

Webinar: November 3, 2023  
For applications submitted:  
January 11, 2024

# Preservation Assistance Grants for Smaller Institutions



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES

DIVISION OF PRESERVATION AND ACCESS

# Agenda

- What the Program Funds
- Examples of Funded Projects
- Developing an Application
- Review Criteria
- Application Submission
- Review Process
- FAQs and Time for Questions





# Funded Activities

- Preservation Assessments
- Consultation with preservation and conservation professionals, source communities, and scholars
- Development or revision of plans, policies, & manuals
- Purchase of preservation supplies and equipment
- Purchase of environmental monitoring equipment
- Digital Preservation Assessments & Storage
- Preparatory steps in the description of collections
- Education and training for staff in small and mid-sized organizations
- Disaster planning and preparedness

**FUNDING LEVEL: \$10,000**

*\*conservation treatment and digitization not eligible activities*





# New This Year:

- Consultations with source communities and scholars
- Development or revision of digitization plans, collection management plans, collecting plans, loan policies, and processing manuals
- Format surveys, inventories, condition reports, and/or other preparatory steps in the description of collections

# Other Program Updates:

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- Disaster response encouragement sunset
- No restrictions on software or cloud services and storage
- Increased focus on sustaining grant products and outcomes







## Example 1: General Preservation Assessment & Storage Furnishings

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### Elizabeth City State University

A preservation assessment of the University Archive's collection of 2,000 linear feet of manuscript materials related to the history of this historically black university, along with four subsequent awards to purchase storage furniture and rehousing supplies.

Originally established in 1891 as the Elizabeth City Colored Normal School, the university maintains a collection of books, photographs, manuscripts, and artifacts. Departmental and administrative records from the chief executives of the school, as well as correspondence with state and federal agencies, offer insight into the education of African Americans in the South both before and after racial integration.

## Example 2: Environmental Monitoring, Supplies, & Training

### Karuk Tribe of California

The purchase of environmental monitoring equipment, including meters to measure visible and ultraviolet (UV) light and filters to reduce light and UV exposure, as well as training for the museum's staff to implement improved lighting conditions.

The collections, housed at the Karuk Tribe People's Center, document Karuk life and culture in the pre-contact and historic periods, and include shell, nut, and bead necklaces; clothing made of animal skins; historic photographs; as well as over 100 examples of renowned Karuk basket weaving.







## Example 3: Special Consult Digital Preservation Planning

### Chicago Film Archives

Consultation to assess the archives' digital collections and provide recommendations for their care. Chicago Film Archives' audiovisual collections total 25,000 items including film and prints, videotapes, audiotapes, and ephemera reflecting life in the Midwest, produced between 1903 and the late 1990s.

The consultant focused on CFA's digitized video and audio files, which amounted to approximately 20TB at the time of the grant. The project resulted in an assessment and a digital collections policy for CFA.



# Example 4: Emergency Planning, Training, & Supplies

## Genesee Country Village & Museum

The development of a disaster preparedness and response plan, along with workshops for staff in disaster response and the purchase of emergency supplies, for the Genesee Country Village & Museum's John L. Wehle Gallery.

The gallery houses collections that include 950 paintings, drawings, prints, and sculptures from the seventeenth century through the twentieth that represent diverse American wildlife and sporting activities such as riding, angling, and hunting, as well as a costume collection of 3,500 nineteenth-century garments and accessories that illustrate the lives of New Englanders and regional Quakers.





## Example 5: Education & Training

### Rollins College

Hosted a two-day workshop on digital preservation for 23 participants from Florida and the southeastern region of the U.S. The workshop would benefit the two-person staff of Rollins College's Archives and Special Collections unit, who manage an increasing volume of digitized humanities content and born-digital records, as well as archivists in the region who face similar challenges within smaller humanities organizations.

The Rollins Digital Archives includes 4,500 digitized archival items and artifacts documenting local architecture and the experiences of communities during the Civil Rights era.



# Developing an Application

## Eligibility

- nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code
- accredited institutions of higher education (public or nonprofit)
- state and local governments and their agencies
- federally recognized Native American Tribal government

Individuals, foreign, and for-profit entities are not eligible to apply.

## Applicants must demonstrate that they:

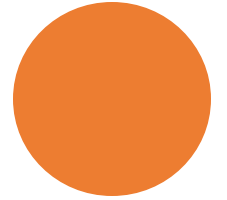
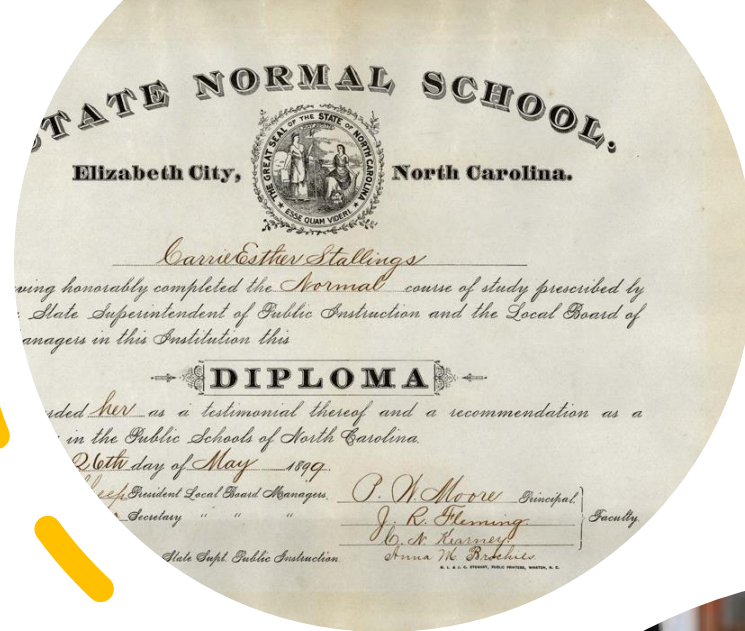
- care for and have custody of and/or responsibility for the humanities collections that are the focus of the application
- have at least one staff member or the full-time equivalent, whether paid or unpaid
- make their collections open and available for the purpose of education, research, and/or public programming.

# Developing an Application


## Encouragements

The program encourages applications from:

- New to NEH small and mid-sized organizations
- Community colleges
- Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities
- Native American tribes and Native Alaskan and Native Hawaiian organizations with significant humanities collections
- Organizations or collections that represent the contributions of historically excluded communities







5 pages, single-spaced

# Developing an Application

## The Narrative

1. What activity (or activities) would the grant support?
2. What are the content and size of the humanities collections that are the focus of the project?
3. How do you use these humanities collections?
4. What is the nature and mission of your institution or institutional unit?
5. Describe the assessments, plans, procedures, and policies at your institution that are the foundation of your proposed project.
6. What is the importance of this project to your institution or institutional unit and how you would sustain the project outcomes?
7. Who is involved in the project, and what are their qualifications?

# Developing an Application



## Supporting Documentation

**Required:** Budget & budget justification, work plan, resumes & CVs

**Conditionally Required:** Letters from consultants

**Recommended:** Previous assessments, policies, plans, or procedures, workshop descriptions, frameworks, toolkits, and other documentation

## Tips for writing an application

- Read sample narratives on the program resource page
- Read "[Tips on Applying for a Preservation & Access Award](#)" on our blog at neh.gov



# Review Criteria

1. The significance of the collections for users, including source communities, humanities researchers, students, and/or the public and their use in education, research, and/or public programming in the humanities
2. The strength of the proposed activities, the adequacy of the plan of work, and the justification of their importance to the institution
3. The appropriateness of the experience, backgrounds, and qualifications of consultants, advisors, and staff



# Application Submission

Ensure your [SAM.gov](#) and [Grants.gov](#) registrations and passwords are current. NEH will not grant deadline extensions for lack of registration. Registration in all systems, including [SAM.gov](#) and [Grants.gov](#), may take up to 1 month to complete.

You will need to create a [Login.gov](#) account to register and log in to [SAM](#) and [Grants.gov](#)

Further important information in section D3 of the NOFO.

## DEADLINE

January 11, 2024 at 11:59pm ET







# Peer review

- Applications sorted into panels
- All applications reviewed by outside experts
- All recommendations reviewed by the National Council on the Humanities

# FAQs and Reminders

## **Is my organization small or mid-sized?**

We invite you to make the case for how your institution or unit is small or mid-sized, particularly in the "nature and mission" section of the narrative.

## **What sorts of projects have been funded with PAGs?**

Click the "Search All Past Awards" link toward the bottom of the NEH website

## **How do I find an appropriate consultant?**

Ideas, though not exhaustive, are found in section H of the NOFO





A person is sitting at a desk, writing in a notebook with a white pen. In the background, a laptop is open, and a white dog is visible. The scene is brightly lit, suggesting an office or study environment.

# Additional Resources

**NEH 101 for Small & Mid-sized Orgs**

[https://youtu.be/G2Jq\\_nmqeBU?si=1BXaDb3ZYcaUJf](https://youtu.be/G2Jq_nmqeBU?si=1BXaDb3ZYcaUJf)

**NEH Application Tips**

<https://www.neh.gov/sites/default/files/inline-files/Application%20tips.pdf>

**NEH Consejos para Aplicar**

<https://www.neh.gov/sites/default/files/inline-files/Consejos%20Para%20Aplicar.pdf>

# Questions?

If your question is not answered, write [preservation@neh.gov](mailto:preservation@neh.gov)  
or call 202-606-8570

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