

;;;;;;;;; This is a Montel file based on CCW_BC,
;;;;;;;;; which means you can punch it now.
;;;;;;;;; Call 516-435-7422 to ask for modem

;
; 10/03/13 3:32 PM
;
;;;learning times webinar

>> HELLO EVERYONE.
THIS IS MIKE FROM LEARNING
TIMES.
I WILL BE YOUR TECHNICAL
PRODUCER FOR TODAY'S SESSION.
IT'S A PLEASURE TO BE HERE WITH
YOU.
JUST BEFORE WE GET STARTED, I'LL
TAKE THIS OPPORTUNITY TO GO OVER
THE ADOBE CONNECT PLATFORM
REALLY QUICKLY.
THE CHAT FOR TODAY'S SESSION IS
UNMODERATED, MEANING THAT YOU
CAN SUBMIT QUESTIONS AT ANY
POINT IN TIME IN THE CHAT WINDOW
AT THE LOWER LEFT OF YOUR
SCREEN.
JUST TYPE YOUR MESSAGE IN THE
BOX IN THE FIELD PROVIDED AND
YOU CAN CLICK ON THE LITTLE
BUBBLE ICON AND WE WILL RESPOND
TO YOUR QUESTION AT THE
APPROPRIATE TIME.
IN THE EVENT THAT WE CANNOT
RESPOND TO QUESTIONS DUE TO TIME
CONSTRAINTS, WE WILL BE TAKING
THOSE QUESTIONS AND TRYING TO
DEAL WITH THEM OFF LINE AFTER
THE FACT.
TODAY'S SESSION IS GOING TO BE
RECORD AND THE RECORDING WILL
BECOME AVAILABLE IN THE COMING
DAYS.
AND IF AT ANY POINT IN TIME
ANYBODY HAS ANY ISSUES WITH
AUDIO OR TECHNICAL CONNECTIONS,

PLEASE USE THE CHAT AND I WILL RESPOND AS QUICKLY AS I CAN IN ORDER TO GET YOU BACK INTO THE SESSION.

WITHOUT FURTHER DELAY, I'M GOING TO PASS THE AUDIO OFF TO OUR HOST, JENNY ARENA FROM HERITAGE PRESERVATION TO PLEASE GO AHEAD WHENEVER YOU'RE READY.

>> THANK YOU SO MUCH, MIKE.

HI EVERYONE AND WELCOME BACK. THANK YOU FOR JOINING US TODAY. THIS IS OUR FOURTH WEBINAR FOR THE COURSE FUND RAISING FOR COLLECTIONS CARE.

TODAY'S WEBINAR IS MAKING THE CASE, WRITING SUCCESSFUL PROPOSAL, AND IT'S SO NICE TO SEE SO MANY OF YOU FROM ALL OVER.

IT LOOKS LIKE RIGHT NOW WE HAVE ABOUT 106 FOLKS LOGGED IN AND IT'S GROWING.

AT THE END IF WE AREN'T ABLE TO GET TO ALL YOUR QUESTIONS WE'LL MAKE SURE TO HOLD ON TO THEM AND GET THEM ANSWERED OFF LINE.

AS YOU KNOW, THIS IS JUST ONE COURSE IN OUR SERIES CARING FOR YESTERDAY'S TREASURES TODAY.

FIVE COURSES HAVE ALREADY BEEN ARCHIVED IN THE ON-LINE COMMUNITY AND ARE AVAILABLE FOR VIEWING.

THIS SERIES REALLY WOULD NOT HAVE BEEN POSSIBLE WITHOUT SUPPORT FROM THE LAURA BUSH 21ST CENTURY, AND WE'RE THANKFUL TO THEM AND FORTUNATE TO HAVE LEARNING TIMES ON BOARD AS WELL AS MIKE ON THIS PROJECT FOR WEBSITE AND WEBINAR SUPPORT.

AS I JUST SAID THIS IS THE FOURTH WEBINAR IN THIS FIVE WEBINAR COURSE, AND IF YOU CAN BELIEVE IT, WE'LL MEET ONE MORE TIME ON MONDAY OCTOBER 7TH AT

2:00 P.M. EASTERN AND THEN WE'RE DONE.

LIKE OUR OTHER COURSES, YOU'RE MORE THAN WELCOME TO EARN A CERTIFICATE OF COMPLETION AND A DIGITAL CREDENTIAL FOR PARTICIPATING.

TO DO THAT WE JUST ASK THAT YOU HAVE ALREADY REGISTERED SO WE CAN E-MAIL YOU.

WE ASK THAT YOU WATCHED ALL FIVE WEB NAWRS IN THE -- WEBINARS IN THE COURSE.

YOU'RE WELCOME TO KEEP UP WITH THE COURSE WITH THOSE RECORDINGS.

THEN FINALLY TO COMPLETE ALL FIVE HOMEWORK ASSIGNMENTS, NO LATER THAN MONDAY OCTOBER 14TH. AS OF MONDAY WE HAD A LOT OF PEOPLE COMPLETING THE WEBINAR. THERE ISN'T A LOT OF TURN AROUND TIME SO I'M REALLY PLEASED ABOUT THAT NUMBER.

WE ASKED YOU ABOUT YOUR ORGANIZATION'S MEMBERSHIP PROGRAM AND IT LOOKED LIKE MOST OF YOU HAD A PROGRAM IN PLACE BUT THEY DID VARY QUITE A BIT. BUT THERE WERE SOME OF YOU THAT DID NOT HAVE A CURRENT MEMBERSHIP PLAN IN PLACE.

AND I ACTUALLY WANT TO STEAL ONE OF THOSE RESPONSES, AND I HOPE YOU DON'T MIND BUT I THINK IT ILLUSTRATES SO WELL WHY MEMBERSHIP PROGRAM CAN BE SO HELPFUL.

ONE OF YOU HAD MENTIONED THAT YOU HAD PERSONALLY JOINED THE MUSEUM OF THE MOVING IMAGE. ABOUT THAT MEMBERSHIP YOU SAID WE GET WONDERFUL BENEFITS AND FEEL GOOD ABOUT SUPPORTING THE INSTITUTION.

IN ADDITION TO INCREASING OUR ATTENDANCE, I ALSO DO FEEL OUR

MEMBERSHIP HAS DEEPENED THE APPRECIATION OF THEIR COLLECTIONS AND HELP THEM GROW ATTENDANCE AS WE FREQUENTLY SPREAD THE WORD AND INVITE FRENTDZ TO JOIN US THERE. WE FEEL LIKELY TO GIVE A LITTLE MORE WHEN WE RENEW NEXT YEAR. THIS ISN'T EXACTLY WHAT WE ALL WANT TO HEAR FROM OUR MEMBERS SO REALLY JUST A GREAT EXAMPLE THE IMPACT THAT A MEMBERSHIP PROGRAM CAN HAVE.

WE ALSO ASK YOU TO DO A LITTLE RESEARCH A DONOR'S SOFTWARE AND CHOOSE ONE YOU PREFER. THESE ARE YOUR RESPONSES. ANYTHING THAT GOT MORE THAN ONE HIT IS THROWN IN HERE. DONOR PERFECT IS CLEARLY THE WINNER AND YOU GUYS ALL HAD SOME GREAT REASONS FOR CHOOGZ IT. THANK YOU TO EVERYONE WHO SUBMITTED THE HOMEWORK ASSIGNMENT AND ALL THE ASSIGNMENTS SO FAR AND I LOOK FORWARD TO SEEING MORE BY OCTOBER 14TH.

JUST A REMINDER THAT THE COURSE WEB PAGES WHERE YOU'LL FIND EVERYTHING FOR THIS COURSE, EVERYTHING YOU NEED.

SO THE RESOURCES, THE POWER POINTS AND THE LINKS TO THE TRANSCRIPT AND IT'S UP FOR KELSEY'S COURSE.

FEEL FREE TO E-MAIL US OR CALL US.

NOW WITHOUT FURTHER DELAY, I WOULD LOVE TO INTRODUCE YOU ALL TO BARBARA LILLEY WHO IS OUR INSTRUCTOR TODAY.

BARBARA IS CURRENTLY THE PROGRAM OFFICER FOR THE NEW YORK STATE PROGRAM FOR THE CONSERVATION AND PRESERVATION OF LIBRARY RESEARCH MATERIALS AT THE NEW YORK STATE

LIBRARY WHICH PROVIDES OVER TWO MILLION IN GRANTS FOR THE PRESERVATION OF MAINLY PAPER-BASE MATERIALS.

SHE ALSO PROVIDES CONSULTANT SERVICES REGARDING PRESERVATION THROUGHOUT THE STATE, AND BARBARA IS ALSO A STATE AIDE COORDINATOR FOR APPROXIMATELY 90 MILLION TO STATE AIDE TO LIBRARIES AND LIBRARY SYSTEMS. BARBARA THANK YOU SO MUCH FOR JOINING US TODAY.

I AM GOING TO GO AHEAD AND MOVE THIS POWER POINT OUT OF THE WAY AND YOU SHOULD SEE YOURS.

>> THANK YOU SO MUCH JENNY. AND HELLO EVERYBODY.

I DON'T KNOW IF THEY TOLD YOU, THIS IS MY VERY FIRST TIME DOING A WEBINAR AND I'VE BEEN SUPER NERVOUS.

AND JENNY AND LAURIE HAVE BEEN SO GREAT, SO THANK YOU YOU GUYS FOR HOLDING MY HANDS THROUGH THIS.

SO TODAY I'M GOING TO TALK ABOUT WRITING A PROPOSAL.

AND I TALKED WITH SUE A LITTLE BIT BEFOREHAND AND I'LL TALK MORE ABOUT GOVERNMENT-TYPE PROPOSALS AS OPPOSED TO GO TO PRIVATE FOUNDATIONS.

HOPEFULLY WE WON'T HAVE TOO MUCH OVERLAP TODAY.

BUT AGAIN, FEEL FREE TO SEND QUESTIONS AT ANY TIME TO ME.

>> BARBARA ON THE LEFT HAND YOU'LL SEE TWO ARROWS.

>> RIGHT.

>> YOU SHOULD JUST BE ABLE TO CLICK ON THEM.

OKAY NOW I SEE IT.

HERE WE GO.

THIS IS SUPPOSED TO BE A CHICKEN BUT IT'S REALLY A DUCK.

I TRIED REALLY HARD TO FIND AN

IMAGE.

SO THE FIRST STEP YOU HAVE TO DO
OF COURSE IS DEFINE YOUR
PROJECT.

YOU'VE DECIDED THAT YOU ARE
WANTING TO DO A PRESERVATION
PROJECT AND YOU FEEL YOU'RE
READY FOR IT.

AND THAT'S A WHOLE OTHER TOPIC,
I THINK.

WE'LL TALK ABOUT A LITTLE BIT IS
ARE YOU READY TO ACTUALLY GO
FORWARD AND WRITE YOUR PROPOSAL
AND GET A GRANT.

AND SO THE QUESTION I COME UP
WITH AGAINST A LOT OF FOLKS
SOMETIMES IS WHERE DO YOU START.
DO YOU START WITH THE VENDER OR
DO YOU START WITH WHAT YOU WANT
TO DO.

AND IT'S A TOUGH QUESTION AND I
THINK THE ANSWER IS A LITTLE BIT
OF BOTH.

BUT YOU REALLY WANT TO THINK
ABOUT WHAT IT IS THAT YOU FEEL
YOU NEED TO DO FOR YOUR
COLLECTIONS.

IF YOU'RE JUST GETTING STARTED
YOU MIGHT THINK WE NEED A SURVEY
OR YOU MAY HAVE SOMETHING VERY
SPECIFIC IN MIND THAT YOU WANT.
AND OF COURSE YOU HAVE TO FIND
WHO IS GOING TO FUND THAT FOR
YOU WHICH OTHER PEOPLE HAVE
ALREADY TALKED TO YOU ABOUT.
BUT YOU WANT TO DEFINE YOUR
PROJECT.

MOST, I WOULD SAY DON'T JUST
APPLY FOR A GRANT BECAUSE
SOMEONE'S OFFERING MONEY.
NO GRANT IS, I SAY TO PEOPLE
SOMETIMES IT'S NOT FREE MONEY.
GRANTS ARE NOT FREE MONEY.
THEY COST YOU MONEY AS WELL.
BOTH OF YOU HAVE DONE GRANTS
WILL KNOW THAT.

AND THEN LOOK AND SEE, HAVE YOU

HAD ANY SURVEYS OR DO YOU HAVE A PRESERVATION PLAN.

THAT'S A REALLY GOOD PLACE TO START.

AND IT'S SOMETHING THAT GIVES YOU A LOT OF CREDIBILITY WITH FUNDERS.

I'VE HAD PEOPLE COME IN AND SAY OH WE WANT TO DO CONSERVATION OF THESE THREE VOLUMES.

AND MY RESPONSE TO THEM IS WELL, WHAT ELSE DO YOU HAVE IN YOUR COLLECTIONS.

WHY ARE YOU FOCUSING ON EXPENSIVE TREATMENT OF THREE VOLUMES.

HOW HAS THAT BECOME YOUR NUMBER ONE PRIORITY.

SO I WOULD SAY, IF YOU HAVEN'T HAD A SURVEY, APPLY FOR A SURVEY.

AND THERE ARE A LOT OF SURVEY FUNDING OUT THERE.

IN NEW YORK STATE WE FUND SURVEYS.

SOME OF THE REGIONAL CONSERVATION CENTERS HAVE SUBSIDIZED SURVEYS.

THEY'RE NOT EXPENSIVE TO DO, AND I THINK THAT THEY ARE WORTH EVERY BIT OF TIME AND EFFORT THAT YOU PUT INTO HAVING A SURVEY DONE.

SO THAT'S WHERE I WOULD SUGGEST YOU START.

I THINK WE HAVE A POLL QUESTION HERE, LORI.

THERE WE GO.

SO I KIND OF WANTED TO KNOW HOW MANY OF YOU HAVE HAD EXPERIENCE. OH, COOL.

I'M TALKING AND IT'S NICE TO SEE A RESPONSE HERE COMING THROUGH. ALL RIGHT.

SO NOT A LOT OF YOU HAVE HAD A TON OF EXPERIENCE.

KIND OF BETWEEN, OKAY.

ALL RIGHT.

SO ALMOST HALF OF YOU HAVE NEVER WRITTEN A GRANT PROPOSAL BEFORE. THAT'S GOOD FOR ME TO KNOW.

SO, I'M GOING TO MOVE ON.

THE FIRST THING, ONCE YOU'VE IDENTIFIED YOUR FUNDER, AND I'LL TALK ABOUT THAT IN THE NEXT SCREEN A LITTLE BIT TOO.

AGAIN IT'S THIS CHICKEN AND EGG THING I WAS TRYING TO WORK OUT. YOU NEED TO UNDERSTAND THE APPLICATION PROCESS.

MOST FUNDERS I THINK NOW HAVE GONE TO AN ON-LINE APPLICATION. AND THERE MAY BE SOME WORK THAT YOU NEED TO DO TO GET INTO THEIR SYSTEM, AND YOU WANT TO DO THAT AS SOON AS POSSIBLE.

EVEN IF YOU HAVEN'T DECIDED TO WRITE THE PROPOSAL YET BECAUSE IT MAY GET YOU SORT OF INTO THEIR INFORMATION LOOP.

SOME FOLKS WANT TO HAVE A LETTER OF INTENT FIRST.

SO YOU REALLY WANT TO FIND OUT WHAT YOU NEED TO DO.

IF YOU NEED TO SORT OF PUT A PLACEHOLDER IN, EVEN IF YOU HAVEN'T DECIDED FOR SURE, YOU WANT TO GET THAT IN PLACE.

YOU WANT TO UNDERSTAND WHAT THEIR DEADLINES ARE, MAKE SURE THAT YOU KNOW WHEN THINGS ARE DUE.

IT CHANGES JUST BECAUSE YOU APPLIED LAST YEAR DOESN'T MEAN THE PROCESS IS THE SAME THIS YEAR.

SO I WOULD SAY MAKE SURE YOU GO ON AND YOU GET ON TO THEIR WEB PAGE FIRST AND THEN MOVE THROUGH ALL OF THEIR INFORMATION.

SO YOU DO UNDERSTAND EXACTLY WHAT IT IS THEY WANT YOU TO DO.

I KNOW FOR US THIS YEAR, WE'VE SUDDENLY BEEN HANDED A WHOLE

BUNCH OF NEW RULES AND REGULATIONS FOR NEW YORK STATE THAT I'M STILL TRYING TO WORK OUT AND I'M TRYING TO LET PEOPLE KNOW JUST BECAUSE YOU APPLIED LAST YEAR YOU NOW HAVE TO DO SOME ADDITIONAL PAPERWORK WITH US.

AND I THINK THAT'S PRETTY MUCH TRUE OF A LOT OF GOVERNMENTS. THEN YOU WANT TO UNDERSTAND THE REVIEW AND NOTIFICATION PROCESS. YOU MAY NOT, YOU MAY NOT, I'M SORRY, I'M LOOKING AT THAT AND THINKING FOR A SECOND.

YOU MAY HAVE A DATE IN WHICH YOU HAVE TO APPLY FOR.

AND THEN SOMETIMES THEY'LL TELL YOU, OH YOU'RE GOING TO HEAR BACK FROM US ON THE SPECIFIC DATE OR TIME PERIOD.

YOU REALLY NEED TO KNOW THAT WHEN YOU'RE PLANNING YOUR PROJECT.

IT'S GOING TO AFFECT YOUR TIME LINE VERY MUCH.

AND THEN YOU WANT TO MAKE SURE YOU HAVE ALL YOUR I DON'T DUCKS IN A ROW IN YOUR INSTITUTION. BY THAT I MEAN YOU HAVE TO GO THROUGH THE CHANNELS.

IF YOU'RE WORKING ON AN INSTITUTION, MOST LIKELY YOU'RE GOING TO HAVE TO GET APPROVAL WITHIN YOUR INSTITUTION TO APPLY FOR A GRANT.

SOMETIMES YOU MAYBE HAVE OTHER PARTS OF YOUR INSTITUTION THAT YOU'RE ALSO WANTING TO GO TO THIS GRANTOR FOR A PROPOSAL. AND THAT MAY BE OKAY WITH THEM, IT MAY NOT BE.

AND YOU NEED TO MAKE SURE YOU KNOW THAT BECAUSE YOU DON'T WANT TO FIND OUT THAT YOU'RE SENDING IN TWO APPLICATIONS AND THEY ONLY ALLOW ONE APPLICATION PER

INSTITUTION IN REACH ROUND -- IN EACH ROUND OF GRANT APPLICATION. YOU NEED TO FIND THAT OUT BEFORE YOU PUT A LOT OF WORK INTO THE PRODUCT.

THE ONE THING I SAID TO PEOPLE AND I'LL SAY OVER AND OVER AGAIN IS PLEASE READ THE APPLICATION THOROUGHLY FROM START TO FINISH BEFORE YOU EVEN START.

MAKE SURE YOU UNDERSTAND EXACTLY WHAT YOU HAVE TO DO TO APPLY.

YOU KNOW, I KNOW THAT GRANTS.GOV IS A LOT OF INFORMATION YOU HAVE TO GIVE.

WE DO TOO SO PLEASE MAKE SURE THAT YOU DO THAT.

OKAY.

I SEE YOU HAVE A QUESTION ABOUT A SURVEY.

THAT'S A GREAT QUESTION.

ONE OF THE POLLING QUESTIONS IS PEOPLE'S BACKGROUND AND PRESERVATION.

WHAT WE CALL PRESERVATION SURVEYS, AND IF YOU'VE EVER HAD A NEEDS ASSESSMENT FOR AN AWAKE IT'S DIFFERENT.

A PRESERVATION SURVEY IS USUALLY HIRING SOMEONE TO COME IN FOR MAYBE A DAY OR MORE AND THEY'RE LEARNING TO LOOK AT NOT, IT'S NOT AN ITEM LEVEL SURVEY OF YOUR COLLECTION, IT'S LOOKING AT WHERE YOUR COLLECTIONS ARE STORED, HOW THEY'RE STORED, WHAT KIND OF MATERIALS YOU HAVE IN THE COLLECTION, WHAT'S YOUR BUILDING STRUCTURE, WHAT'S YOUR SECURITY ARRANGEMENTS, WHAT'S THE TEMPERATURE AND HUMIDITY IN YOUR BUILDING, WHAT'S THE ENVIRONMENT WHICH YOUR MATERIALS ARE BEING STORED.

AND THEY MAKE RECOMMENDATIONS ON THOSE THINGS AND WILL OFTEN HAVE AN EXECUTIVE SUMMARY IN THE

BEGINNING THAT SORT OF SETS SOME PRIORITIES FOR YOU.

IT'S A REALLY GREAT WAY TO LOOK AT WHAT YOU CAN DO TO PRESERVE YOUR COLLECTION AND A LOT OF THINGS IN THESE SURVEYS ARE THINGS, REPORTS YOU DON'T NEED TO APPLY FOR A GRANT FOR.

THEY MAY BE SOME SIMPLE THINGS YOU CAN DO LIKE TURN OFF THE LIGHTS WHEN YOU LEAVE AT NIGHT OR WHEN NO ONE'S IN A ROOM. DON'T BE TURNING YOUR AIR CONDITIONING OFF ON THE WEEKENDS DURING THE SUMMER.

SOME VERY, YOU KNOW PUTTING IN ULTRAVIOLET SLEEVES ON YOUR WINDOW.

IT'S A REALLY GOOD PLACE TO STAR.

FOR OUR GRANT PROGRAM IF YOU HAVE A SURVEY WE ASK YOU TO ATTACH THAT TO THE APPLICATION OR AT LEAST EXECUTIVE SUMMARY BECAUSE WE'RE GOING TO LOOK AT THAT AND SAY WHAT KIND OF PROGRESS HAVE THEY MADE ON ADDRESSING THESE PRESERVATIONED ISSUES, AND WHAT ARE THEY ASKING FOR AND WHERE DOES THAT FALL INTO WHAT THE SURVEY CONSULTANT RECOMMENDED.

SOMETIMES YOU MAY HAVE A SURVEY IF YOU'VE ALREADY DONE SOMETHING LIKE THAT WHERE YOU'RE REALLY LOOKING SPECIFICALLY AT A COLLECTION AND YOU MAY BE DOING MORE OF A RANDOM SAMPLE OR AN ITEM LEVEL.

BUT THAT USUALLY COMES AFTER A GENERAL PRESERVATION SURVEY. FROM THAT SURVEY, YOU CAN CREATE A PRESERVATION PLAN FOR YOUR ORGANIZATION.

SO I HOPE THAT ANSWERS YOUR QUESTIONS.

OKAY.

SO YOU'RE GOING TO READ THROUGH
AND YOU'RE GOING TO REALLY
UNDERSTAND WHAT IT IS THAT THE
GRANTOR'S ASKING FOR.

OKAY.

HERE'S MY QUESTION.

SO, DO YOU HAVE TRAINING OR
EXPERIENCE IN PRESERVATION.

THAT WAS THE OTHER QUESTION I
SORT OF WANTED TO KNOW.

>>

LIKE WATCHING THE PRESIDENTIAL
ELECTIONS WHERE THINGS COME IN.
SO WE'RE ALMOST SPLIT AS FAR AS
EXPERIENCE.

OKAY, THAT'S GOOD TO KNOW.

OKAY.

SO A SURVEY IS DIFFERENT FROM AN
ASSESSMENT.

SURVEY IS, A PRESERVATION SURVEY
IS NOT LOOKING AT A LITTLE BIT
THEY'LL LOOK AT YOUR CATALOGING
AND THEN MAYBE FINDING, AND
SOMETIMES THEY DO RECOMMEND OH
YOU REALLY NEED TO YOU KNOW DO
AN INVENTORY BEFORE YOU START
PRESERVATION.

SO THAT'S GOOD TO KNOW BECAUSE
THAT'S ONE OF THE THINGS A LOT
OF VENDORS -- GRANTORS, I'M
GOING TO KEEP SAYING VENDORS ASK
FOR.

SO BEFORE YOU BEGIN TO WRITE
YOU'RE GOING TO WANT TO CALL THE
GRANTOR.

EVERYONE I WORKED WITH EITHER
APPLYING FOR GRANTS HAS BEEN
OPEN TO THIS.

SOMETIMES I KNOW THAT I AM AT
FORUMS WHERE SOMETHING LIKE THIS
LIKE A WEBINAR WHERE YOU'LL SIGN
UP AND THEY'LL TAKE QUESTIONS
AND WALK PEOPLE THROUGH THE
APPLICATION.

I KNOW IN MY CASE I DO GRANT
WRITING WORK SHOPS BECAUSE I'M
ONLY IN ONE STATE.

BUT MOST FOLKS REALLY DO WELCOME CALLS.

IT'S REALLY SIMPLE THERE'S USUALLY A PERSON LISTED AS THE PROGRAM MANAGER.

JUST SEND THEM AN E-MAIL I HAVE QUESTIONS DO YOU MIND IF I SEND THEM TO YOU OR CAN WE SET UP SOMETHING ON THE PHONE AND THEY'LL LET YOU KNOW.

WHEN YOU CALL, TRY TO HAVE MORE THAN ONE PROJECT TO DISCUSS.

WE'RE STILL IN THE SORT OF CHICKEN AND THE EGG PHASE AND YOU WANT TO FIGURE OUT WHAT YOU CAN APPLY FOR.

SO IF YOU HAVE A COUPLE THINGS IN MIND, YOU START TO TALK ABOUT ONE AND THEY SAY OH NO WE DON'T FUND ANYTHING LIKE THAT.

OKAY, MAYBE THERE'S SOMETHING ELSE YOU DO FUND THAT YOU COULD TALK TO THEM ABOUT OR MAYBE YOU JUST NEED TO CALL THEM BACK ANOTHER DAY.

BE FLEXIBLE WHEN YOU CALL THEM. IF YOU'RE REALLY SET ON DOING ONE THING AND THEY SAY NO THAT'S YOUR DECISION BUT LISTEN TO WHAT THEY HAVE TO SAY AND MAYBE THERE IS A WAY YOU CAN MAKE YOUR PROJECT WORK.

YOU MIGHT DECIDE AT THIS POINT THAT YOU'RE NOT READY TO APPLY FOR A GRANT IN THIS CURRENT ROUND.

AND THAT'S NOT AN UNCOMMON THING.

YOU MAY FEEL THAT YOU'RE NOT READY.

YOU'RE ASKING ME TO PRESS 5 ... OKAY.

I'M NOT TALKING LOUD ENOUGH.

I'LL WORK ON THAT, OKAY.

SO YOU MIGHT DECIDE THAT YOU'RE NOT READY TO APPLY FOR A GRANT.

YOU MAY NEED TO WAIT FOR THE

NEXT ROUND, AND I HAVE PEOPLE WHO COME TO MY SURVEY, MY WORK SHOPS AND SAY OH MY GOSH YOU'RE TOTALLY NOT READY FOR THAT. AND THAT'S GREAT IF YOU REALIZE THAT BECAUSE THAT MEANS YOU'RE GOING TO MAKE A LIST OF WHAT YOU NEED TO DO TO GET READY TO APPLY THE NEXT TIME SO THAT YOU DO HAVE A SUCCESSFUL APPLICATION. ANOTHER THING YOU WANT TO ASK THEM IS WHERE IS THIS MONEY COMING FROM. IS IT, IN MY CASE MY FUNDS ARE STATE FUNDS. PEOPLE SOMETIMES THEY ASSUME THEY ARE FEDERAL FUNDS BUT THAT MAY TELL YOU, THEY MAY GIVE YOU A SENSE OF WHAT RESTRICTIONS THEY ARE. SO IT'S GOOD TO KNOW, AM I APPLYING FOR A PROGRAM THAT'S FEDERAL MONEY. MAYBE YOU JUST KNOW ALREADY OR SOMEBODY'S DOING A REGRANT PROGRAM. WE HAVE SOME DIFFERENT THINGS, WE WERE TALKING BEFORE THIS WITH LAURIE, HERITAGE PRESERVATION DOES SOME REGRANTING THEY GET AND THEN THEY MANAGE THEM. SO THAT MAY AFFECT HOW THE GRANT IS MANAGED. AND YOU NEED TO KNOW THAT. THERE MAY BE SOME RESTRICTIONS. ONE TYPE OF GRANT THAT THEY ARE OFFERING THAT THEY DON'T HAVE ON ANOTHER BECAUSE THE FUNDING SOURCE IS DIFFERENT. SO IT'S ANOTHER THING YOU JUST KIND OF WANT TO HAVE A SENSE OF, AND TALK TO THEM ABOUT. THE NEXT THING I WANT TO TALK ABOUT THEN IS YOU'VE DECIDED TO GO AHEAD AND DO A PROJECT. SO YOU GET TO THE POINT WHERE YOU'RE DESIGNING YOUR PROJECT.

SO YOU NEED TO CREATE A PLAN.
AND THERE ARE SEVERAL DIFFERENT
THINGS, AND THOSE OF YOU WHO DID
THE HOMEWORK AND SAW OURS, WE
HAVE VERY SPECIFIC QUESTIONS
WE'RE ASKING.

NOW SOME OF THOSE QUESTIONS WE
ASK ARE REALLY GENERAL QUESTIONS
ABOUT THE INSTITUTION, AND THEN
WE ASK SOME VERY SPECIFIC
QUESTIONS.

SO YOU NEED TO KNOW WHAT IT IS
YOU WANT TO DO AND YOU NEED TO
GENERATE THE FIRST THING YOU
WANT TO DO IS START WORKING ON A
TIME LINE.

YOU'LL FIND OUT FROM LOOKING AT
THE WEBSITE IS THIS A SIX MONTH
GRANT, THREE YEARS, ONE YEAR.

YOU REALLY KNOW TO DO THAT.

I'M GOING TO TRY HITTING FIVE
SINCE PEOPLE CAN'T HEAR ME.

IS THAT HELPING, I HOPE?

SO YOU GENERATE A PLAN, YOU
START ON YOUR TIME LINE TO
FIGURE OUT WHAT IT IS YOU NEED
TO GET, WHAT YOU WANT TO GET
DONE.

YOU'RE ASKING FOR THE GRANTOR
FOR CERTAIN FUNDS TO DO
SOMETHING, BUT THAT MAY BE JUST
PART OF THE OVERALL PROJECT.

SO YOU MAY NEED TO DESCRIBE THE
OVERALL PROJECT, AND THAT MAY BE
THAT THE PART THAT THEY'RE
FUNDING IS THREE MONTHS BUT THE
OVERALL PROJECT IS 18 MONTHS.

YOU NEED TO KIND OF FIGURE THAT
OUT AHEAD OF TIME SO THAT YOU
CAN REALLY ADDRESS ALL OF THE
DIFFERENT PARTS AND ISSUES OF
YOUR PROJECT.

YOU ALSO NEED TO FIND YOUR NEED.
WHY IS IT THAT YOU'RE APPLYING
FOR A GRANT.

I HAVE A LOT OF FOLK THAT WILL
APPLY AND THEY'LL TALK VERY

ELOQUENTLY ABOUT THE IMPORTANCE
OF THEIR COLLECTION.

AND THEY CAN'T TELL ME WHY THEY
NEED PRESERVATION.

WHAT'S WRONG WITH YOUR
COLLECTION THAT YOU NEED MONEY
FOR IT.

SO THEY'LL TELL ME HOW GREAT IT
IS, HOW MANY PEOPLE USE IT,
WHAT'S IT ABOUT.

BUT I DON'T GET A SENSE OF LIKE
AND THEN THEY'LL TALK ABOUT WHAT
HEAR GOING TO DO BUT I CAN'T
PUBLIC IT TOGETHER.

WHY DO THEY FEEL THEY NEED TO
TREAT THIS COLLECTION.

THEY DON'T SAY THAT THE PAPER'S
BRITTLE OR IT'S TORN, MAYBE
THERE ARE MAPS THAT ARE ROLLED
UP AND DIRTY BUT YOU REALLY WANT
TO GIVE A PHYSICAL DESCRIPTION
OF YOUR COLLECTION IN
PRESERVATION GRANTS AS WELL AS
AN INTELLECTUAL DESCRIPTION OF
YOUR COLLECTION.

YOU WANT TO TRY TO DO BOTH.
SO YOU'RE DEFINING THAT NEED.
THEN YOU NEED TO IDENTIFY YOUR
COSTS.

AND AGAIN, THIS IS YOUR ENTIRE
PROJECT COST.

IT'S NOT JUST WHAT YOU'RE ASKING
THE GRANTOR FOR BUT YOU NEED TO
BE VERY VERY CLEAR WHAT THINGS
YOU ARE GOING TO PAY FOR AND
WHAT YOU'RE ASKING THE GRANTOR
TO PAY FOR.

AND I ALWAYS SAY WHEN YOU GET TO
THIS PART OF THE APPLICATION,
DETAILS, LOTS OF DETAILS ARE
REALLY IMPORTANT.

SO IF YOU'RE DOING A PROJECT IN
WHICH YOU'RE GOING TO MAYBE HAVE
CONSERVATION TREATMENT, I'LL
HAVE A COLLECTION OF 50 MAPS,
AND YOU'RE ASKING THE GRANTOR TO
PAY FOR THAT TREATMENT.

BUT AT THE SAME TIME, YOU'RE GOING TO CREATE A CATALOG RECORD OR FINDING FOR THESE MAPS BUT YOU'RE GOING TO PAY FOR THAT. YOU STILL WANT TO TALK ABOUT THAT BECAUSE THAT REALLY STRENGTHENS YOUR PROPOSAL BECAUSE IT'S SHOWING THAT YOU'RE MAKING THE COLLECTION MORE ACCESSIBLE.

BUT YOU'RE PAYING FOR THAT BUT YOU WANT TO TALK ABOUT WHEN IS THAT GOING TO HAPPEN, WHO IS GOING TO DO IT.

SO YOU'RE TALKING THEN ALSO ABOUT OUTCOMES.

EVERYBODY IS VERY FOCUSED ON OUTCOME-BASED EVALUATION.

IF YOU HAVEN'T RUN AGAINST THAT YET, GO TO THE WEB PAGE AND THEY HAVE LOTS OF INFORMATION ABOUT WHAT WE CALL OBE.

SO THAT'S REALLY IMPORTANT TO KNOW THAT.

SO YOU WANT TO SAY THE FINAL OUTCOME OF THIS PROJECT IS THAT WE'RE GOING TO HAVE THESE MAPS, THEY'RE GOING TO BE CONSERVED. MAYBE THEY'RE GOING TO BE MYLAR ENCAPSULATED AND HOUSED AND ADDITIONAL CATALOGING SO RESEARCHERS CAN ACTUALLY USE THEM BECAUSE RIGHT NOW WE'RE NOT SURE WHAT WE HAVE AND THEY'RE NOT USABLE.

YOU ALSO WANT TO IDENTIFY THE ROLES, WHO IS RESPONSIBLE FOR WHAT IN THE PROJECT.

IF YOU HAVE STAFF WHO ARE GOING TO BE INVOLVED IN THE PROJECT, YOU NEED TO NAME THEM AND YOU PROBABLY ARE GOING TO NEED TO INCLUDE THEIR RESUMES AS PART OF YOUR APPLICATION.

AND THEN IF YOU'RE GOING TO HIRE VENDORS OR CONSATURDAYANTS, AGAIN YOU NEED TO NAME THEM AND

TALK ABOUT WHO IS GOING TO DO WHAT.

IT'S VERY CLEAR OFTEN IN THE BUDGET YOU'RE SHOWING ALL OF THOSE PEOPLE.

AND I ALWAYS SAY TO PEOPLE ANYTHING THAT'S IN YOUR BUDGET SHOULD BE EXPLAINED IN YOUR NARRATIVE.

IF I SEE AN EXPENSE IN THE NARRATIVE, IN THE BUDGET AND I HAVEN'T SEEN IT IN THE NARRATIVE, AND THEY'RE ASKING ME TO PAY FOR IT, OUR PROGRAM TO PAY FOR IT, I'M NOT GOING TO BECAUSE I DON'T REALLY KNOW WHAT IT'S FOR.

SO, IT'S REALLY SOMETHING YOU WANT TO WORK THROUGH.

WHO IS DOING WHAT, WHAT ARE THEIR ROLES.

AND AGAIN, IF YOU'RE DOING STUFF THAT'S PART OF YOUR INSTITUTIONAL CONTRIBUTION TO THE PROGRAM, YOU WANT TO INCLUDE THAT.

AGAIN, WE'RE TALKING ABOUT IDENTIFYING STAFF INVOLVED IN THE PROJECT.

WHO IS GOING TO DO THIS.

MAKE SURE THEY KNOW THAT THEY'RE GOING TO DO THIS.

I WORKED AT AN INSTITUTION ONCE WHERE I WAS HIRED AND RIGHT AFTER I GOT THERE, WE GOT TOLD WE WERE AWARDED A GRANT.

AND SOME OF THE STAFF DIDN'T EVEN KNOW THAT THEY WERE, THEY HAD BEEN PUT DOWN AS DOING PART OF A PROJECT FOR THAT.

SO IT'S SOMETHING YOU NEED TO MAKE SURE YOUR STAFF KNOW AS WELL AND THERE'S AN INSTITUTIONAL COMMITMENT FOR THAT.

DEPENDING ON THE SIZE OF YOUR INSTITUTION IT MAY NOT BE A BIG

DEAL, IF YOU'RE A SMALLER INSTITUTION YOU MAY BE DOING A LOT OF IT.

OUTSIDE VENDORS AND CONSULTANTS, VERY IMPORTANT THAT YOU REACH OUT AND IDENTIFY WHO IS GOING TO BE YOUR VENDORS OR YOUR CONSULTANTS.

ANYBODY THAT YOU'RE HIRING FOR THE PROJECT.

I TELL PEOPLE IF YOU'RE GOING TO BE HIRING TEMPORARY STAFF AND YOU DON'T KNOW YET, MAKE SURE YOU HAVE A NICE DETAILED JOB DESCRIPTION THAT YOU CAN INCLUDE AS WELL.

SO AGAIN IT'S CLEAR TO EVERYONE WHAT YOU'RE ASKING THESE PEOPLE, WHAT YOU'RE GOING TO HAVE THEM DO FOR THIS PROJECT.

OKAY.

SO YOU HAVE TO FIND VENDORS AND CONSULTANTS.

THIS IS TOUGH SOMETIMES.

IF YOU HAVE NEVER WRITTEN A PRESERVATION PROPOSAL BEFORE AND YOU'RE NOT IN THE PRESERVATION BUSINESS IT'S HARD TO FIND THEM. YOU WANT TO MAKE SURE FIRST OF ALL THAT YOU FIND SOMEONE QUALIFIED.

SO THERE ARE A COUPLE THINGS THAT YOU CAN DO.

THERE ARE THINGS LIKE, AND I THINK PART OF MY OTHER DOCUMENT I SENT IN WAS THINGS LIKE THE AMERICAN INSTITUTE OF CONSERVATOR SITE AND YOU CAN FIND FOLKS LIKE THAT.

YOU CAN ALSO LOOK AT PAST AWARDS THAT THE GRANTING INSTITUTION IS GIVEN.

SO ONE OF THE THINGS I KNOW IN OUR ON-LINE SYSTEM WE CAN RULE OUT FOLKS BY SUBJECT AREA.

SO IF YOU'RE THINKING OF DOING A PHOTOGRAPHIC PROJECT, YOU CAN

PUT TOGETHER TERMS IN AND IT WILL GIVE YOU A LIST OF EVERY PROJECT WE'VE EVER FUNDED THAT HAD TO DO WITH PHOTOGRAPHS. TELLS YOU WHO GOT THE GRANT, WHEN, THE DOLLAR AMOUNT AND WHO WAS THE PROJECT MANAGER AND THEIR PHONE NUMBER E-MAIL. NOT EVERYBODY DOES IT WITH THAT DETAIL BUT YOU CAN SEE, LOOK BACK IN PAST YEARS OF WHO RECEIVED A GRANT AWARD. IF YOU SEE A PROJECT THAT SOUNDS SIMILAR TO YOURS, YOU KNOW, SEE IF YOU CAN GIVE THE PROJECT MANAGER A CALL AND JUST ASK THEM IF THEY'RE WILLING TO CHAT WITH YOU A FEW MINUTES ABOUT A VENDOR OR CONSULTANTS THAT THEY USE. MOST PEOPLE ARE MORE THAN HAPPY TO DO THAT. YOU MIGHT HAVE COLLEAGUES THAT YOU CAN CALL. PEOPLE CALL ME SOMETIMES. NOT EVERYBODY HAS LISTS OF VENDORS OR CONSULTANTS BECAUSE THAT'S A WHOLE VETTING PROCESS WE DON'T REALLY WANT TO GO THROUGH. BUT YOU COULD ASK THEM IF THEY CAN TELL YOU NAMES OF WHAT I SAY IS I CAN TELL YOU NAMES OF OTHER FOLKS WHO HAVE BEEN ON PROJECTS THAT WERE FUNDED AND WERE DEEMED QUALIFIED. MOST GRANTORS ARE LOOKING FOR THE MOST QUALIFIED CONSULTANTS OR VENDORS. SO THEN YOU WANT TO ALSO GET REFERENCES FOR THESE VENDORS AND CONSULTANTS AND BE SURE TO CALL THOUGH REFERENCES AND HAVE A SERIES OF QUESTIONS. ONE OF THE THINGS YOU MIGHT WANT TO ASK THEM IS WERE THERE ANY PROBLEMS DURING THE PROJECT AND HOW DID THEY HANDLE THOSE

PROBLEMS.

IT'S NOT UNUSUAL TO SOMETIMES
HAVE THE PROJECT NOT GO EXACTLY
AS YOU PLANNED.

SO HOW DID EVERYONE DEAL WITH
THAT.

DID THEY GET BACK TO YOU
QUICKLY, HOW DID THEY HANDLE ANY
ERRORS IN THEIR WORK, DID THEY
GIVE YOU ALL THE DOCUMENTATION
THAT YOU ASKED FOR.

ALL OF THOSE KINDS OF THINGS YOU
WOULD WANT TO DO.

OR TO KNOW.

AND YOU WANT TO GET BIG.

NOW WE REQUIRE PEOPLE TO GET AT
LEAST TWO BIDS.

WHEN I FIRST TOOK OVER MY
PROGRAM, THAT WASN'T A
REQUIREMENT BUT I STARTED TO
REQUIRE IT BECAUSE I WAS SEEING
BIDS THAT CAME IN THAT WERE
WILDLY DIFFERENT IN PRICES.

AND YOU REALLY WANT TO MAKE SURE
THAT YOU GIVE THE SAME
INFORMATION TO EACH PERSON WHO
MIGHT PUT IN A BID SO THAT YOU
CAN COMPARE THE COSTS.

YOU MIGHT ALSO BE COMPARING
THEIR TREATMENT PROPOSALS.

IF YOU'RE LOOKING TO HAVE A
CONSERVATION GRANT, A
CONSERVATION GRANT TO DO
TREATMENT, THE CONSERVATOR IS
GOING TO GIVE YOU, SHOULD BE
GIVING YOU A VERY DETAILED
TREATMENT PROPOSAL.

SO YOU KNOW EXACTLY WHAT THEY'RE
GOING TO DO TO YOUR COLLECTION.

FOR SOME THINGS LIKE
MICROFILMING OR DIGITIZATION
THERE ARE STANDARD PRACTICES.

I GET ASKED A LOT IF I'M WRITING
A PRESERVATION GRANT DO I NEED
TO KNOW ANYTHING ABOUT
PRESERVATION.

MY ANSWER IS YES YOU DO.

YOU NEED TO KNOW SOMETHING AND THAT'S WHY THAT SURVEY IS SO IMPORTANT IN THE BEGINNING BECAUSE THE SURVEY IS REALLY A GREAT WAY TO START TO EDUCATE YOU ABOUT PRESERVATION. SO GET THOSE THINGS AND MAKE SURE YOU GET THE GOOD TREATMENT PROPOSALS AND THAT EVERYTHING IS THERE.

ONE OF THE THINGS I LIKE PEOPLE TO DO I WANTED PEOPLE TO SEND ME BEFORE PICTURES OR EVEN HOUSING PROJECTS AND THEN TO SEE THE ACTOR.

WHEN YOU DO A FINAL REPORT SEND THOSE OFFER.

YOU MAKE YOUR BEFORE PHOTOS AS PATHETIC AS POSSIBLE TO SHOW THAT YOUR COLLECTION IS REALLY REALLY IN DIRE NEED OF HELP. SO YOU TRY TO MAKE YOUR CASE THERE AGAIN.

SO YOU'VE DONE THAT AND GOT YOUR GROUP TOGETHER, YOU GOT YOUR IDEA.

YOU'VE BEEN TALKING TO YOUR VENDORS, YOU READ THE GUIDELINES AND YOU FEEL YOU'RE READY TO WRITE YOUR PROPOSAL.

A LOT OF PEOPLE WILL ASK ME SHOULD I HIRE A GRANT WRITER.

I REALLY CAN'T ANSWER THAT QUESTION FOR PEOPLE BUT MY EXPERIENCE IS MOST PEOPLE WRITE THEIR OWN AND DO A REALLY GOOD JOB.

IF YOU DON'T WRITE YOUR OWN GRANT THERE ARE FIRMS OUT THERE THAT DO IT AND YOU CAN TALK TO THEM.

I WOULD PROBABLY WANT THEM TO HAVE EXPERIENCE IN AT LEAST SOMEWHERE IN THE CULTURAL COMMUNITY OF WRITING PROPOSALS AND NOT FOLKS WHO ARE WRITING GRANTS FOR SAY EDUCATION OR

MEDICAL TYPE TOPICS.

YOU WANT SOMETHING, SOMEBODY
USED TO WORKING IN A CULTURAL
REPOSITORY OF SOME SORT.

BUT I THINK YOU KNOW MOST PEOPLE
CAN DO IT YOURSELF.

SO THE FIRST THING YOU WANT TO
DO IS ASSEMBLE A TEAM THAT'S
PROBABLY GOING TO BE SOME OF THE
FOLKS WHO ARE GOING TO BE
WORKING ON THE PROJECT AND MAYBE
OTHERS.

MAYBE THEY'RE NOT GOING TO WORK
ON THE PROJECT BUT YOU NEED
THEIR INPUT IN ORDER TO WRITE
YOUR PROPOSAL.

AND THEN I'LL SAY IT AGAIN, YOU
WANT TO READ YOUR APPLICATION
AND GUIDELINES AGAIN JUST SO
THAT YOU UNDERSTAND WHAT IT IS
THAT YOU'RE GOING TO HAVE TO DO.
ONE OF THE MOST IMPORTANT THINGS
YOU NEED TO DO IS FOLLOW THE
APPLICATION FORMAT.

I HAVE PEOPLE SOMETIMES, AND OUR
GRANT APPLICATION ON-LINE WE
ALLOW PEOPLE TO WRITE IT IN WORD
AND COPY AND PASTE IT INTO OUR
SYSTEM SO THAT IT'S A LITTLE
EASIER TO SOMETIMES WORK AS A
GROUP AND YOU WORK OFF LINE.
BUT THEY'LL JUST UPLOAD THE
WHOLE THING INTO THE FIRST
SECTION.

AND IF YOU DID THE HOMEWORK AND
YOU LOOKED AT THE REVIEWER PAGE,
YOU SEE THAT MOST REVIEWERS ARE
ASKING TO GO FORWARD AND THEY'RE
ASKING YOU TO FOLLOW A CERTAIN
FORMAT AND THEY'RE ASKING THE
REVIEWERS TO EVALUATE ON EACH
SECTION OF YOUR PROPOSAL.

SO YOU WANT YOUR REVIEWERS TO
FIND INFORMATION THEY'RE LOOKING
FOR WHEN THEY'RE SCORING WHERE
THEY EXPECT IT TO BE.

THE LAST THING YOU WANT TO DO IS

ANNOY A REVIEWER.

I'VE SEEN PEOPLE DO THAT, AND I'VE HAD IT HAPPEN TO ME AS REVIEWING.

YOU DON'T WANT TO HAVE IT HARD TO FIND.

YOU ALSO, THE THING WHEN YOU'RE WRITING THIS IS YOU WANT A LOT OF DETAIL BUT YOU DON'T WANT A LOT OF WORDS.

THAT'S SOMETHING YOU HAVE TO BE BALANCING AT ALL TIMES.

I REMEMBER BEING ON A PANEL FOR A GROUP OF APPLICATIONS AND SOME OF THESE WERE COMING IN AT 200 PAGES.

THE FIRST THING WE SAID WAS OH MY GOD 200 PAGES.

WERE THESE PEOPLE TRYING TO TO

TORTURE US AS WELL.

WE TAKE OUR APPLICATIONS VERY CLEAR WHAT FORMATS WE ALLOW THINGS TO BE UPLOADED IN AND WE DO ALLOW PHOTOS, JPEG IMAGES AND EXCEL SHEETS.

WE ALLOW YOU TO UPLOAD THOSE AS APPENDICES.

SO I WOULD CHECK WITH THE GRANTOR AND MAKE SURE BUT I THINK THAT'S OFTEN SOMETHING WE REALLY, MOST GRANTORS LIKE AND THEN THE ACTORS.

BECAUSE SOMETIMES WE'RE TRYING TO DO A LITTLE ADVOCACY FOR OUR PROGRAM INTERNALLY AND HAVING THOSE PHOTOS IS REALLY GREAT FOR US INTERNALLY AS WELL.

THE NEXT THING YOU WANT TO MAKE SURE IS THAT YOU UNDERSTAND WHAT EXPENSES ARE FUNDABLE.

I'VE HAD PEOPLE SEND IN PROPOSALS WHERE I THOUGHT DID THEY EVEN READ THE GUIDELINES BECAUSE EVERYTHING THEY'VE ASKED FOR WE DON'T FUND.

AS A GOVERNMENT GRANTING AGENCY,

WE'RE UNDER VERY STRICT, WHAT'S THE WORD, NOT GUIDELINES BUT WE HAVE VERY STRICT RULES ABOUT HOW WE EVALUATE AND AWARD GRANTS. IF SOMETHING IS NOT FUNDABLE, NO MATTER HOW GOOD YOUR PROPOSAL IS, WE CANNOT FUND IT. BECAUSE WE HAVE TO BE FAIR AND EQUITABLE TO EVERYBODY WHO APPLIES.

SO IF WE SAY WE DON'T FUND DIGITIZATION AND SOMEONE WRITES A GREAT DIGITIZATION PROPOSAL AND WE SAY IT'S GREAT WE'RE GOING TO FUND IT. WE CAN'T DO THAT BECAUSE WE HAVE TO OPEN IT UP FOR EVERYBODY. WE HAVE TO FOLLOW THOSE THINGS STRICTLY.

CAN YOU PUT STAFF WAGES IN, SOMETIMES YOU CAN OR SOMETIMES YOU CAN'T. SOME WILL FUND CERTAIN EQUIPMENT AND OTHERS WON'T.

SO YOU HAVE TO BE VERY VERY CLEAR ABOUT THAT. AND DON'T ASK FOR SOMETHING THAT'S CLEARLY NOT FUNDABLE. IF THEY FUND YOUR GRANT THEY MIGHT ZERO THAT OUT AND THAT MIGHT MAKE IT HARD FOR YOU IF YOU DON'T HAVE THE MONEY TO BACK IT UP TO ACTUALLY DO THE PROJECT.

I WOULD SAY IF THERE'S SOMETIMES FOR MY FOLKS THEY WILL ATTACH, ANOTHER THING IS TO ATTACH TO YOUR PROJECT IS IF YOU HAVE THE BIDS YOU WANT TO ATTACH THE BIDS FROM YOUR VENDORS WE ASK FOR THEM TO BE ATTACHED.

WE ASK FOR YOU TO ATTACH ALL OF THEM AND THEN TELL US WHO YOU CHOSE AND WHY.

AGAIN, WE DON'T MAKE YOU CHOOSE, WE DON'T IN OUR PROGRAM THE LOWEST BID.

AGAIN YOU MIGHT WANT TO ASK THAT OF THE FUNDER.

WE LIKE TO SEE THE TREATMENT PROPOSALS FROM THE CONSERVATORS. WE WANT TO SEE EVERYBODY WHO IS INVOLVED IN THE PROJECT'S RESUME WHETHER THEY'RE ON STAFF OR SOMEONE THAT YOU'RE HIRING OR A JOB DESCRIPTION.

SO IF YOU'RE USING A CONSULTANT WE WANT TO SEE THEIR RESUME AND MAKE SURE THESE PEOPLE ARE QUALIFIED TO DO THE JOB.

I DON'T WANT TO SEE A GENERAL ARCHIVIST WHO IS GOING TO COME IN WITH NO PRESERVATION EXPERIENCE AND DO A PRESERVATION.

I WANT TO SEE A CONSERVATOR OR LIBRARIAN TO DO THAT.

IN MY WORK WE FUND A PUBLIC LIBRARY CONSTRUCTION PROGRAM AND WE HAVE PICTURES OF RUN DOWN LIBRARIES.

PEOPLE SHOW US PICTURES OF THEIR SOLAR PANEL DEALS.

SOMETHING YOU THINK WILL STRENGTHEN THAT, YOU KNOW, PROVIDE THAT DETAILED INFORMATION.

AND A LOT OF GRANTORS THEY'LL HAVE A WORD LIMIT FOR THE NARRATIVE BUT THEY DON'T HAVE LIMITS FOR YOUR APPENDICES OWE THAT'S A WAY SOMETIMES TO GET IN A LITTLE BIT OF EXTRA INFORMATION.

WE ALSO ASK, WE WANT TO SEE WHAT YOUR PRESERVATION ACTIVITIES ARE AND WE WANT YOU TO HAVE A DISASTER PLAN WRITTEN.

SO I OFTEN ASK PEOPLE JUST TO SEND ME LIKE THE TABLE OF CONTENTS ON THEIR DISASTER PLAN AS AN ATTACHMENT SO LOOK AT WHAT THEY'RE ASKING YOU FOR.

AND IF THERE'S A WAY TO SHOW

THAT INSTEAD OF JUST SAYING IT I
THINK THAT'S VERY HELPFUL.

THE FORMAT OF IMAGES, IS THAT
WHAT YOU'RE ASKING ME?

I'M NOT QUITE SURE.

WE TAKE TIF AND JPEG IMAGES FOR
OURS.

AGAIN YOU WANT TO MAKE SURE IF
YOU'RE SENDING IT IN A PAPER
FORMAT THEN YOU CAN SEND IN REAL
PHOTOGRAPHS OR JUST PRINTOUTS
FROM YOUR COMPUTER.

WE DO WANT THEM DONE
ELECTRONICALLY.

YOU WOULD REALLY WANT TO MAKE
SURE THAT THE VENDOR, I'M SORRY,
THE FUNDER CAN OPEN THEM.

THAT'S THE MAIN THING.

OUR ON-LINE APPLICATION IS VERY
CLEAR ABOUT WHAT FORMATS WE
ACCEPT.

IF IT'S NOT CLEAR, DEFINITELY
GIVE THEM A CALL OR SEND THEM AN
E-MAIL.

A LOT OF FUNDERS WILL ALSO HAVE
AN FAQ PAGE AND SOME OF THOSE
QUESTIONS YOU MAY FIND ANSWERED
THERE.

SO BUT YOU DEFINITELY DO WANT TO
FINE THAT OUT AND NOT SEND THEM
SOMETHING THAT CAN'T BE OPENED.
AND THEN YOU WANT TO FIND OUT IS
THERE A MATCH OR COST SHARE AND
WHAT THING ARE ALLOWABLE UNDER
THAT MATCH OR COST SHARE.

FOR A LOT OF FOLKS, YOU MAY
ALREADY HAVE, IF THERE'S A
FEDERAL GRANT AND YOU HAVE A
COST SHARE YOU MAY HAVE SOME
SORT OF FEDERALLY NEGOTIATED
PERCENTAGE THAT YOU CAN USE.
OR MAYBE NOT.

IN MY PROGRAM BECAUSE WE HAVE A
LOT OF SMALL ORGANIZATIONS, WHO
DON'T EVEN HAVE PAID STAFF, WE
LOOK AT HOURS SOMETIMES.

HOW MANY HOURS THEY'RE GOING TO

CONTRIBUTE.

AND AGAIN WE DO HAVE SOME
MINIMUM THAT WE REQUIRE.

SO YOU WANT TO MAKE SURE YOU
KNOW WHAT THOSE ARE AND WHAT
THING ARE ALLOWABLE.

WHERE I WORK BECAUSE MY SALARY'S
PAID, OUT OF LSDA FUNDS AND IF
WE APPLY FOR AN ILMS GRANT MY
TIME CAN'T BE COST SHARED IN
BECAUSE THE FEDS ARE ALREADY
PAYING FOR IT AND THAT WILL BE
SORT OF DOUBLE DIPPING.

YOU ALSO WANT TO HAVE THOSE
THINGS.

THAT'S WHERE HOPEFULLY SOMEONE
IN YOUR INSTITUTION IF YOU'RE
BIG ENOUGH TO HELP YOU THROUGH
SOME OF THOSE INSTITUTIONAL
THINGS.

HELPING YOU WITH MY FEDERAL ID
NUMBER WHAT'S OUR DUNS NUMBER.
SOMEBODY HOPEFULLY AT YOUR
INSTITUTION IS HELPING YOU WITH
THAT.

SO YOU WANTED TO KNOW THAT.
AS YOU GO THROUGH SO YOU CAN
MAKE SURE THAT YOU'RE MEETING
THAT OR EXCEEDING IT.

SO THEN YOU'RE WRITING THE
PROPOSAL AND YOU WANT TO SORT OF
INTRODUCE YOURSELF.

WHO ARE YOU AND WHAT IS YOUR
MISSION, WHAT DO YOU COLLECT.
DON'T ASSUME THAT PEOPLE KNOW
WHO YOU ARE AND WHAT YOU DO
ESPECIALLY IF YOU'RE APPLYING TO
A NATIONAL OR A LARGE
FOUNDATION.

THERE ARE THOUSANDS, IF YOU
LOOKED AT THE HEALTH HERITAGE
INDEX YOU KNOW HOW MANY
INSTITUTIONS THERE ARE OUT
THERE.

AND MOST PEOPLE MAY HAVE NEVER
HEARD OF YOU OR EVEN IF THEY'VE
HEARD OF YOU THEY REALLY DON'T

KNOW MAYBE A WHOLE LOT ABOUT YOU.
PUTTING IN A LINK TO YOUR WEBSITE IS GREAT.
IT ALLOWS PEOPLE TO COME IN AND VERY EASILY THEN HOPEFULLY THEY CAN CLICK REVIEWERS AND GRANTORS CAN CLICK ON THAT LINK AND BE CONNECTED TO YOUR WEBSITE.
OR AT LEAST TYPE IT IN.
BUT IT ALLOWS THEM TO GO THERE AND KIND OF SEE WHAT IT IS THAT YOU'RE ALL ABOUT.
AND THAT'S REALLY FUN FOR ME AS A FUNDER SOMETIMES I FIND OUT ABOUT TOPICS I NEVER HEARD OF THAT ARE ACTUALLY VERY VERY INTERESTING.
SO TALK ABOUT THAT, YOU KNOW.
ARE YOU A MUSEUM, AN ART MUSEUM AND YOU HAVE A COLLECTION OF AN ARCHIVE ABOUT THE ARTIST THAT YOU HAVE THERE.
ARE YOU A LOCAL HISTORY.
WHATEVER IT IS THAT YOU COLLECT.
AND WHAT IS YOUR MISSION.
AGAIN, STATE YOUR NEEDS HERE IN THE BEGINNING IN VERY CLEAR TERMS.
WE HAVE A LARGE COLLECTION OF PHOTOGRAPHS THAT ARE GLASS PLATES AND ARE ENDANGERED.
TALK A LITTLE BIT AND WE WANT TO PRESERVE THOSE BY REFORMATTING THEM.
YOU WANT TO DEMONSTRATE THEY'RE A RESPONSIBLE WELL-RUN ORGANIZATION.
AGAIN A NICE WEBSITE TO HELP WITH THAT.
YOU WANT TO USUALLY TALK ABOUT, ARE USUALLY PEOPLE ARE ASKING MAYBE A LITTLE BIT ABOUT THE SIZE OF YOUR INSTITUTION YOUR BUDGET YOUR NUMBER OF STAFF, HOW LONG YOU'VE BEEN AROUND.
THEY MAY ASK FOR SAMPLES OF YOUR

MISSION STATEMENT OR COLLECTION POLICY, SO YOU WANT TO MAKE SURE YOU HAVE THOSE ALREADY, AND THAT'S WHAT YOU HAVE BEEN DOING WHEN YOU WERE SORT OF PLANNING THE PROJECT MAKING SURE YOU HAVE ALL OF THIS STUFF.

IF YOU DON'T THEN MAYBE YOU'RE NOT READY TO APPLY.

YOU WANT TO DEMONSTRATE THAT YOUR COLLECTIONS ARE IMPORTANT. DON'T ASSUME THAT PEOPLE KNOW ABOUT YOUR COLLECTIONS AGAIN. I HAD ONE PROPOSAL THAT CAME IN ONCE AND I DON'T WANT TO GIVE DETAILS BUT LET'S JUST SAY IT WAS ABOUT A SPORT.

POLO.

I KNOW NOTHING ABOUT POLO EXCEPT YOU PLAY IT ON A HORSE AND YOU HIT A BALL, RIGHT.

AND THEY WANTED, THEY HAD A MUSEUM THEY HAD CREATED FOR A POLO PLAYER AND THEY KEPT TALKING ABOUT HOW THIS GREAT, THIS WAS SUCH A, PERSON WAS THE GREATEST POLO PLAYER EVER.

I NEVER HEARD OF THEM.

AND SO HOW WOULD I KNOW.

THEY DIDN'T SHOW ME HOW THIS PERSON WAS IMPORTANT.

AND WHY WOULD WE NEED A MUSEUM FOR ONE PERSON.

I COULD GO ON-LINE MAYBE AND SEE THERE WERE FIVE POLO MUSEUM IN THE UNITED STATES.

SO WHY SHOULD WE BE HELPING TO SUPPORT SUCH A NARROWLY FOCUS COLLECTION.

AND AT NO POINT DID THEY REALLY EVER MAKE THE CASE OF WHY THIS PERSON WAS IMPORTANT.

THEY KEPT SAYING THEY WERE IMPORTANT BUT THEY DIDN'T SHOW IT.

SO YOU HAVE TO DO THAT.

YOU REALLY HAVE TO DO THAT AND

YOU CAN, AND I KNOW IN OUR PROPOSAL, YOU TALK ABOUT WHO USES YOUR COLLECTIONS AND WHY AND HOW MUCH USE THEY GET. IT CAN BE PEOPLE WHO WALK THROUGH YOUR DOOR OR PEOPLE WHO COME INTO YOUR DOOR COLLECT TRONALLY -- ELECTRONICALLY AND TALK ABOUT THAT. I USE THE WORD DEMONSTRATE A LOT BECAUSE WE COME TO AT OUTBASE KIND OF THING. YOU NEED TO SHOW IT, YOU REALLY NEED TO GIVE EXAMPLES. SO TALK ABOUT THE LONG TERM EFFECTS OF THIS PROJECT. IF WE DO THIS PROJECT, WHAT WILL BE THE RESULT. THESE COLLECTIONS WILL BE PRESERVED, GREAT. WILL THEY BE MORE ACCESSIBLE, WILL PEOPLE KNOW ABOUT THEM, WILL THEY BE STOPPED, ARE WE ALSO CREATING A FINDING AID THAT'S UP ON OUR WEBSITE OR WE'RE PUTTING INTO A NATIONAL DATABASE. TELL US ABOUT THAT SO THAT MAYBE THEY'VE NEVER BEEN ACCESSIBLE BEFORE BECAUSE OF THEIR COLLECTION, NOW THEY WILL BE. SO YOU REALLY WANT TO START TO GET INTO AGAIN KEEP WITH THE DETAILS HERE. OKAY. THEN YOU WANT TO KEEP ASKING YOURSELF THESE QUESTIONS AS YOU GO THROUGH. DO WE HAVE A CLEAR GOAL, IS IT CLEAR ALL THE WAY THROUGH. IS EACH SECTION OF OUR APPLICATION SORT OF BUILDING, YOU KNOW, ON TO MAKING OUR CASE. IS YOUR BUDGET REALISTIC. YOU CAN'T JUST THROW MONEY IN THERE. OH DEAR.

YOU CAN'T JUST THROW IN MONEY
AND SAY WELL AND THEN DOWN THE
ROAD WE'RE GOING TO DO THIS.
MOST PEOPLE WANT TO SEE THAT THE
PROJECT BEGINS AND ENDS DURING
THIS GRANT PERIOD.

AND IS IT REALISTIC.

DON'T START INFLATING PEOPLE'S
SALE READS OR OUR PROJECT
MANAGER IS GOING TO SPEND 50% OF
HER TIME ON THIS PROJECT.

THE REVIEWERS ARE OFTEN
EXPERIENCED.

THIS PROJECT DOESN'T TAKE 50% OF
SOMEONE'S TIME, IT'S GOING TO
TAKE 15% OF THEIR TIME AND
THEY'RE GOING TO KNOW THAT SO
THEY'RE GOING TO PROBABLY, YOU
KNOW, THAT WILL BE A MARK
AGAINST YOU AND YOU GET A LOWER
SCORE.

IS YOUR TIME LINE REALISTIC.

DON'T TRY TO SOLVE ALL OF YOUR
PRESERVATION PROBLEMS IN ONE
GRANT PROPOSAL.

I'VE SEEN PEOPLE TRY TO DO THIS.

IF YOU'VE NEVER APPLIED FOR A
GRANT BEFORE, START WITH THE
SURVEY, IT'S EASY.

IT'S NOT A LOT OF STAFF TIME.

DOESN'T TAKE A LOT OF TIME.

AND IT GIVES YOU A SENSE, IT
STARTS TO GIVE YOU A SENSE OF
WHAT YOU'RE GOING TO DO.

MOST GRANTORS WILL LET YOU COME
BACK ANOTHER YEAR SO YOU GOT A
GRANT ONE YEAR AND THEN YOU CAN
COME BACK THE NEXT YEAR TO DO
SOMETHING ELSE SO MAYBE THE
FIRST YEAR YOU ASK FOR A SURVEY.
MAYBE THE SECOND YEAR YOU'RE
ASKING TO REHOUSE A SPECIFIC
MANUSCRIPT COLLECTION.

THE SECOND YEAR YOU'RE HAVING A
SURVEY OF YOUR PHOTOGRAPH
COLLECTION.

THE NEXT YEAR ON AND ON.

IF YOU HAVE A PLAN AND YOU CAN JUST SLOWLY WORK THROUGH THAT PLAN IN CHEWABLE BITES SO THAT YOU'RE NOT TRYING TO REHOUSE THIS COLLECTION AND REFORMAT ANOTHER COLLECTION AND OH BY THE WAY WE'RE GOING TO UPGRADE OUR HVAC THIS YEAR.

THAT'S JUST CRAZY.

YOU'RE GOING TO SET YOURSELF UP FOR FAILURE AND PROBABLY THE GRANTOR AND THE REVIEWER AREN'T GOING TO BELIEVE THAT YOU CAN GET ALL THAT DONE.

AND THE OTHER THING IS I KNOW HAPPENS WITH THE FEDS AND WITH US, WE DON'T ALWAYS GET TO STICK TO THE TIME LINE THAT WE WANT. WE HAVE OUR DELAY.

OF COURSE NOW THE FEDERAL GOVERNMENT'S SHUT DOWN SO THEY'RE DELAYED.

SO THEY MAY HAVE PLANNED TO GIVE YOU AN AWARD NOTICE IN JANUARY AND IT TURNS OUT IT'S NOT UNTIL MARCH BUT GUESS WHAT, YOU HAVE TO DO IT IN THE SAME AMOUNT OF TIME.

YOU DON'T GET AN EXTRA THREE MONTHS TO DO YOUR PROJECT.

SO THINK ABOUT THAT TO TRY TO FIND OUT THE HISTORY OF HOW THESE WORK SO THAT YOU HAVE A SENSE OF OH I'VE ONLY GOT ONE YEAR OR REALLY IT'S NINE MONTHS OR IT'S SUPPOSED TO BE A TWO YEAR GRANT AND I ONLY HAVE A YEAR AND-A-HALF, CAN I GET THE PROJECT DONE.

SO REALLY REALLY LOOK AT EVERY STEP.

SOMETIMES PEOPLE IF THEY'RE DOING A REHOUSING PROJECT AND THEY HAVEN'T DONE IT BEFORE. THEY JUST HAVE STAFF DO IT FOR A LITTLE BIT AND THEY TIME THEM. IF YOU'RE WORKING WITH A VENDOR,

MAKE SURE YOU HAVE A SCHEDULE.
IF YOU'RE SENDING THING OUT FOR
SHIPMENTS, MAKE SURE THAT'S
SETTLED AHEAD OF TIME.
HOW MANY SHIPMENTS, DO YOU HAVE
TO CATALOG IT.
YOU'RE IDENTIFYING ALL THOSE
STEPS AND YOU GOT A SENSE OF THE
TIME LINE OF WHAT YOU CAN DO.
BECAUSE YOU DON'T WANT TO FIND
YOURSELF AT THE END UNABLE TO
FINISH THE PROJECT.
SOMETIMES FOLKS CAN GIVE
EXTENTIONS, SOMETIMES WE CAN'T.
SO DON'T ASSUME YOU'RE GOING TO
GET AN EXTENSION.
THE OTHER THING IS IF YOU RUN
INTO A PROBLEM WHEN YOU DO GET
YOUR GRANT, MAKE SURE YOU
COMMUNICATE WITH THE GRANTOR.
AND THEN AGAIN, IS OUR NEED AND
OUR STORY COMPELLING.
MAKE SURE THAT YOU REALLY MAKING
THE CASE AGAIN WHY IS THIS
IMPORTANT.
IS IT, WHY IS THERE A
PRESERVATION NEED, WHY IS IT
IMPORTANT TO THE CULTURAL
COMMUNITY OR TO RESEARCHERS OR
SCHOLARS.
ALL OF THOSE THINGS YOU KIND OF
WANTED TO TOUCH ON.
OKAY.
I LOVE THIS QUESTION.
THAT'S SOMETHING, THAT'S A GOOD
QUESTION FROM RONNIE.
IT DEPENDS ON WHETHER OR NOT
THEY FUND STAFFING.
FOR MY PROGRAM WE DON'T FUND
STAFFING.
YOU DON'T WANT TO SOUND LIKE TOO
PATHETIC BECAUSE THE QUESTION
THEN COMES UP WELL HOW VIABLE IS
THIS ORGANIZATION IF THEY CAN'T
CONTINUE WITHOUT THIS GRANT.
THAT'S REALLY IMPORTANT, YOU
KNOW, SORT OF YOU'RE WALKING

SORT OF A TYPE ROPE, TIGHT ROPE
THERE WHERE YOU'RE SAYING WE
NEED THIS MONEY TO DO ALL THESE
GREAT THINGS.

BUT IF WE DON'T GET IT, WE'RE
GOING TO FOLD.

MM-MM, THAT'S KIND OF A TOUGH
ONE THEN.

YOU MIGHT WANT TO SAY THESE ARE
SOME OF THE NEW INITIATIVES THAT
WE WANT TO DO.

SO LET'S SAY WE'RE GOING TO, YOU
KNOW, FOCUS ON THAT, WHAT YOU'VE
DONE, WHAT YOU CAN CONTINUE TO
DO, MAYBE SOME NEW INITIATIVES.
LOOKING AT LORI'S ANSWER NOW FOR
A FEW OF THOSE QUESTIONS.

IT DEPENDS REALLY.

I THINK, THE QUESTION ABOUT CAN
YOU BRING THE MONEY, GET
CONCENTRATION TREATMENT FROM
ABROAD.

NOW IN THE UNITED STATES WE
WOULD SAY NO BECAUSE WE HAVE
PLENTY OF PROFESSIONALS TO DO
THE WORK HERE.

I'M NOT FAMILIAR WITH BOLIVIA SO
I DON'T KNOW.

IF THAT'S THE CASE YOU MAY HAVE
TO DO THAT.

AGAIN, SOMETHING TO ASK YOUR
VENDOR AND LOOKING AT THE COST
OF ALL OF THAT.

I KNOW FROM MY PROGRAM WE DO
FUND TRAVEL COSTS BUT WE ARE
EXPECTING PEOPLE TO USE VENDORS
WITH THEM IN THE NORTHEAST PART
OF THE UNITED STATES.

SO THAT WILL DEFINITELY BE
SOMETHING YOU HAVE TO ASK THE
PROGRAM, I AGREE WITH LORI ON
THAT ONE.

OKAY.

THEN WE'RE GETTING TOWARDS THE
EVEN HERE.

YOU'RE WRITING YOUR PROPOSAL AND
I WOULD SAY THE ONE IMPORTANT TO

DO IS HAVE SOMEONE PROOFREAD IT.
LOOK FOR TYPOS, DOES IT MAKE
SENSE, DOES IT FLOW.

AGAIN THE PERSON READING FOR
YOU, ARE THEY READY TO WRITE YOU
A CHECK.

IF YOU'VE BEEN WORKING ON
WRITING, WE'VE ALL HAD THIS
EXPERIENCE.

WHATEVER YOU'RE WRITING, YOU'RE
WORKING ON IT YOU'RE WORKING ON
IT.

AFTER A WHILE YOU CAN'T EVEN
READ IT, YOU ARE SEEING WHAT'S
IN YOUR HEAD.

SO GET SOMEONE, A FRIEND, A
SIGNIFICANT OTHER, SOMEONE WHO
IS TOTALLY LIKE OUTSIDE OF YOUR
ORGANIZATION EVEN TO READ THE
PROPOSAL.

AND THEY CAN SAY TO YOU, I DON'T
KNOW, I MEAN THEY MAY NOT SAY I
DON'T UNDERSTAND THE TECHNICAL
PART BUT THEY MAY SAY I REALLY
DON'T UNDERSTAND WHAT YOU'RE
TALKING ABOUT.

SO MAKE SURE THAT YOU'VE DONE
THAT.

IF YOU'VE BEEN DOING A LOT OF
CUTTING AND PASTING AND COPYING
MAKE SURE YOU COPY EVERYTHING
YOU WANTED TO.

I'VE HAD PROPOSALS WHERE
SUDDENLY A SENTENCE IS CUT OFF
BECAUSE THEY WERE OBVIOUSLY
CUTTING AND PASTING AND JUST
DIDN'T QUITE HIGHLIGHT THE WHOLE
THING.

WE'VE ALL DONE THAT.

SO THERE'S TECHNICAL THINGS LIKE
THAT.

EVEN IF YOU HAVE SPELL CHECK,
YOU CAN'T ALWAYS, WE ALL HAVE
THAT WHERE THERE'S TWO SPELLINGS
OF A WORD.

AND YOU'VE GOT THE WRONG ONE
DOWN THERE.

OKAY.

I'M SEEING LORI'S ANSWER ABOUT
BRICK AND MORTAR.

YOU WANT TO MAKE SURE IT'S SORT
OF ALL THERE, EVERY PIECE IS
THERE.

SOME APPLICATIONS LIKE OURS, IF
YOU'RE MISSING CERTAIN THING
WHEN YOU TRY TO SUBMIT, YOU'LL
GET AN ERROR MESSAGE BACK.

NOT ALL PROGRAMS DO THAT.

IF YOU HAVE A GRANT'S OFFICE,
THEY'RE USUALLY REALLY HELPFUL
WITH THAT AS WELL.

SO LET'S, YOU WANT TO MAKE SURE
THAT IT'S ALL THERE, IT'S ALL
COMPLETE AND IT MAKES SENSE.

I'VE READ LOTS OF PROPOSALS
WHERE, YOU KNOW, PEOPLE
OBVIOUSLY KNOW THEIR COLLECTION,
THEY FEEL VERY PASSIONATE ABOUT
IT BUT THEY HAVEN'T QUITE
CONVEYED THAT.

AND THEY'LL SAY AT THAT -- SAY THAT TO
ME AND THEY'LL LOOK AT THE
REVIEWERS COMMENTS AND SAY WELL
I SAID THAT.

WELL DID YOU SAY IT IN THE
SECTION YOU WERE SUPPOSED TO OR
MAYBE YOU THOUGHT YOU SAID IT
BUT OBVIOUSLY YOU DIDN'T
COMMUNICATE IT AND THERE'S A BIG
DIFFERENCE THERE SO YOU WANT TO
MAKE SURE YOU'VE DONE THAT AND I
THINK HAVING SOMEONE OUTSIDE
REALLY IS HELPFUL.

SO, IF YOU GET YOUR GRANTS, WHAT
DO YOU NEED TO DO THEN?

AND THIS IS JUST SOMETHING I
WANTED TO PUT IN HERE BECAUSE I
THINK IT'S REALLY IMPORTANT PART
OF GRANT, WRITING GRANT
PROPOSALS IS UNDERSTANDING
GRANTS MANAGEMENT.

WHEN I TOOK OVER MY PROGRAM, WE
HAD A LOT OF PROBLEMS WITH THIS
AND I STARTED TO LOOK AT THE

DOCUMENTATION WE WERE SENDING
PEOPLE.
AND REALIZED IT WASN'T VERY
CLEAR.
AND SPENT SOME TIME JUST
REORGANIZING THAT AND CLARIFYING
IT.
AND THAT HELPS A LOT.
MOST PEOPLE'S INCLINATION IS TO
OPEN UP THE E-MAIL OR LETTER AND
SEE FITS A YES OR NO.
I USED TO TELL PEOPLE SORT OF
LIKE APPLYING FOR COLLEGES, YOU
KNOW.
THERE'S A LOT OF EMOTION AT THAT
POINT AND YOU SAY YES WE GOT OUR
GRANT.
OREO GOD NO WE DIDN'T.
AND THAT'S GREAT, YOU KNOW.
YOU HAVE THOSE EMOTIONS, THAT'S
NORMAL.
BUT YOU WANT TO CELEBRATE AND
THEN GO BACK AND READ EVERYTHING
THAT THE GRANT TOWARD JUST SENT
YOU.
MAKE SURE YOU UNDERSTAND WHAT
KIND OF DOCUMENTATION YOU'RE
GOING TO HAVE TO KEEP.
WHAT KIND OF REPORTS.
SOME GRANTORS WANT INTERIM
REPORTS THROUGHOUT THE PROJECT.
SOME JUST WANT A FINAL REPORT.
THEY WANT CERTAIN INFORMATION IN
THAT REPORT.
MAKE SURE YOU'RE KEEPING THAT
INFORMATION SO THAT YOU HAVE IT
AT THE END OF YOUR GRANTS,
PERIOD.
UNDERSTAND WHEN YOU'RE GOING TO
RECEIVE PAYMENTS.
SOME GRANTORS GIVE YOU 100% UP
FRONT, SOME OF THEM DEVELOP OUT
THE MONEY THROUGHOUT THE TIME
PERIOD.
SO YOU MAY HAVE TO FUND SOME
MONEY IN ORDER TO ACTUALLY START
YOUR PROJECT.

AND MOST FOLKS WILL MAKE YOU DO SOMETHING LIKE THAT.

THEY WILL DO THAT BECAUSE THEY WANT TO SEE THAT YOU'RE ACTUALLY DOING THE PROJECT.

NOW, IF YOU DO HAVE PROBLEMS DURING THE GRANT, MAKE SURE THAT YOU HANDLE THOSE PROBLEMS AND/OR ANY DELAYS.

FOR EXAMPLE YOU MAY HAVE APPLIED FOR A GRANT AND SIX MONTHS LATER YOU FOUND OUT YOU GET THIS LETTER SAYING WE GAVE YOU A GRANT.

MAYBE YOU'RE NEW AND THE PERSON WHO APPLIES FOR IT LEFT.

AND THIS IS NEWS TO YOU AND YOU ARE HAVING A STROKE AT THIS POINT.

FIRST OF ALL TRY TO FIND OUT IF THEY KEPT A FOLDER ABOUT IT.

IF NOT, BE HONEST WITH THE GRANTOR, CALL THEM UP AND SAY I DON'T KNOW WHAT THIS IS ABOUT.

CAN YOU SEND ME A COPY OF THE APPLICATION THAT WE SENT YOU. NOT A GREAT START BUT AT LEAST IT'S HONEST AND YOU'RE UP FRONT.

IF AT ANY TIME DURING THE PROJECT YOU CAN'T DO SOMETHING THAT YOU SAID YOU WERE GOING TO DO, BE SURE TO LET THEM KNOW RIGHT AWAY.

YOU MAY HAVE A VENDOR WHO GOES OUT OF BUSINESS.

WE'VE HAD PEOPLE CALL ME AND SAY MY CONSULTANT PASSED AWAY.

YOU KNOW, THINGS HAPPEN.

IT'S OKAY, IT'S HOW YOU HANDLE IT THAT'S IMPORTANT.

SO THE IMPORTANT THING IS THAT YOU'RE HONEST WITH YOUR GRANTOR, AND THAT YOU HAVE A PLAN FOR HANDLING THOSE PROBLEMS OR DELAYS.

YOU MAY NEED AN EXTENSION.

YOU CAN ASK FOR ONE, YOU MAY GET

IT, YOU MAY NOT.

IT REALLY DEPENDS ON WHO IS GIVING YOU THE MONEY AND WHAT THE RULES ARE FOR THAT GRANT PROGRAM.

I'VE HAD PEOPLE CALL UP AND SAY WE APPLIED FOR IT, WE'RE SO HAPPY WE GOT IT BUT WE'RE SO SORRY.

OUR DIRECTOR QUIT AND WE HAVE NOBODY HERE TO DO IT, WE'RE GOING TO HAVE TO DECLINE.

DO THAT RIGHT AWAY.

DON'T JUST GO OH GEE I NEED TO DO THAT BECAUSE IN MY CASE, I CAN GIVE THAT MONEY TO SOMEBODY ELSE AND USE IT.

AND I AT LEAST KNOW THAT YOU'RE A RESPONSIBLE ORGANIZATION BECAUSE IF YOU'RE PLANNING TO COME BACK AGAIN NEXT YEAR, THEN I WON'T BE GOING OH THOSE ARE THOSE PEOPLE WE GAVE THE GRANTS TO AND THEY DIDN'T TELL ME UNTIL SIX MONTHS IN, ARE THEY GOING TO DO THAT TO ME AGAIN.

PART OF THE GRANTS MANAGEMENT OF COURSE IS TO MAKE SURE YOU GET YOUR GREAT PROJECT DONE.

THAT YOU GET YOUR FUNDING FOR IT.

BUT ALSO CHASMS ARE YOU -- CHANCES YOU MAY WANTED TO GO BACK AGAIN AND APPLY FOR ANOTHER GRANT FROM THEM AND YOU WANT TO HAVE A GOOD TRACK RECORD WITH THEM.

READ THE GUIDELINES, GO TO THE WEBSITE, TALK TO THEM AND THEN MANAGE YOUR GRANT HONESTLY AND PROFESSIONALLY, YOU'RE GOING TO BE IN A PRETTY GOOD PLACE.

SO, YOU WANT TO JUST MAKE SURE THAT YOU DO ALL OF THAT AND HANDLE IT.

IF YOUR BUDGET HAS TO CHANGE IN ANY WAY, YOU DEFINITELY OR YOUR STAFFING, WHO IS DOING ANYTHING,

YOU DEFINITELY WANT TO LET THE GRANTOR KNOW THAT.

IT MAY BE OKAY WITH THEM.

IT MAY NOT BE.

DON'T ASSUME YOU CAN MAKE CHANGES.

YOU MAY FILE YOUR FINAL REPORT AND THEY'LL SAY THIS IS NOT ACCEPTABLE TO US.

I MEAN, I'VE HAD PEOPLE AGAIN SAY WELL WE STARTED OUT WITH ONE PROJECT.

THEY DECIDED FOR SOME REASON NOT TO DO IT, THEY WANT TO DO A COMPLETELY DIFFERENT PROJECT.

I CAN'T ALLOW THAT, THAT'S NOT WHAT YOU WERE EVALUATED ON.

AND YOU WERE EVALUATED ON AGAINST ALL THESE OTHER APPLICANTS SO YOU WANT TO BE ABLE TO, IT'S NOT FAIR THEN TO SWITCH YOUR PROJECTS.

YOU'RE NOT BEING, YOU WEREN'T EVALUATED, YOUR AWARD WASN'T BASED ON THAT SO THAT WOULD NOT BE ACCEPTABLE I THINK TO MOST PEOPLE.

ALSO IF YOU HAVE A GRANT, YOU'RE PROBABLY GOING OR YOU MAY HAVE THEM COME AND WANT TO DO A SITE VISIT AT SOME POINT DURING THE GRANT PROJECT OR RIGHT AT THE END OF IT ESPECIALLY IF YOU HAD SEVERAL OF THEM.

THIS IS REALLY IS SORT OF AN INSPECTION AND YOU CAN TALK TO THE PERSON WHO IS COMING TO VISIT YOU AHEAD OF TIME.

THEY'LL USUALLY CONTACT YOU AND SAY I WOULD LIKE TO MAKE A SITE VISIT AND THEY'RE LOOKING FOR A TIME AND DATE.

IT'S PERFECTLY ACCEPTABLE TO ASK LOTS OF QUESTIONS ABOUT WHAT THEY EXPECT TO HAPPEN DURING THE SITE VISIT.

SO THAT YOU CAN BE PREPARED.

I'VE BEEN ON BOTH END OF THIS.
I DO SITE VISITS FOR OUR GRANT
PROGRAM, AND WE GET SITE VISITS
FROM FOR EXAMPLE IMLS COMES IN.
AND THEY'RE ALL DIFFERENT,
DEPENDING ON YOUR PROJECT, THE
SITE VISIT MIGHT BE SLIGHTLY
DIFFERENT.

BUT I KNOW WHEN I VISIT, I WANT
TO MEET THE STAFF WHO WORKED ON
THE PROJECT.

I WANT TO SEE THE COLLECTIONS
THAT WERE TREATED OR WERE PART
OF THE PROJECTS.

I WANT TO SEE THE AREA IN WHICH
THE COLLECTIONS ARE STORED AND
THE AREA IN WHICH STAFF ARE
WORKING AND THE AREA IN WHICH
THE PUBLIC MAY BE ACCESSING
THESE COLLECTIONS.

SO I WANT TO SEE ALL OF THAT.
AND I'M REALLY ASSESSING YOU
THEN BECAUSE I KNOW THAT MAYBE
YOU'LL BE APPLYING AGAIN.

SO YOU KNOW, IT'S KIND OF LIKE
YOU'RE HAVING COMPANY FOR THE
DAY.

YOU'RE GOING TO CLEAN THE HOUSE,
YOU'RE GOING TO MAKE THINGS
TIDY, YOU'RE GOING TO HAVE STAFF
READY TO ANSWER THE QUESTIONS
WHO MIGHT BE ASKED ABOUT THE
PROJECT.

YOU CAN TALK ABOUT ANY PROJECTS
YOU MAY OR THINGS THAT WORKED
PARTICULARLY WELL FOR YOU.

AND THEN IT'S ALSO A CHANCE FOR
YOU TO TURN IT INTO SORT OF AN
OPPORTUNITY AND SHOW THEM OTHER
COLLECTIONS THAT YOU'RE THINKING
OF PRESERVING.

AND TALK ABOUT FUTURE PROPOSALS.
THIS IS A CHANCE FOR THEM TO SEE
YOUR COLLECTIONS AND REALLY GET
A CHANCE TO SEE WHAT YOUR NEEDS
ARE.

SO YOU CAN TALK ABOUT THAT AND

YOU CAN SHOW THEM THE
COLLECTIONS.

REALLY REALLY HELPFUL.

AND I FIND IT'S MY FAVORITE PART
OF MY JOB AS A GRANTS MANAGER.
I PUT FACES TO NAMES AND PEOPLE
ARE MORE HONEST WHEN WRITING A
PROPOSAL.

I REALLY LIKE THAT PART OF IT.

I GET TO SEE PARTS OF
INSTITUTIONS NO ONE ELSE SEES
AND I SEE THESE FANTASTIC
COLLECTIONS AND I HEAR ABOUT
REALLY GREAT WORK PEOPLE ARE
DOING AND IT MAKE ME FEEL WHAT
I'M DOING IS WORTHWHILE IN
HELPING PEOPLE AND YOU CAN TURN
IT TO YOUR ADVANTAGE.

OR YOU CAN HURT YOURSELF, YOU'RE
NOT ORGANIZED OR YOUR PLACE IS
MESSY OR YOUR STAFF CAN'T ANSWER
QUESTIONS OR COMPLAIN ABOUT THE
PROJECT.

THOSE ARE NOT THING YOU REALLY
WANT TO DO WHEN YOU HAVE A SITE
VISIT.

ARE THERE'S A QUESTION HERE
ABOUT EXAMPLE OF VERY WELL
WRITTEN ELECTION DESCRIPTIONS.
WE HAVE ON OUR WEBSITE WHICH IS
WWW.NYSL.NYSED.GOV.

MAYBE LAWYER OR SOMEBODY CAN
POST THAT UP FOR YOU.

MY PROGRAM WEBSITE WE HAVE SORT
OF A GUIDEBOOK THAT HAD GOOD AND
BAD EXAMPLES OF LANGUAGE FOR
EACH SECTION OF OUR APPLICATION.
AND YOU CAN LOOK AT THAT.

AND AGAIN, IF YOU, IT'S UP THERE
FULL TEXT I THINK IN A PDF
FORMAT AND MAYBE HTML AND YOU
CAN LOOK AT THAT.

IT'S ON THE CONSERVATION
PRESERVATION PULL DOWN PAGE.

SO IF SOMEONE COULD PUT THAT UP,
THAT WOULD BE GREAT.

SO AGAIN, YOU KNOW, SITE VISITS

ARE A GREAT SOMETHING YOU SHOULD BE EXPECTING.

AND FIND OUT WHAT LEVEL STAFF, DO THEY WANT TO MEET WITH YOUR FINANCE PEOPLE, DO THEY WANT TO MEET WITH CURATORS, WHATEVER TYPE OF PROJECT THEY MAY WANT TO MEET WITH DIFFERENT FOLKS, FIND OUT HOW LONG THEY'RE GOING TO BE THERE.

ALL OF THAT KIND OF STUFF SO THAT YOU CAN MAKE SURE YOU HAVE TIME FOR EVERYTHING THAT YOU WANT TO DO.

IF THERE'S SOMETHING SPECIFIC YOU WANT THEM TO SEE, LET THEM KNOW AHEAD OF TIME IF THAT'S GOING TO TAKE LONGER.

JUST SO THERE'S NO SURPRISES AND EVERYONE'S IS AWARE WHAT'S GOING TO HAPPEN THAT DAY.

AND THEN IF YOU GET TURNED DOWN, I LIKE TO TALK ABOUT THIS BECAUSE AGAIN, THIS IS A VERY, CAN BE VERY SORT OF, FEEL VERY PERSONAL, BE A VERY EMOTIONAL THING.

YEARS AGO, I DID A PANEL FOR AT A CONFERENCE AND I WAS THERE TALKING ABOUT THE PROGRAM AND THEN I HAD SOMEONE, TWO PEOPLE WHO APPLIED.

ONE WHO GOT TURNED DOWN AND ONE WHO WAS SUCCESSFUL AND IT WAS REALLY REALLY INTERESTING FOR ME AS WELL BUT WE TALKED ABOUT WHAT THAT'S LIKE TO GET TURNED DOWN AND WHAT TO DO ABOUT THAT.

SO MOST GRANTORS WILL GIVE YOU SOME FEEDBACK ABOUT WHAT THE REVIEWERS OR PANELISTS HAD TO SAY.

EITHER HOW YOU SCORED ON EACH SECTION AND COMMENTS.

WE MAKE THOSE AUTOMATICALLY AVAILABLE FOR OUR FOLKS.

IF THEY DON'T, JUST ASK FOR

THEM.

THEY ARE VERY VERY VALUABLE, I THINK.

IT GIVES YOU A SENSE OF WHAT DID WE, WHERE DID WE FAIL.

SOMETIMES WE CAN, THEY'LL TELL YOU WHERE, LIKE WE HAVE SORT OF A RANKING AND THEN WE JUST GO THROUGH AND SPEND MONEY.

AND MAYBE THEY WERE ABLE TO FUND, SAY THEY GOT 60 APPLICATIONS AND THEY WERE ABLE TO FUND 30 AND YOU FOUND OUT YOU WERE 31.

I DON'T KNOW IF THAT HURTS MORE OR MAKES YOU FEEL BETTER.

BUT YOU WANT TO GET A SENSE OF WHERE YOU FELL IN THE AWARDS SYSTEM SORT OF.

WHERE DID YOU NOT SUCCEED IN YOUR APPLICATION.

DID THEY NOT, WERE THEY NOT CONVINCED OF THE VALUE OF YOUR COLLECTION.

DID THEY NOT LIKE YOUR PLAN OF WORK.

DID YOU LEAVE SOMETHING ELSE.

DID YOU THINK YOU SAID SOMETHING AND YOU DIDN'T.

THIS IS I THINK A CHANCE.

AND SOMETIME IT'S REALLY SIMPLE THING THAT YOU'VE MAYBE FORGOT TO DO OR DIDN'T COMMUNICATE BUT OVERALL THEY REALLY LIKED YOUR PROPOSAL SO YOU FEEL LIKE OKAY WE HAVE A CHANCE, LET'S CALL THE GRANTOR AND TALK ABOUT REAPPLYING THE NEXT FOUND.

WHAT -- -- THE NEXT ROUND, WHAT DO WE NEED TO DO.

SOMETIMES THEY ARE WILLING TO DO THAT WITH YOU.

SOMETIMES DEPENDING ON THE QUESTIONS YOU ASK WE CAN HELP YOU OR NOT.

GET A SENSE, IS THIS REALLY WORTH OUR APPLYING AGAIN.

IF THEY ABSOLUTELY HATED YOUR COLLECTION OR HATED YOUR PROJECT THEN MAYBE NO.

I MEAN, WE APPLIED FOR A GRANT RECENTLY AND WE KNEW IT WAS KIND OF AN UNUSUAL PROJECT WE WANTED TO DO, AND IT GOT TURNED DOWN. AND WE WEREN'T SURPRISED.

WE HAD A DISCUSSION, WE KNEW WHAT KIND OF PROPOSAL WE COULD WRITE THAT WOULD GET FUNDED AND WE DECIDED WE DIDN'T WANT TO DO THAT AGAIN.

IT WAS THE WHOLE QUESTION WE DIDN'T WANT TO APPLY FOR THE SAKE OF FUNDING, WE REALLY WANTED TO DO SOMETHING WE FELT WOULD BE USEFUL.

SO WE MADE THE DECISION NOT TO APPLY.

WE DIDN'T WANT TO DO THE OTHER KIND OF PROPOSAL.

SO THAT'S THE KIND OF THING THAT YOU KIND OF WANT TO DO.

SUBMITTING EARLY INFLUENCED ACCEPTANCE.

FROM MY PROGRAM IT DOES NOT AND WITH A DON'T AREN'T ABLE TO ACCEPT DRAFTS.

I KNOW IN SOME PAST ORGANIZATIONS WE SEND COMMENTS BACK.

WE'RE NOT ALLOWED TO DO THAT ANYMORE BUT SOME FOLKS MIGHT DO THAT.

A GOOD QUESTION TO ASK THE GRANTOR IS CAN YOU DO THAT.

FROM MY PROGRAM THERE'S A DUE DATE, A TIME.

IT'S 5:00 P.M. ON A CERTAIN DATE.

BECAUSE WE'RE ON-LINE AT 5:01 YOU'RE LOCKED OUT AND YOU CANNOT SUBMIT AT THAT POINT.

SO THAT'S KIND OF NICE FOR ME BECAUSE WHEN THEY CAME IN PAPER FORMAT, IT WAS TOUGH.

WE WANTED THEM TO RECEIVE THEM BY A CERTAIN DATE BUT WE HAD PROBLEMS A COUPLE TIMES WITH SOME OF THE CARRIERS. SO THIS IS REALLY CRYSTAL CLEAR. I WOULD SUGGEST PLANNING ON HAVING IT DONE AHEAD OF THE DEADLINE JUST IN CASE SOMETHING GOES WRONG. EITHER WITH YOUR COMPUTER SYSTEM OR SOMEBODY TURNS OUT SOMEBODY'S ON VACATION WHO CAN'T SIGN OFF ON IT. BUT YOU DEFINITELY WANT TO GIVE YOURSELF SOME LITTLE EXTRA TIME THERE. I'VE HAD PEOPLE CALL ME THE DAY BEFORE GRANTS ARE DUE AND WANT THE APPLICATION TO START WRITING IT AND THEY'RE GOING TO WRITE IT OVER NIGHT. I THINK THEY'RE NUTS BUT WHO AM I TO TELL THEM NO. IF YOU'RE GOING TO BE GETTING CONSULTANT BIDS OR VENDORS BIDS YOU DEFINITELY WANT TO START YOU KNOW WAY AHEAD OF TIME, AS SOON AS YOU KNOW ABOUT THE GRANT APPLICATION. BECAUSE YOU WANT TO MAKE SURE THAT THEY HAVE ENOUGH TIME TO WRITE UP THEIR BID. IT MAY REQUIRE THAT YOU TAKE YOUR COLLECTIONS TO A CONSUFFER -- CONSERVATOR OR HAVE THEM COME TO YOU AND YOU WANT TIME TO SCHEDULE THAT. YOU MAY HAVE TO DO, YOUR VENDOR MAY ASK YOU A BUNCH OF QUESTIONS THAT YOU WEREN'T ANTICIPATING THAT YOU HAVE TO GO BACK TO YOUR COLLECTIONS AND START DOING SOME COUNTING. SO YOU REALLY WANT TO MAKE SURE THAT YOU GIVE YOURSELF PLENTY OF TIME WHEN WRITING THE PROPOSAL, TO GET ALL OF THAT READY TO GO.

AND THEN I WOULD SAY ONCE YOU KNOW THAT YOU HAVE THE GRANT, AT THAT TIME MAKE SURE THAT YOU LET YOUR CONSULTANTS AND YOUR VENDORS KNOW THAT YOU GOT THE GRANT AND YOU'RE PLANNING ON USING THEM, AND DISCUSS A TIME LINE EVEN THOUGH YOU ALREADY HAVE A TIME LINE IN PLACE.

JUST CONFIRM ALL OF THAT.

I USED TO GET A LOT OF CALLS AND LORI WILL CONFIRM THIS I THINK IN HER YEARS OF WORKING AT NADCC IS THAT WE WOULD GIVE PEOPLE THEIR AWARD NOTICE IN JULY AND THEY SOMETIMES WOULDN'T BOTHER TO CALL THE VENDOR UNTIL JANUARY BECAUSE THAT'S WHEN THEY WERE READY TO START SENDING THE STUFF TO THE VENDOR.

AND THE VENDOR HAD THOUGHT THEY DIDN'T HAVE TIME BEFORE THE END OF THE GRANT PERIOD AND NOW THEY'RE SCRAMBLING FOR A NEW VENDOR CONSULTANT.

YOU WANT TO LET THEM KNOW RIGHT AWAY HEY WE GOT OUR GRANT GOOD NEWS AND WE WANT TO USE YOU. WE TALKED ABOUT THIS TIME LINE BEFORE.

THE GRANT AWARD WAS A LITTLE LATE WE'RE GOING TO HAVE TO ADJUST THIS OR HOW DOES THIS FIT CAN YOU STILL DO THE PROJECT, CAN WE STILL STICK WITH THIS TIME LINE.

JUST GET ALL OF THAT CONFIRMED AGAIN.

MAKE SURE EVERYBODY IN YOUR INSTITUTION KNOWS YOU GOT THE GRANT AND YOU MAY HAVE SOME STAFF CHANGES SINCE THE PROFESSIONAL, YOU MAY HAVE SOME NEW PEOPLE ON AND THEY DON'T KNOW ABOUT THIS.

MAKE SURE YOUR FUNDING FOLKS KNOW ABOUT THIS YOUR FINANCIAL

FOLKS.

THEY REALLY NEED TO SET UP A SECOND ACCOUNT FOR THIS GRANT PROPOSAL TO MANAGE THE MONEY OUT SO YOU WANT TO MAKE SURE YOU HAVE ALL OF THAT IN PLACE. THEN YOU GET TO START OVER AGAIN.

YOU GOT YOUR PROJECT, DID A GREAT JOB YOU FILED YOUR REPORT ON TIME, YOU GOT YOUR MONEY AND NOW YOU CAN DECIDE WE WANT TO DO IT AGAIN.

WE HAD SUCH A GREAT TIME.

I'M JOKING THERE.

SO YOU KNOW, NOW YOU'VE GOT ALL OF THIS EXPERIENCE AND YOU HAVE A MUCH BETTER SENSE OF WHAT YOU CAN ACCOMPLISH.

SO YOU MIGHT DECIDE OH WE CAN DO A LITTLE BIT MORE OR GOD THAT ABOUT KILLED US, WE NEED TO DO LESS.

YOU REALLY HAVE A SENSE OF THAT. MAKE SURE THAT WHEN YOU'RE DOING ALL THIS, YOU KEEP LOTS OF NOTES AND YOU KEEP COPIES OF THE APPLICATION.

WE ALLOW IN OUR ON-LINE PROGRAM IF YOU APPLIED A PREVIOUS YEAR YOU CAN GO INTO THE OLD ONE AND COPY AND PASTE TEXT FROM THE OLD ONE INTO THE NEW ONE.

WE KNOW PEOPLE DO THAT SO WHY NOT JUST MAKE IT EASIER FOR YOU. THERE'S A LOT OF BACKGROUND INFORMATION THAT MAY BE IN THERE.

HOWEVER IF YOU'RE APPLYING FOR A GRANT THAT GOT TURNED DOWN BEFORE MAKE SURE YOU GO BACK TO YOUR VENDORS AND CONSULTANTS AND MAKE THOSE THE PRICES DON'T HOLD.

YOU DON'T WANT TO FIND OUT THEY'VE RAISED YOUR PRICES.

OKAY.

I'M BEING ASKED TO CLARIFY THE DIFFERENCE BETWEEN GETTING A SURVEY AND GETTING ASSESSMENT. AN ASSESSMENT, AND I'M NOT AN ARCHIVIST, BUT AN ASSESSMENT IS OFTEN JUST LOOKING AT WHAT IS IT YOU HAVE IN YOUR COLLECTION, HOW MANY, WHAT THEY'RE ABOUT. MORE ABOUT THE CATALOGING AND INTELLECTUAL CONTROL. AND A PRESERVATION SURVEY IS FOCUSING VERY SPECIFICALLY ON THE PRESERVATION ISSUES WITH YOUR COLLECTION. IT'S ALSO NOT AN INVENTORY. SOME FOLKS THINK THEY'RE ALSO GOING TO GET AN INVENTORY AND FIND OUT WHAT THEY HAVE. THEY DON'T DO THAT. A GENERAL PRESERVATION SURVEY IS NOT AN ITEM LEVEL SURVEY EITHER. SO A NEEDS ASSESSMENT WILL TOUCH ON PRESERVATION ISSUES BUT IT WILL GIVE A LOT MORE ATTENTION TO THE ARRANGEMENT AND DESCRIPTION OF THE COLLECTION. AND ANY FINDING AIDS, THINGS LIKE THAT, INVENTORIES. SO IT WILL HAVE MORE OF THAT IN THERE THAN JUST WHEREAS PRESERVATION WILL NOT PAY AS MUCH ATTENTION TO THAT. THEY WILL REALLY FOCUS ALMOST 90% ON PRESERVATION ISSUES. I HOPE THAT'S CLEAR. SOMETHING WE TALK ABOUT A LOT I THINK IN THE PRESERVATION COMMUNITY THE TERMINOLOGY BETWEEN THE MUSEUM ARCHIVES AND LIBRARY COMMUNITIES WE HAVE LOTS OF DIFFERENT SORT OF TERMINOLOGIES THAT WE USE. AND SOMETIMES WE USE THE SAME WORDS TO MEAN DIFFERENT THINGS. OKAY. I WOULD, IF THERE'S NOT A WEBSITE FOR THE FOUNDATION, I

WOULD CALL THEM.

I WOULD CALL THEM FIRST AND I WOULD ALSO LOOK AND JUST GOOGLE THEM AND SEE WHAT OTHER THINGS YOU CAN FIND OUT ABOUT THE ORGANIZATION.

YOU MAY FIND OUT A LITTLE BIT ABOUT THE BACKGROUND FROM A NEWSPAPER ARTICLE OR SOMETHING LIKE THAT.

BUT I WOULD DEFINITELY MAKE A PHONE CALL FIRST.

I SOMETIMES GET LETTERS FROM FOLKS BECAUSE I'M A GRANTOR STATE.

I DON'T TEND TO GET A LOT OF THOSE.

BUT I DO RESPOND TO THEM WHEN I GET THEM.

I MAINLY GET E-MAILS AND IF THERE'S AN E-MAIL ADDRESS I WOULD SAY THESE A GOOD PLACE TO START TOO IS JUST SEND AN E-MAIL, INTRODUCE YOURSELF AND YOUR ORGANIZATION.

AND ASK A COUPLE QUESTIONS, TALK ABOUT WHO YOU ARE AND WHY YOU'RE CONTACTING THEM.

AND HOPEFULLY THEY'LL GET BACK TO YOU PRETTY QUICKLY AND LET YOU KNOW IF THAT'S THE KIND OF YOU KNOW, IF YOU'RE ANYTHING THEY'RE INTERESTED IN, I GUESS. IS THERE A DOWN SIDE TO SUBMITTING A GRANT APPLICATION EARLY.

MOST INSTITUTIONS IF THEY'RE AN ON-LINE ONE THEY DON'T OPEN IT UP BEFORE A CERTAIN DATE SO YOU HAVE A TIME PERIOD IN WHICH YOU CAN SUBMIT.

SO THEY MAY GIVE, WE TRY TO GIVE AT LEAST EIGHT WEEKS HOPEFULLY THREE MONTHS IS REALLY MY GOAL TO HAVE IT OPEN TO PEOPLE.

FRANKLY, I DON'T EVEN LOOK AT THEM UNTIL THE DEADLINE.

SO IT DOESN'T MATTER BECAUSE
WHAT I'M DOING, ONCE THAT, THE
DAY AFTER THE GRANT IS DUE, I'M
SITTING DOWN AND I'VE ASKED
FOLKS I THINK YOU SAW GIVE LIKE
A SUMMARY DESCRIPTION.

AND I'M ASSIGNING REVIEWERS TO
THE GRANTS TO START THE REVIEW
PROCESS.

SO THAT'S WHAT I'M DOING AT THAT
POINT AND I'M NOT GOING TO START
DOING THAT UNTIL ALL OF THEM ARE
IN AND I KNOW EXACTLY HOW MANY
APPLICATIONS I HAVE AND WHAT THE
SUBJECT AREAS ARE.

BECAUSE WE FUND ALL KINDS OF
PRESERVATION, YOU KNOW, I'M
LOOKING TO MATCH MY PROPOSALS UP
WITH PEOPLE WITH EXPERTISE IN
THAT AREA OF PRESERVATION.

SO I'M NOT GOING TO LOOK AT
THOSE UNTIL I HAVE IT ALL IN.
AND DURING THAT PERIOD WHEN
YOU'RE APPLYING, I'M USUALLY
GOING TO MY REVIEWERS AND SAYING
OKAY WHO WANT TO REVIEW THIS
YEAR, HOW MANY CAN YOU DO, BLAH
BLAH BLAH, THINGS LIKE THAT SO
THAT'S WHEN I'M READY TO GO AND
I'M GOING TO DO IT ALL WITHIN
YOU KNOW MAYBE TWO DAYS.

I'M GOING TO JUST FOCUS ON
GETTING THAT DONE.

AND THEN I'M GOING TO START
READING THEM.

I HAVE A DEADLINE FOR THE
REVIEWS TO COME IN TO ME, AND
THEN I SIT DOWN IN MY CASE WE
GET A SCHOOL ORDER LIST.

I SIT DOWN AND I START READING
THROUGH ALL THE REVIEWERS
COMMENTS AND LOOKING AT WHAT
PEOPLE HAD TO SAY AND MAKING
SURE THAT THEY'RE GOOD COMMENTS
AND THAT I UNDERSTAND ANY OF
THEIR QUESTIONS.

IF THERE'S ANY RED FLAGS THEY

RAISED THAT I MISS, THAT SORT OF
THING.

SO THAT WHEN YOU GET THEM, YOU
UNDERSTAND THEM TOO.

I USED TO HAVE TO TYPE THEM ALL
OUT, IT WAS QUITE A CHORE.

I'M VERY HAPPY THAT WE'RE
ON-LINE NOW BUT THAT'S WHAT I
DO.

AND I THINK THAT'S, I DON'T KNOW
IF THAT'S WHAT EVERYONE ELSE
DOES.

I KNOW WHEN I DID NEH PANELS,
THE REVIEWERS GOT THEM AND THEN
WE GOT AS A PANELIST, I GOT THE
REVIEWERS SHEETS AND COMMENTS AS
WELL.

AND THEN I DID IT AND THEN WE
MET SO IT WAS A LITTLE DIFFICULT
FORMAT.

USUALLY I THINK MOST GRANTORS
WILL GIVE YOU AN IDEA OF WHAT
THEIR PROCESS IS.

MY REVIEWERS LOOK AT ELECTRONIC
COPY, THEY DON'T LOOK AT PAPER
COPIES.

WE USED TO HAVE TO GET FIVE
COPIES OF EVERY GRANT PROPOSAL
AND THEN WE HAD TO PUT TOGETHER
THESE HUGE PACKETS AND MAIL THEM
OUT, IT WAS A LOT OF WORK.

FOR DETERMINING BUDGETS FOR
TECHNOLOGY OR TRAVEL.

GET BIDS, LOOK AT, IT'S HARD
WITH TRAVEL SOMETIMES IF THEY'RE
FLYING BECAUSE AIRLINES ARE SO
UP AND DOWN AND IT CAN CHANGE
BUT GET A SENSE OF YOU KNOW,
WHAT THE AVERAGE COSTS ARE.

AND THEN FIND, AND THEN KIND OF
GO FROM THERE.

AGAIN LOOK AT THE HOTELS IN YOUR
AREA.

SOMETIMES THE CONSULTANT WILL
TELL YOU THAT.

THEY'LL TELL YOU HOW LONG
THEY'RE GOING TO BE, HOW MANY

NIGHTS AND THEY'LL GIVE YOU A PRICE SO YOU'RE NOT ACTUALLY HAVING TO FIGURE THAT OUT. AND THEY MAY SAY MY TRAVEL COSTS ARE GOING TO BE \$500. THAT'S WHAT YOU OWE THEM IS THEIR TRAVEL COSTS END UP BEING \$700, YOU DON'T OWE THEM THAT MONEY PROBABLY THEN. IT'S NOT REALLY WHAT YOU HAVE TO DEAL WITH. IF GRANTS ARE NOT ON-LINE, YOU NEED TO ASK HOW THEY'RE SUBMITTED. WE DON'T ACCEPT THEM TO BE E-MAILED AT ALL BECAUSE IT WOULD PROBABLY CRASH MY SYSTEM. PEOPLE ASKED ME IF THEY COULD FAX THEM. WE NEVER ACCEPT FAXES BECAUSE OUR FAX MACHINE WILL PROBABLY CASH PEAVMENT PULL SUBMIT THEM AT THE LAST MINUTE. WHEN I HAPPENED PAPER WE USED TO HAVE PEOPLE DRIVE ALL THE WAY TO ALBANY. THEY GOT UP EVERYTHING AND GOT IN BY 5:00 SO THEY MADE IT. SO AGAIN, IT'S REALLY SOMETHING YOU WANT TO ASK THE GRANTOR. IF IT'S NOT ON-LINE HOW EARLY IS TOO EARLY. I THINK IF YOU CAN GET YOUR GRANT PROPOSAL IN, AT LEAST A COUPLE A WEEK OR TWO BEFORE THEY'RE DO IS A GREAT IDEA JUST IN CASE SOMETHING GOES WRONG. ONE YEAR WE HAD, IT WAS, I THINK IT WAS RIGHT AFTER 9/11 WITH ALL THE ANTHRAX, IT WAS RIGHT AT MY DUE DATE AND WE HAD THIS BIG RULE NO LATE APPLICATIONS. BUT I HAD A PEOPLE CALLING ME IN PANIC, THEY HAD TAKEN THEIR APPLICATIONS TO SAY THE POST OFFICE OR THE FEDEX OFFICE AND THEY CLOSED DOWN AND THEY

COULDN'T GET IT FAXED.
IN THAT CASE WE DID HAVE TO TAKE
LATE APPLICATIONS THAT YEAR AND
WE ACTUALLY HAD SOMETHING IF OUR
GOVERNOR THAT SAID WE COULD.
BUT YOU NEVER KNOW WITH
SOMETHING, NOW WE HAVE A STRIKE,
NOT A STRIKE, A SHUTDOWN.
I DON'T KNOW, ARE WE GETTING
MAIL TODAY?
I DON'T KNOW I HAVEN'T CHECKED
MY MAILBOX.
IS THAT AN ISSUE SUDDENLY.
IF SOMETHING LIKE THAT HAPPENS I
WOULD DEFINITELY CALL THE
GRANTOR IF THEY'RE THERE AND SAY
YOU KNOW, WE CAN'T DO THIS.
THEY'RE NOT THERE BECAUSE
THEY'RE IN A SHUTDOWN THEN
PROBABLY CHANCES ARE THEY'RE
GOING TO MAKE SOME
ACCOMMODATIONS.
TOO EARLY, I WOULD SAY I NEVER
HEARD OF ANYONE PUTTING THEIR
PROPOSALS IN TOO EARLY.
I THANK YOU WE CERTAINLY MAKE AN
EFFORT WHEN THEY START TO COME
IN TO CREATE WHEN THEY WERE
COMING IN PAPER, TO HAVE ONE
SPECIFIC SPOT WHERE WE KNEW THEY
ALL WENT AND STARTED TO GET THEM
TOGETHER SO WE DIDN'T LOSE THEM.
IN OUR ON-LINE SYSTEM I THINK WE
GET A MESSAGE BACK THAT SAYS
WE'VE RECEIVED IT.
IF YOU'RE LOOKING FOR SOMETHING
LIKE THAT, YOU MIGHT WANT TO
SEND IT WHERE YOU GET THE
POSTCARD BACK SO THAT YOU KNOW
THEY RECEIVED IT, YOU HAVE
SOMETHING IN WRITING THAT SAYS
WAS THAT CERTIFIED MAIL THAT
SAYS YES THEY RECEIVED IT OR
SOMETHING FROM FEDEX THAT SAYS
THAT SO YOU HAVE A BACK UP IN
CASE THERE'S A PROBLEM.
I WOULD DEFINITELY LOOK INTO

SOMETHING LIKE THAT SO YOU HAVE DOCUMENTATION THAT YOU CEPT -- SENT IT AND SENT IT ON TIME.

>> BARBARA I'M TO INTERVEHICLE. IF EVERYONE WANTS TO CONTINUE ASKING QUESTIONS WE HAVE ABOUT 11 MINUTES SO FEEL FREE TO KEEP TYPING THEM WHILE BARBARA'S HERE.

WHILE YOU GUYS ARE THINKING OF QUESTIONS FOR BARBARA I'M GOING TO PULL OVER THE LINK TO THE HOMEWORK ASSIGNMENT.

AND THEN ALSO I'M GOING TO PULL OVER OUR LINK FOR OUR GROUP LOG-IN.

THIS IS IF YOU SIGNED IN WITH A BUNCH OF PEOPLE AND THOSE PEOPLE HAVEN'T ENTERED THEIR FIRST AND LAST NAME.

GO AHEAD AND INSERT THEIR FOLKS. WE WANT TO GET AN ACCURATE IDEA OF ATTENDANCE.

IF YOU DID SIGN IN WE'VE GOT YOUR NAME AND THERE'S NO NEED TO USE THIS CHATBOX AT ALL.

>> CAN I TYPE IN MY WEBSITE SOMEWHERE IN HERE.

>> GO AHEAD BARBARA OVER IN THE CHATBOX.

WE'LL POST THAT ON THE COURSE WEB PAGE.

>> OKAY.

>> DO I CLICK ON THIS LITTLE BOX?

I START TYPING IN IT.

OH, I SEE DOWN HERE.

I GOT YOU.

>> LORI HAS POINTED OUT TO ME WE HAVE MADE THE DEADLINE FOR OUR HOMEWORK OCTOBER 14TH WHICH IS COLUMBUS DAY AND THE CANADIAN THANKSGIVING.

SO JUST E-MAIL US IF YOU DON'T THINK YOU'LL BE ABLE TO MAKE THAT DEADLINE.

WE'RE HAPPY TO EXTEND IT JUST

ONE MORE DAY TO THE 15TH.

>> BARBARA WE HAVE A QUESTION FROM KRISTA AND IT LOOKS LIKE YOU GOT THE WEB LINK IN THERE.

>> I WOULD SAY THAT'S A TOUGH QUESTION TO ANSWER.

I WOULD SAY THE MAJORITY OF THEM ARE SUCCESSFUL.

I WOULD SAY FOR MY PROGRAM ABOUT HALF OF THEM DO GET FUNDED.

BUT I NEVER LOOKED AT IT THAT WAY.

I HAVE FOUND PEOPLE WHO COME TO OUR GRANT WRITING WORK SHOPS AND CALL ME HAVE MUCH MORE SUCCESSFUL PROPOSALS FROM THE FOLKS I NEVER EVER HEARD FROM.

AND I ALWAYS GET ONE OR TWO WHERE I ABSOLUTELY THINK THAT THEY NEVER READ THE GUIDELINES.

BUT I HAVE TO SAY WE HAVE SORT OF A MAILBOX FOR THE PROGRAM WHERE PEOPLE ASK QUESTIONS AND I POST MOST OF THE QUESTIONS AND ANSWERS ON OUR FAQ PAGE.

FOLKS WHO DO ALL THOSE THINGS I THINK ARE MORE SUCCESSFUL THAN THE ONES WHO DO IT ON THEIR OWN WITHOUT EVEN CONTACTING THE PROGRAM.

>> BARBARA, LET ME ASK THIS QUESTION BECAUSE IT CAME UP IN ANOTHER WEBINAR.

SOMEONE WAS CURIOUS THEY HAVE A PROGRAM OR A PROJECT IN MIND.

CAN YOU APPLY FOR MULTIPLE GRANTS.

WHAT HAPPENS IF YOU'RE AWARDED YOU ARE SO LUCKY YOU'RE AWARDED MORE THAN ONE.

>> MY PROGRAM WE ONLY ALLOW ONE APPLICATION PER INSTITUTION.

AND SO WE DON'T ALLOW THAT, AND IF I DO GET TWO, I DON'T THINK THEY CAN DO IT ON THEIR ON-LINE SYSTEM.

WHAT I DO BEFORE I THINK I WOULD

CALL THEM AND SAY WHICH ONES DO YOU WANT US TO SUBMIT.

OTHER INSTITUTIONS DO ALLOW MULTIPLE APPLICATIONS SO AGAIN IT'S SOMETHING YOU WANT TO ASK, I THINK, DOES THE GRANTOR ALLOW THAT AND HOW DO THEY HANDLE IT. WE DON'T.

JUST BECAUSE WE'RE A SMALL PROGRAM AND WE DON'T WANT, YOU KNOW, I HAVE VERY LARGE ORGANIZATIONS AND VERY SMALL ONES AND IF I ALLOW MULTIPLE, I THINK THE REALLY BIG ORGANIZATIONS WILL END UP EATING UP ALL THE MONEY.

THE OTHER THING I DIDN'T MENTION IS YOU REALLY NEED TO FIND OUT WHAT'S THE MAXIMUM GRANT AWARD AMOUNT AND THE MINIMUM AWARD AMOUNT WHEN YOU'RE PLANNING YOUR PROJECT AND DON'T ASK FOR MORE THAN THE MAXIMUM NO MATTER HOW GREAT YOU THINK IT IS.

BECAUSE THERE'S PROBABLY, THEY HAVE AGAIN THESE RULES AND THEY HAVE TO FOLLOW THEM.

SO IF THEY SAY THEIR GRANT, THE MAXIMUM AWARD IS 100,000, DON'T ASK FOR 150.

STICK WITH WHAT THEY'RE SAYING YOU CAN ASK FOR.

>> OKAY.

AND CINDY HAS A GREAT QUESTION. SHE MET YOU EARLIER AT LYNRC SESSION IN BUFFALO A FEW WEEK AGO.

>> OH YES.

>> THEY'RE SEEKING CONSERVATION MATERIALS FOR THEIR HISTORICAL CLASS MONTAGES.

SINCE THEY ARE HANGING THEIR CLASS PHOTOS, THE GRANTOR QUESTION WHY THEY'RE ALSO SEEKING FUNDS FROM THE ALUMNI.

>> OH.

SO WOULD WE ASK THAT QUESTION?

NO, I WOULDN'T ASK THAT.
SOMETIMES FOLKS WILL TALK ABOUT,
THEY MAY BE COMBINING OUR GRANT
AND SAYING WELL WE ALSO HAVE
ANOTHER GRANT OR WE'RE HOPING TO
GET ANOTHER GRANT BUT IF WE
DON'T GET IT, THIS IS OUR BACK
UP PLAN AND YOU CAN CERTAINLY
SAY THAT.

BUT I'M NOT GOING TO SECOND
GUESS YOU ON THAT AND I DON'T
THINK MOST REVIEWERS WOULD
SECOND GUESS YOU ON THAT.
ANOTHER QUESTION WAS WHETHER
IT'S BETTER TO CALL A PROJECT OR
CREATE AN E-MAIL.

I LIKE PEOPLE TO START WITH AN
E-MAIL AND MAKE SURE YOU INCLUDE
ALL YOUR CONTACT INFORMATION.
AND IF I FEEL LIKE I CAN ANSWER
THE QUESTIONS ADEQUATELY IN AN
E-MAIL I WILL.

IF NOT, I'LL GIVE THE PERSON A
CALL OR E-MAIL THEM BACK AND SAY
LET'S SET UP A TIME TO DISCUSS.
IT JUST DEPENDS.

SOME OF THE QUESTIONS ARE VERY
EASY FACTUAL KIND OF THING AND
SOMETIMES IT NEEDS MORE
DISCUSSION.

I FIND E-MAIL IS THE BEST WAY TO
GET STARTED WITH FOLKS.

AND IT ALSO GIVES ME SORT OF
TIME TO REALLY LOOK AT IT AND
THINK ABOUT MY ANSWER.

WHEREAS IF SOMEONE CATCHES ME
SOMETIMES RIGHT WHEN I'M TRYING
TO DO SOMETHING ELSE.

I'M NOT MAYBE NOT GIVING THEM
100% OF MY ATTENTION SO I LIKE
TO E-MAIL FIRST.

>> BARBARA JUST A QUICK
QUESTION.

YOU HAVE A PROJECT.
WOULD YOU, WHAT ARE THE
GUIDELINES FOR APPLYING TO MORE
THAN ONE ORGANIZATION.

WOULD YOU RECOMMEND PINPOINTING JUST ONE ORGANIZATION TO APPLY FOR THAT FITS BEST WITH THAT PROJECT OR CAN PEOPLE APPLY MULTIPLE ORGANIZATIONS FOR GRANT FUNDING.

>> I WOULD SAY THAT'S A NO NO UNLESS YOU'RE ASKING FOR A DIFFERENT PART OF THE PROJECT. SO BECAUSE WHAT IF TWO OF THEM FUND YOU, THEN WHAT ARE YOU GOING TO DO?

SO I WOULD SAY NO, DON'T DO THAT.

IF HOWEVER, YOU WERE APPLYING TO ONE FUNDER FOR THE PRESERVATION PART AND ANOTHER ONE TO MAYBE HELP PAY FOR CATALOGING, THAT'S OKAY.

IF THERE ARE DIFFERENT PARTS AND I HAVE HAD PEOPLE DO THAT. THEY'LL COME TO ME FOR THE PRESERVATION PART AND THEN THEY'LL BE GOING TO SOMEONE ELSE TO PAY TO DIGITIZE IT AFTER THE COLLECTIONS BEEN PRESERVED. AND I THINK THAT'S GREAT BECAUSE IT'S MAKING THE COLLECTION EVEN MORE ACCEPTABLE AND CUTTING DOWN ON HANDLING OF THE COLLECTION BUT IT HAS TO BE PRESERVED BEFORE IT CAN ACTUALLY BE DIGITIZED.

THAT'S FINE.

OBVIOUSLY YOU CAN'T GUARANTEE IT.

BUT IF THAT'S WHAT YOU'RE GOING FOR OR YOU ALREADY KNOW YOU HAVE THAT PART OF IT, IT'S GREAT, NOT A PROBLEM.

BUT NOT FOR THE SAME THING.

>> LORA ALSO HAD A QUESTION. BARBARA DO YOU FIND THAT GRANT APPLICATIONS ASKING FOR THE MAXIMUM AMOUNT OF FUNDING GET PUT ON THE BACK BURNER FOR OTHER GRANT PROPOSALS THAT ARE ASKING

FOR LESS.

>> I'M ASSUMING THAT'S FROM A POINT OF VIEW OF REVIEW THEM.

NO IT MAKES ABSOLUTELY NO DIFFERENCE TO US.

WHAT WE'RE LOOKING FOR IS A GOOD PROPOSAL, A GOOD PROJECT, WELL PLANNED.

WE HAVE A LOT OF FOLKS COMING IN FOR SURVEYS WHICH ARE NOT EXPENSIVE PROJECTS TO DO.

AND BECAUSE WE ENCOURAGE PEOPLE TO START WITH SURVEYS, WE DEFINITELY TRY TO, THESE ARE PEOPLE VERY OFTEN NEW TO PRESERVATION WE DO TRY TO FUND THOSE IF WE CAN.

SOMETIMES THOSE ARE JUST \$3,000 THAT PEOPLE ARE ASKING FOR.

SO IT DOESN'T MARCH THE AMOUNT.

>> AND THEN MARSHA HAD A QUESTION, LET ME SAY WE ONLY HAVE ABOUT A COUPLE MINUTES LEFT SO THIS WILL BE OUR LAST QUESTION.

MAKE SURE TO JOIN US FOR OUR LAST OUR FINAL WEBINAR FOR THIS COURSE WHICH IS MONDAY OCTOBER 7TH AT 2:00.

YOU'LL LOG IN THE SAME EXACT WAY.

SO BARBARA, YOUR LAST QUESTION THEN.

I AM FINDING IT HARD TO BELIEVE THIS IS YOUR FIRST WEBINAR.

>> OH, THANK YOU.

THANK YOU.

IT'S TOTALLY FUN.

YOU GUYS HAVE BEEN SO NICE TO ME.

>> SO YOU SEE THE QUESTION THERE FROM MARSHA.

>> I SEE THE QUESTION.

WE DO FUND PRESERVATION TRAINING IN OUR PROGRAM.

UNFORTUNATELY IT'S ONLY FOR NEW YORK STATE SO YOU'D HAVE TO MOVE

HERE.

AND YOUR INSTITUTION HERE.

WE DO FUND THAT.

THE ONE THING WE DON'T LIKE TO FUND IS LEARNING BY DOING PROJECTS WHERE YOU HIRE SOMEONE TO COME AND TRAIN YOUR STAFF.

I DON'T FEEL LIKE THAT'S A REALLY GOOD USE OF FUNDING.

BUT WE HAVE LIBRARY COUNCILS IN THE STATE OF NEW YORK AND THEY WILL OFTEN APPLY ON BEHALF OF THEIR REGION.

WE'VE HAD OUR MUSEUM ASSOCIATION APPLY FOR GRANTS TO DO WEBINARS. WHAT WE HAVE AND I THINK YOU SAW THAT IS A DIFFERENT SORT OF APPLICATION FOR EDUCATION PROPOSALS BECAUSE WE'RE LOOKING FOR YOU KNOW, WHY ARE YOU DOING, WHY DO YOU NEED THIS TRAINING AND WHO DO YOU THINK IS GOING TO COME.

DO YOU HAVE SOME COMMITMENT, HOW ARE YOU GOING TO LET PEOPLE KNOW, WHAT'S IT GOING TO COST, SORT OF WHAT'S THE CURRICULA FOR THE CLASS.

IS THERE A CHARGE FOR FOLKS, THAT KIND OF THING.

WE'RE AGAIN LOOKING FOR A LOT OF DETAILS, WELL PLANNED OUT.

I KNOW THAT IN THE PAST, OTHER FEDERAL FUNDERS AND SOME OF THE FOUNDATIONS HAVE FUNDED SIMILAR TYPES OF EDUCATION PROJECTS.

I THINK NOW IT'S A LITTLE HARDER MAYBE BECAUSE OF THE INTERNET AND THINGS LIKE WEBINARS WHERE YOU DON'T HAVE TO DO ALL OF THESE THINGS LOCALLY.

THAT THERE'S SO MUCH OUT THERE THAT YOU REALLY PROBABLY NEED TO SHOW WHY YOU NEED PEOPLE TO BE ON SITE.

THERE CERTAINLY ARE LOTS OF CASES WHERE YOU REALLY DO WANT

TO BE ON SITE WITH FOLKS AND
DOING TRAINING.
FOR EXAMPLE, DISASTER RESPONSE
OR YOU KNOW HELPING PEOPLE TO DO
SOME SORT OF HANDS-ON PROJECT.
BUT WE USED TO FUND RESEARCH
PROJECTS, WE HAVE FUNDED
RESEARCH PROJECTS AND
EDUCATIONAL PROJECTS.
PRODUCTS AND NOW WE EXPECT A LOT
OF THAT STUFF TO BE
ELECTRONICALLY AVAILABLE AS
WELL.
SO YOU WOULD REALLY WANT TO TALK
ABOUT HOW YOU WERE GOING TO
HANDLE THAT AND AGAIN TALK TO
THE GRANTOR.
BUT I PERSONALLY THINK
PRESERVATION EDUCATION WILL
NEVER END.
IT WILL ALWAYS GO ON IN ONE
FORMAT OR THE OTHER AND IT'S
JUST SOMETHING WE ALL HAVE TO
MAKE A COMMITMENT TO KEEP DOING.
I HAD A LATE LIBRARIAN ASK ME
ONCE WHEN I FIRST TOOK MY JOB
WELL WE HAD ALL THESE DISASTER
WORKSHOPS YEARS AGO WHY DO WE
NEED TO KEEP FUNDING THEM.
I SAID BECAUSE PEOPLE, THERE ARE
ALWAYS NEW PEOPLE AND PEOPLE
RETIRE, THERE'S NEW STAFF,
PEOPLE CHANGE JOBS AND IT NEVER
ENDS.
BUT YOU DO REALLY WANT TO BE
ABLE TO JUSTIFY THE NEED FOR
THAT.
>> ALL RIGHT BARBARA.
THANK YOU SO MUCH.
IT WAS A FANTASTIC PRESENTATION.
>> THANK YOU ALL FOR COMING IF I
HOPE YOU LEARNED SOMETHING
TODAY.
>> THANK YOU EVERYONE.
I HOPE TO SEE YOU ON MONDAY.
HAVE A GREAT AFTERNOON.