PDF file.

#### Review Process

Awards are made to projects that best meet the purpose of the New Hampshire State Library's Conservation License Plate Grant program. Applications are reviewed by a panel of historians, archivists, librarians and preservation professionals. First time applications are given priority funding consideration. If additional grant funds are available, applications from repeat grantees will be

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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.

#### Grant Timeline

- ~~May 8, 2020~~: Letter of Intent deadline (UPDATED DEADLINE: JUNE 1, 2020)
- ~~June 19, 2020~~: Application deadline (UPDATED DEADLINE: JULY 10, 2020)
- Fall 2020: Announcement of awards
- December 31, 2021: Grant activities complete
- January 31, 2022: Final reports due

#### Payment and Reporting of Grant Funds

- Grantees receive 90% of their grant award upon approval of grant acceptance paperwork.
- Grantees receive the final 10% of the grant award upon completion of grant activities and approval of final grant reports.
- 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 from the NH State Library.

If you have questions, contact Charles Shipman at 271-2144, [charles.shipman@dncr.nh.gov](mailto:charles.shipman@dncr.nh.gov).