



## **Preservation Assistance Grants for Smaller Institutions**

Grants of up to \$6000 are made to enhance the capacity of small and mid-sized libraries, archives, museums, and historical organizations to preserve collections of books, journals, manuscript and archival materials, maps, still and moving images, oral histories, recorded sound, and objects of material culture.

RECEIPT DEADLINE	NOTIFICATION	PROJECTS BEGINNING
May 1, 2012	December 2012	January 2013

To be eligible for a Preservation Assistance Grant, your organization must:

- own humanities collections;
- be a U.S. nonprofit organization, state or local governmental agency, or tribal government;
- have at least one full-time staff member or the equivalent, whether paid or unpaid; and
- have collections that are open and available to the public at least 120 days per year.

Activities that can be supported through a Preservation Assistance Grant include:

- General preservation or conservation assessments that will help an institution identify its overall preservation needs and develop a long-range, prioritized preservation plan to address those needs.
- Consultations with preservation professionals to develop a plan for addressing a specific preservation problem.
- Attendance at workshops on preservation topics, best practices for cataloging humanities collections, standards for digital preservation, and the care and handling of collections during digitization.
- The purchase of preservation supplies, equipment, and storage furniture. Applicants who request funding for the purchase of storage furniture must demonstrate that the request is based on a completed preservation needs assessment or a specialized consultation with a preservation professional.

NEH will pay for consultant fees, travel, and per diem; registration fees, travel, and per diem for staff to attend preservation workshops; the purchase of supplies such as permanent and durable folders, boxes, photo sleeves, and other materials needed to store collections; equipment for monitoring environmental conditions; and storage cabinets, map cases, and shelving made of stable and durable materials.

What activities are not supported?

NEH will not pay for projects that focus on buildings and other structures or on collections that fall outside of the humanities; for projects that focus primarily on cataloging; for staff salaries and fringe benefits; for reformatting of collections including digitization and microfilming or for the purchase of equipment including computers, scanners, digital cameras or cassette decks; for conservation treatments, conservation training, or the purchase of conservation treatment supplies and equipment; for library binding; for attendance at the regular meetings of museum, library, archives, or preservation organizations; or for capital improvements to buildings and building systems, including the purchase of equipment such as air conditioners, dehumidifiers, security and fire protection systems.

What are some examples of projects that would be eligible for support?

An institution would like to develop a plan for the long-term care of its collections. An appropriate preservation professional has been identified who can carry out a preservation assessment and help draft a long-range plan. The consultant will visit the institution and prepare a report that provides an overview of the current conditions of collections, the environment, and the facilities with prioritized recommendations for preservation action. After the institution has reviewed the report, the consultant will return to help draft a long-range preservation plan. The institution submits an application to NEH requesting support for consultant fees and, as required, travel, lodging and meal expenses for the consultant.

A preservation assessment has been completed and the institution would like to address the consultant's recommendation to improve the storage of one of its collections. It applies for a Preservation Assistance Grant to consult with a conservator who can help identify the number and types of cabinets or shelving units and the supplies needed to rehouse the collection. The consultant would also help secure estimates from vendors of stable and durable materials. The grant would support consultant fees and, as required, travel, lodging and meal expenses for the consultant(s). At a subsequent NEH application deadline, the institution could submit a proposal to purchase the storage furniture and supplies.

An archival collection that contains documents and photographs related to the history of the community has been identified as a high priority for preservation action. Through consultation with a professional archivist, the supplies needed to rehouse the collection have been identified and estimates secured. NEH is asked to support the purchase of supplies to rehouse the collection.

To improve the day-to-day care of collections, an institution wants to send two of its staff members to a one-week preservation workshop that is being offered by an organization in another state. Costs would include tuition, travel, lodging, and per diem. The institution requests funds from NEH to send its two staff members to this workshop.

An organization needs to create a disaster preparedness and recovery plan. Two staff members would like to attend two three-day workshops, one focused on preparedness, and the other on recovery from water damage, presented by a regional preservation field service program. An NEH grant is requested to support travel and registration fees for the workshops, the assembling of a library of information about disaster preparedness, and the purchase of basic disaster recovery supplies.

See application guidelines for details: <http://www.neh.gov/grants/guidelines/pag.html>.  
Submission of Applications: All applications to the NEH must be submitted electronically through Grants.gov, the government-wide grants portal. More information is available about grants.gov on NEH's Web site: (www.neh.gov).