

NEH Application Cover Sheet (PE-252901)

Preservation Education and Training

PROJECT DIRECTOR

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Field of expertise: Archival Management and Conservation

INSTITUTION

Conservation Center for Art and Historic Artifacts
Philadelphia, PA 19103-5530

APPLICATION INFORMATION

Title: *Preservation Services for the Mid-Atlantic Region and Underserved Regions of the US*

Grant period: From 2017-01-01 to 2018-12-31

Project field(s): History, Other; Arts, Other

Description of project: The Conservation Center for Art and Historic Artifacts (CCAHA) requests funding support to continue and broaden the reach of the activities of CCAHA's preservation field services program through preservation planning activities, educational activities, and outreach services.

BUDGET

Outright Request	393,965.00	Cost Sharing	447,015.00
Matching Request	0.00	Total Budget	840,980.00
Total NEH	393,965.00		

GRANT ADMINISTRATOR

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Conservation Center for Art and Historic Artifacts
Preservation Field Services Activities

Attachment 1

DESCRIPTION OF PROJECT AND ITS SIGNIFICANCE

The Conservation Center for Art and Historic Artifacts (CCAHA) offers the first-hand assistance needed to preserve and protect the vital documents and artifacts that define our national cultural heritage. Since 1986, CCAHA has provided preservation field services to the libraries, archives, museums, and historical organizations throughout the United States, specifically targeting underserved regions of the country.

CCAHA seeks support from the National Endowment for the Humanities to continue and broaden the reach of preservation field services activities over the next two years (January 1, 2017 - December 31, 2018). Goals for preservation services are:

- ◆ To continue to provide preservation assessment surveys, emergency plans, preservation plans, and collection surveys for small to medium size institutions with important humanities-based collections. Through its assessment program, CCAHA offers an invaluable opportunity for organizations to work one-on-one with a preservation consultant to evaluate the policies, practices, and conditions in an institution that have an impact on the preservation of the collections. CCAHA will conduct 15 NEH-funded surveys in 2017-2018.
- ◆ To implement a new Stewardship Program for Underserved Regions. CCAHA's programs in 2017-18 will focus on collecting institutions in the Gulf Coast (Mississippi, Alabama, and Florida) and Appalachia (Kentucky, Ohio, and West Virginia). Through on-site training activities and webinars, CCAHA will nurture the development of stronger preservation-based networks and enhanced access to resources in these regions.
- ◆ To provide national conferences on topics of timely importance to collection care professionals. CCAHA's 2017-18 schedule includes educational programs on collections storage and the preservation of modern and contemporary materials, with both topics offered twice—with one presentation focused on the needs of museums and the other on the needs of libraries and archives.
- ◆ To offer a one-year preventive conservation fellowship that brings the experience of the conservator to the tasks of institutional planning for long-term preservation of collections.
- ◆ To continue to serve as a primary resource for technical information on a broad variety of preservation issues through the utilization of print media, electronic mail, and website enhancements. In addition, CCAHA provides reference services, maintains and supports an on-site reference library, and offers a website with educational content, including a searchable national resource guide for disaster preparedness and response.

Conservation Center for Art and Historic Artifacts (CCAHA)
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Dyani Feige
Samantha Forsko
Stephenie Bailey
Emily Polhamus

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John Anderies, Susan Anderson, George Blood, Alice Carver-Kubik, Rich
Cherry, Cherie Cook, Jason Crabill, Walter Crimm, Ellen Cunningham-Kruppa,
Jon-Paul C. Dyson, Joseph Geiger, Emily Kaplan, Susan Malbin, Steve Murray,
Jacob Nadal, Annie Peterson, Gregory Dale Smith, Sady Sullivan, Mark Sundlov,
Irene Taurins, George Wohleisch

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Eryl P. Wentworth, Maud Margaret Lyon, Danielle Rice

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Conservation Center for Art and Historic Artifacts
Preservation Field Services Activities

Attachment 3
List of Participants

Anderies, John, *William Way LGBT Center*
Anderson, Susan, *Philadelphia Museum of Art*
Arendt, Maureen, *720 Design*
Aveline, Dawn, *University of California, Los Angeles Library*
Bauer, Laurence C., *Solomon+Bauer+Giambastiani Architects*
Berger, Lawrence, *Philadelphia Museum of Art*
Blood, George, *George Blood Audio/Video*
Bunde, Janet, *New York University Archives*
Carmichael, David W., *Pennsylvania State Archives*
Carver-Kubik, Alice, *Image Permanence Institute*
Cherry, Rich, *The Broad*
Cook, Cherie, *American Association for State and Local History*
Crabill, Jason, *Ohio History Connection*
Crimm, Walter, *Walt Crimm Associates*
Cunningham-Kruppa, Ellen, *Harry Ransom Center*
Dyson, Jon-Paul C., *Strong Museum*
Frohnert, Christine, *Bek & Frohnert*
Geiger, Joseph, *West Virginia Archives and History*
Herzog, Peter, *Herzog/Wheeler Associates*
Jones, Derek, *Atelier*
Kaplan, Emily, *Smithsonian National Museum of the American Indian*
Lyon, Maud Margaret, *Greater Philadelphia Cultural Alliance*
Malbin, Susan, *American Jewish Historical Society*
Morgan, Amber, *The Warhol Museum*
Murray, Steve, *State of Alabama Department of Archives and History*
Nadal, Jacob, *Research Collections and Preservation Consortium*
Ng, Yvonne, *Witness*
Norris, Linda, *Norris Consulting*
Perry, Susan, *Southeastern Museums Conference*
Peterson, Annie, *LYRASIS*
Rice, Danielle, *Drexel University*
Ryan, Gwynne, *Hirshhorn Museum and Sculpture Garden*
Sims, Nancy, *University of Minnesota*
Smith, Gregory Dale, *Indianapolis Museum of Art*
Sullivan, Sady, *Consultant*
Sundlov, Mark, *Ohio History Connection*
Taurins, Irene, *Philadelphia Museum of Art*
Wentworth, Eryl P., *American Institute for Conservation of Historic and Artistic Works*
Wohlschlag, George, *The College of Physicians of Philadelphia*

Conservation Center for Art and Historic Artifacts
Narrative: Preservation Field Services Program

INTRODUCTION

The Conservation Center for Art and Historic Artifacts (CCAHA) requests two-year support from January 1, 2017, to December 31, 2018, to continue and broaden the reach of the activities of its preservation field services program. Established in 1977, CCAHA today operates a nationally-recognized conservation treatment laboratory and a preservation services department. (Additional organization background is provided in Appendix 1.) CCAHA's national preservation field services activities create measurable improvements in collections stewardship at sites throughout the country, thereby ensuring that our nation's great humanities collections are available long-term for access, research, and other educational uses. The preservation field services work emphasizes the development of sustainable capacity building – through tools, systems, and strategies – to strengthen the ability of collecting institutions to provide optimal care for their collections.

CCAHA's schedule of preservation activities in 2017 and 2018 has been developed from our 2015 Strategic Plan and 2014 strategic business plan, as well as the analysis of outcomes-based evaluation forms from institutions participating in CCAHA's educational programs. Building upon past success in education and network-building, CCAHA proposes a set of ambitious new strategies to serve underserved regions of the country, adapting successful service models to assist collecting institutions along the Gulf Coast and in Appalachia in confronting the challenges of providing quality preservation care in underserved and rural regions.

This proposal presents the full range of CCAHA's preservation field services program. NEH funding is requested to support the provision of preservation needs assessments and risk assessments nationally, education programs at targeted sites throughout the country, and support and outreach services.

National and regional goals for CCAHA's preservation field services activities are discussed under the following four sections:

- A. Preservation Planning:
 - Preservation Needs Assessment Program
 - Emergency Preparedness and Response Program
- B. Education Activities
 - Stewardship Programs in Underserved Regions
 - National Conferences on Preserving Modern and Contemporary Material
 - National Conferences on Collections Storage
 - Collections Care Training (*Cost-share*)
- C. Preventive Conservation Fellowship
- D. Support and Outreach Services.
 - Emergency Assistance, Consultation, and Resources (*Cost-share*)
 - Preservation Support and Outreach Activities (*Cost-share*)

SIGNIFICANCE AND IMPACT

A. SIGNIFICANCE AND IMPACT: Preservation Planning

“The Conservation Center is an invaluable resource for cultural heritage institutions that typically have few or no dedicated preservation staff.”

Natalie Shilstut, Preservation Archivist
Presbyterian Historical Society

CCAHA proposes to implement the following national preservation planning activities in 2017 and 2018:
1) Preservation Needs Assessments and 2) Emergency Preparedness and Response Plans.

Preservation Needs Assessment Program:

“The CCAHA Preservation Needs Assessment grant has been incredibly beneficial to our institution. Having a professional Preservation Specialist take the time to review our policies and procedures, tour our spaces, and speak to our staff is a great foundation and starting point to make effective and meaningful changes to preserve our collections. Additionally, it has armed us with information and data to show to administration, stakeholders, and potential grantors to support our case for improved space, enhanced environmental controls, upgraded fire suppression and conservation needs.”

Susan Graham, Special Collections Librarian
Albin O. Kuhn Library & Gallery,
University of Maryland, Baltimore County

With NEH funding support, CCAHA will offer 10 NEH-subsidized preservation needs assessments for cultural organizations with collections of long-term value to the humanities in 2017-18.

As recommended by the American Alliance of Museums, the American Institute for Conservation of Historic and Artistic Works, the Society of American Archivists, and the American Library Association, the writing of a preservation needs assessment is the first—and perhaps the most critical—step in a thoughtful, conscientious process of collections care. The preservation needs assessment process evaluates the policies, practices, and conditions that directly affect the preservation of the institution’s collections. The written report provides observations, recommendations, and resources to address collection needs, and becomes a valuable tool for institutional strategic planning and fundraising.

Museums, libraries, archives, and historic sites use their needs assessment to address immediate needs, prioritize projects, implement new strategies and policies, and raise needed grant funding. The needs assessments are often used in the fundraising process as supporting documents in making the case for important preservation initiatives. Many funders, particularly federal agencies, strongly recommend that potential applicants cite the findings of their preservation needs assessments within their grant applications for conservation and preservation projects.

While the need for these assessments is well known, many organizations find it difficult to raise the funds to cover the cost of a one- or two-day site visit plus 4 to 5 days of report preparation time, generally totaling more than \$5,000 plus travel costs. With the Conservation Assessment Program (CAP) formerly managed by Heritage Preservation currently on hiatus, the need for funding for these assessments is particularly compelling at this time.

To make these assessments more accessible, CCAHA has competitively offered NEH-subsidized needs assessments to collecting organizations throughout the country. The application process is rigorous and

the quality of the great majority of applications has been very high. Approximately 20% of applicants can usually be accommodated into the program. When declining applications, CCAHA responds with detailed feedback along with offers to assist with professional grant writing consultation at no charge to encourage their fundraising efforts through other channels. A number of initially declined applicants have been successful with reapplications in subsequent years. This program has been enormously successful in making needs assessments affordable and accessible for institutions often located in underserved regions.

In 2014 and 2015, CCAHA prepared NEH-subsidized preservation needs assessments for the Frances Willard Historical Association (Evanston, IL); Historic Huguenot Street (New Palz, NY); Kona Historical Society (Captain Cook, HI); Library of Virginia (Richmond, VA); Montgomery County Historical Society (Rockville, MD); Western Carolina University Special Collections (Cullowhee, NC); American Craft Council (Minneapolis, MN); Dubuque County Historical Society (Dubuque, IA); Seton Hall University Special Collections (South Orange, NJ); and the Japanese Cultural Center of Hawai'i (Honolulu, HI).

The preservation needs assessment can be particularly important for institutions as they prepare for major change. Examples of the impact of recent CCAHA preservation needs assessments include:

- Comprehensively updated the institution's Collections Management Policy and provided the guidelines needed for a search for offsite, museum-quality storage space for collections at the Montgomery County Historical Society (Rockville, MD).
- Initiated a search for a new fire suppression system to replace the Halon system in place in Special Collections storage spaces at the University of Maryland, Baltimore County (Baltimore, MD).
- Underwent comprehensive planning, including successfully applying for a NEH Preservation Assistance Grant, to upgrade HVAC systems and environmental control throughout the Presbyterian Historical Society building (Philadelphia, PA).
- Received hands-on training in the humidification and flattening of documents, and implemented a full environmental monitoring program for the County of Berks Archives (Reading, PA).
- Successfully relocated the entire Morris County Heritage Commission Archive from County Park offices and temporary storage in subpar, non-collections-focused spaces into a superior, purpose-renovated space in the local public library (Morristown, NJ).

Emergency Preparedness and Response Program:

"This [risk] assessment has taken on even more significance for Historic Sugartown. We are not only looking critically at emergency preparedness at our historic site, both in terms of our collections and public safety, but Historic Sugartown is also working closely with CCAHA to establish the Suburban Philadelphia Alliance for Response to create an emergency preparedness support network for our region."

Heather P. Reiffer, Executive Director
Historic Sugartown, Inc.

With funding support from NEH, CCAHA will offer a total of 5 NEH-subsidized emergency plans for cultural organizations with collections of long-term value to the humanities in 2017 and 2018.

From 2007 through 2014, CCAHA offered NEH-subsidized risk assessments as the necessary first step in developing an emergency plan for collections. For the first time, CCAHA offered NEH-subsidized emergency plans in 2015, incorporating the development of the risk assessment into the preparation of a

complete emergency plan. CCAHA provided emergency plans for The Wolfsonian – Florida International University (Miami Beach, FL) and the Wiregrass Museum of Art (Dothan, AL) in 2015, and is currently working with the Erie Art Museum (Erie, PA), the George Peabody Library (Baltimore, MD), and the Western Philatelic Library (Sunnyvale, CA).

Emergency planning encompasses the natural and man-made catastrophes that receive major news coverage, as well as the myriad of smaller (and, realistically, more frequent) emergencies, such as broken pipes or pest infestations, that can pose great harm to collections. All collecting institutions should be prepared to address collection needs in the event of an emergency. This work is ideally done through a two-step process where the institution first receives a professionally-prepared risk assessment and then moves forward to write a comprehensive emergency plan. Through experience, CCAHA has learned that many organizations need assistance in transforming the risk assessment—which is fairly ineffective as a stand-alone tool—into an emergency plan.

In recent years, CCAHA has significantly increased its profile as a leader in the area of emergency planning for collecting institutions. With funding from the Institute of Museum and Library Services, CCAHA is currently completing the Pennsylvania Cultural Resilience Network (PaCRN), a three-year project to develop, coordinate, and consolidate regional efforts to address disaster preparedness and response needs at cultural heritage organizations through new programs and resources. Through this work, CCAHA has helped to coordinate the establishment of six new chapters of Alliance for Response, a national program on cultural heritage and disaster management administered by the American Institute for Conservation of Historic and Artistic Works. At the conclusion of the IMLS grant, CCAHA will continue to lead disaster preparedness initiatives in the state, including ongoing assistance to the Alliance for Response chapters.

B. SIGNIFICANCE AND IMPACT: Education and Training Programs

CCAHA proposes to implement the following Education and Training programs in 2017 and 2018: 1) Stewardship Programs for Underserved Regions, 2) National Conferences on Collections Storage and Preserving Modern and Contemporary Materials, and 3) the Philadelphia Collections Care Training (a cost-share program).

Stewardship Programs in Underserved Regions: Adapting a model program developed by CCAHA in the Philadelphia region, CCAHA proposes to lead Stewardship Programs in the underserved and rural regions of the Gulf Coast and Appalachia. This new outreach model will combine in-person educational and networking opportunities, webinars, targeted on-site consultation, and phone consultation to catalyze collections care activities in the regions while encouraging the development of a community infrastructure that will be sustainable. The ultimate goal of the regional programs will be to link together a cohort of preservation partners to establish a long-term network for on-the-ground regional support.

The Gulf Coast (Mississippi, Alabama, and Florida) and Appalachia (Kentucky, Ohio, and West Virginia) were selected through consultation with the American Association for State and Local History as areas that have limited access to conservators or other preservation expertise. While underserved in some ways, CCAHA has succeeded in identifying strong regional partners—the Ohio History Alliance, the Ohio Historical Society, the Kentucky Historical Society, the West Virginia Division of Culture and History, the Alabama Department of Archives and History, the Mississippi Department of Archives and History, and the Southeast Museums Conference—in each of the regions to support the successful implementation of the programs.

Mark Sundlov, Manager of Local History Services for Ohio History Connection, notes the importance of this approach for cultural institutions in Appalachia: “Providing preservation training and services to

organizations in that area (underserved audiences in the Ohio River Valley Region) is a perennial challenge for us. We are confident that this approach that leverages partnerships and resources while acting regionally and beyond state borders will be effective and beneficial.” Additionally, Mr. Sundlov affirms CCAHA’s decision to create these regional areas to encompass several states. “State boundaries,” he writes, “are often drawn through the heart of regions where people who would otherwise have countless obvious connections are divided. People living in the Ohio River region, no matter which side of the river, have needs that are more aligned to each other than they are to many other people within their own states.”

Similarly, Steve Murray, Director of the State of Alabama Department of Archives and History, confirms the need for this approach in the Gulf Coast area: “Scores of cultural institutions in Alabama are located in rural and underserved areas. They are archives, museums, libraries, historic sites, and historical societies holding a wide range of historical and other culturally important materials. Many are managed entirely by volunteers, but all would benefit from the kind of preservation and training contemplated by your proposed Gulf Coast Stewardship Program.” The Gulf Coast area region was formerly served by Amigos Field Services, a program that was eliminated several years ago.

These Stewardship Programs will be based on CCAHA’s Philadelphia Stewardship Program, an innovative model to improve collections care across an entire region. Launched in 2002, the Philadelphia Stewardship Program combined educational programs on collections care best practices with opportunities for institutions to receive one-on-one assistance, in addition to providing forums for networking in order to create a stronger professional community. The new regional programs will creatively adapt this structure to serve a larger region and to place more of an emphasis on the development of support systems and local resources.

An independently conducted 2008 electronic Pennsylvania “Connecting to Collections” survey, funded through the Institute of Museum and Library Services, allowed for an opportunity to compare the quality of collections care at Philadelphia institutions that participated in the Philadelphia Stewardship Program with other Pennsylvania institutions that did not benefit from this program. In every collections care category, the institutions that participated in the Stewardship program indicated greater success than other institutions. The majority of the Philadelphia institutions had invested in preservation and disaster planning, and were systematically addressing environmental issues, as well as conservation and accessibility. These statistical findings strongly indicated the great value of the Stewardship Resource Center programs for Philadelphia’s collecting museums, libraries, archives, and historic sites. A second independent evaluation conducted in 2012, comparing Philadelphia institutions which participated in the program to similar-size non-participating institutions in the same Greater Philadelphia region, provided similar results again indicating the strength of the program’s approach. In the 2012 survey, 100% of the responding participating institutions stated that they would recommend the program to other institutions.

In May 2014, Laura Hartz Stanton (then CCAHA Director of Preservation Services, now Executive Director) and Dyani Feige (then Preservation Specialist, now Director of Preservation Services) addressed a crowd of approximately 75 people at the Annual Meeting of the American Institute for Conservation of Historic and Artistic Works on the subject “Sustaining the Cultural Community—The Stewardship Resource Center as a Model for Preventive Conservation Training.” Using the evaluation data, they discussed the collaboration and resource-sharing at the heart of the Philadelphia Stewardship Program and how it worked to create a sense of community and common purpose, while encouraging individual organizations to aggressively pursue opportunities to meet their specific preservation needs. Response to the presentation was overwhelmingly positive. In speaking with collections care professionals after the program, it quickly became apparent that there is much interest in developing centralized processes for addressing collections care needs in underserved regions, and that CCAHA’s Philadelphia Stewardship Resource Center offers a model program ripe for dissemination.

In addition to the funding requested in this proposal, CCAHA will be applying this model on a statewide basis in New York State with funding from the New York State Department of Education. Evaluations from all CCAHA's Stewardship Programs will be used to fine tune the educational activities as they progress.

National Conferences:

"The Conservation Center's conferences are essential to training museum professionals throughout the region and nationally."

Danielle Rice, Program Director, Museum Leadership
Drexel University

CCAHA has presented more than 600 national conferences, workshops, conferences, and lectures over the past 25 years. Curators, librarians, archivists, collection managers, conservators, and facility managers have found the knowledge gained from these programs to be critically useful in assessing their collections care programs, developing their in-house skills, and creating new initiatives. In 2014 and 2015, CCAHA presented the following national conferences: "A Monumental Task: Managing and Preserving Architectural Records" in Buffalo, NY; "Preserving the Modern and Contemporary" in Philadelphia, PA; "Focusing on Photographs: Identification and Preservation" in New Orleans, LA, and Providence, RI; "Giving Voice: Interpreting and Preserving Oral Histories" in Atlanta, GA; "The Next Chapter: Rare Books in Modern Times" in New York, NY; "Out of the Ordinary: Preserving Paper-Based Ephemera" in Portland, OR; and "Where Artifact Meets Exhibition; Preservation and Exhibit Design" in Philadelphia, PA.

With this proposal, CCAHA is significantly reducing the number of national conferences to be presented annually (from 8 in 2014-15 to 4 in 2017-18). This reduction reflects decisions both to employ existing resources in launching the ambitious Stewardship Programs described above and to invest further in the quality of the national conferences, positioning them as events of compelling importance in the field. In addition, based upon feedback from evaluations and anecdotal discussions, CCAHA has noted that the needs of museums can differ markedly from library and archival collections, resulting in some presentations lacking overall relevance for some attendees. For this reason, CCAHA has planned to divide the major subjects into two separate conferences, with one focused on typical needs of museums, historic sites, and historical societies and the other focused on the needs of libraries and archives.

The binders provided at CCAHA educational programs have received considerable praise on evaluations for their comprehensive assembly of practical information and resources. CCAHA will continue to invest in developing these binders, with even more bibliographies corresponding to presenters' topics, follow-up opportunities with speakers and other experts in the field, and online access to current material, including Powerpoints and handouts. Another aspect of the educational programs that is frequently singled out for praise are the tours and learning experiences specifically developed around the collections of the host organization. CCAHA will continue to look for new ways to promote these one-of-a-kind host opportunities.

CCAHA proposes to present four programs over the two-year period: A two-day program for museums on the preservation challenges posed by modern and contemporary materials, a two-day program for library and archival collections on modern and contemporary materials, a two-day program for museums on collection storage, and a two-day program for library and archival collections on collection storage.

In organizing national conferences, CCAHA works with the presenters to address both emerging issues and best practices, but always with an eye to scaling the material to keep it applicable and practical for institutions with limited resources. Accompanying this approach, CCAHA's programs stress the

importance of identifying strategies that are sustainable—an important concern of institutions both large and small.

In 2012, CCAHA's Philadelphia-area Client Assessment Survey asked a series of questions to determine the effectiveness of the educational programs. Of the 66 respondents who had recently attended a CCAHA educational program, 59 noted that they left better equipped to make decisions on the material covered and 47 said that they subsequently implemented at least one change or action recommended at the program. Over 91% of the respondents indicated that the quality of speakers at CCAHA programs was high.

CCAHA's educational programs in 2017-18 will address the following important collection stewardship subjects which have been selected based upon ongoing observation of needs in the field, rapid advancements in best practices and technology, consultation with partner associations, and requests from past educational program audiences.

National Conferences on Preserving Modern and Contemporary Material: The 20th century brought a bewildering array of new material into the world, much of it now being accessioned into museum collections and library/archive special collections. New plastics, glues, and inks entered the market; cardboard was manipulated to create all kinds of containers; changing printing technologies created previously unthought-of opportunities for image transfer. Then, on top of all this innovation, the digital revolution closed the 20th century by ushering in a whole new array of challenges for preservation. CCAHA's preservation professionals and conservators have witnessed an influx of new and challenging items in collections. CCAHA conservators have also been involved with conservation of mixed-media art projects by major figures such as Salvador Dali and Joseph Cornell. For an exhibit at the National Constitution Center, conservators worked on the pencil annotations in dime store binder notebooks used by Bruce Springsteen to record his lyric ideas. These items are representative of the challenges that will be faced by cultural institutions as they strive to understand the long-term preservation needs of their modern and contemporary material.

The new conferences will build upon on the 2014 presentation of *Meant to Last? Preserving the Modern and Contemporary* at the College of Physicians of Philadelphia. Principal speakers at the conference were drawn from institutions including the University of California Santa Barbara, the Indianapolis Museum of Art, the Andy Warhol Museum, the Hirshhorn Museum and Sculpture Garden, the Mütter Museum, the Strong Museum, and the International Coalition of Sites of Conscience. Analysis of the outcome-based pre- and post-workshop evaluation forms indicated that the attendees gained in both knowledge and confidence during the workshops.

National Conferences on Collections Storage: Collections are often at risk due to storage in poor physical environments. As technology swiftly changes, the needs of collecting institutions also change, as well as the available options for addressing the needs. Regardless of whether the project is to renovate existing space or build new, issues of sustainability have become of paramount importance. The needs of all types of items stored in collections—from digital through textile—must be considered. But even as many new options have become available, it remains frustratingly difficult to select the one choice that most clearly meets the needs of a unique collection.

The new collection storage conferences will build upon the presentations of *A Space Odyssey: Storage Strategies for Cultural Collections* at the Union League of Philadelphia in 2008 and the Minnesota Historical Society in St. Paul, MN, in 2010. The programs received an overall rating of 3.6 on a scale of 1-4. Based on outcomes-based pre- and post-workshop responses, participants indicated an 88% increase in knowledge of strategies to improve environmental conditions within collections storage.

Philadelphia Collections Care Trainings: Established as part of the Philadelphia Stewardship Program, CCAHA will continue to lead six to eight full-day collections care education programs annually in the five-county Philadelphia area.

C. SIGNIFICANCE AND IMPACT: Preventive Conservation Fellowship

CCAHA proposes to host one Preventive Conservation Fellowship in 2017-18. Currently, CCAHA is hosting an NEH Preventive Conservation Fellow through the first Preventive Conservation Fellowship ever offered by NEH. From March 2016 through the end of the year, Gillian Marcus, a conservator trained at the Camberwell College of Arts in London, UK, with experience at the Cooper Hewitt Smithsonian Design Museum, will be conducting on-site preservation needs assessments and risk assessments, assisting with preservation planning, and providing technical information to collecting institutions, as well as conducting a long-term research project.

Since 1986, CCAHA has offered a range of preservation services to encourage and improve preventive conservation strategies, particularly at collecting institutions with limited resources. Through the years, CCAHA's preservation services program has been staffed by preservation professionals with degrees in fields relating to museum, library, and archival services. Conservator expertise has been drawn upon as needed. The Preventive Conservation Fellowship represents an emerging approach to preservation services that taps the experience of the conservator to guide institutional planning for long-term preservation of artifacts.

While the conservator is well-positioned to serve as the primary spokesman for collections care within institutions, graduate-level conservation education and training programs continue to primarily focus upon the execution of conservation treatment. The details of preventive conservation—including environmental management, emergency planning for collections, collections management and exhibition policies, intellectual control, storage, pest management, and housekeeping—are very recent additions to the graduate programs, still in the process of becoming fully integrated into the conservation education curriculum. Conservation fellowships at art museums and non-profit conservation centers tend to focus tightly upon providing a variety of object treatment experiences. Additional preventive conservation training will be beneficial in the development of key leadership skills for impacting institutional management of collections.

D. SIGNIFICANCE AND IMPACT: Support and Outreach Services

CCAHA proposes to implement the following Support and Outreach Service programs in 2017 and 2018: 1) Emergency Assistance, Consultation, and Resources and 2) Preservation Support and Outreach Activities.

Emergency Assistance, Consultation, and Resources: As part of the cost-share portion of this request, CCAHA will provide several important disaster services. CCAHA preservation professionals and conservators cooperate in providing email and telephone consultations, as well as on-site service as needed. In 2015, CCAHA provided consultation and/or services regarding emergency situations affecting collections at the University of Pennsylvania, the AT&T Archives and History Center, the State of Delaware Division of Historical and Cultural Affairs, and the Princeton University History Department. CCAHA leads the Philadelphia chapter of Alliance for Response and will continue to lead the PaCRN initiative that is serving all eight Alliance for Response chapters throughout Pennsylvania.

As information is critical when disaster strikes, CCAHA's website offers an ideal platform upon which information is regularly updated and offered free to collecting organizations throughout the country. CCAHA's preservation services staff regularly updates a *National Resource Guide for Disaster*

Preparedness, available as a 70-page PDF, with sections identifying service providers, emergency supply and equipment vendors, and essential equipment to maintain on-site. In addition, CCAHA maintains on-site disaster supplies and can quickly mobilize support in the event of a disaster in the Mid-Atlantic region.

Preservation Support and Outreach Activities: Through the cost-share portion of this request, CCAHA will continue to lead the Regional Alliance for Preservation (RAP) initiatives, including ongoing maintenance and updating of the RAP website (www.preservcollections.org). Launched in 1996, RAP is a national network of 13 organizations with expertise in the fields of conservation and preservation. Under the leadership of CCAHA, RAP endeavors to heighten awareness of the services offered by these organizations and to better coordinate and disseminate technical information, promote a calendar of educational programs, and increase institutional access to professional expertise.

CCAHA provides an array of smaller-scale preservation support and outreach activities, including the maintenance of the CCAHA website; the dissemination of preservation and conservation information through the annual publishing of four new technical leaflets on CCAHA's website; an on-site library; and free information and reference services to cultural institutions through telephone and electronic media which offers an opportunity to reach a larger audience and is a cost-effective way to share information. The CCAHA website can be accessed at: www.ccaha.org.

CCAHA's newsletter *Art-i-facts* promotes the work of preservation and conservation professionals to a general audience. Additional outreach is offered through bi-monthly one-page FOCUS publications that examine treatments in depth and a monthly CCAHA e-newsletter that addresses current preservation topics, highlighted projects, educational programs, and upcoming grant deadlines.

CCAHA staff provide free telephone and e-mail consultation, often resulting in staff supplying written technical information at no charge. These reference requests may include questions regarding where to locate appropriate archival material, how to store historical and cultural collections properly, and how to exhibit collection items, as well as questions related to disaster assistance and response. Each year, the CCAHA staff responds to approximately 2,500 technical inquiries.

To support its reference service, CCAHA's preservation services staff manages an on-site library dedicated to preservation and conservation issues. The 1,500-volume library is used by CCAHA staff and interns for many purposes, including the preparation of responses to technical inquiries from cultural institutions, research into new conservation techniques, preparation for conference and workshop presentations, and internship research projects. These resources are available to researchers, librarians, curators, archivists, and other conservation professionals for free.

WORK PLAN AND EDUCATIONAL ACTIVITIES: DETAILED ACCOUNT

WORK PLAN: Preservation Planning

Preservation Needs Assessments Program: In 2017-2018, CCAHA proposes to conduct a total of 40 surveys, including both preservation assessment surveys and collection surveys. Of the 20 surveys completed each year, 5 will be competitively offered as NEH-subsidized surveys (for a total of 10 over the grant period), at a special rate of \$350, for institutions that would not normally have the resources to pay for this service at full cost.

For over a decade, CCAHA has utilized and refined a competitive, yet fair, application process. On the application form, organizations are asked to describe their collections, how they are used, how they are

important to an understanding and study of the humanities, and why this is an appropriate time to undertake a survey.

A CCAHA preservation professional prepares the preservation needs assessment in close consultation with assigned staff members at the cultural organization. The survey process includes a general evaluation of the institution's preservation needs for the collections: environment (temperature, relative humidity, pollution, and light), housekeeping, pest control, fire protection, security and disaster preparedness; collection storage, handling, exhibition, and treatment; and interviews with relevant staff to identify preservation needs. The final written report provides observations and recommendations to serve as guides for staff and Board members as they deal with collection issues.

Organizations are encouraged to use the survey to integrate conservation and preservation goals into their overall strategic plans. The surveys often provide a prioritized framework for seeking funding to address specific concerns that may impact negatively on collections. With the final written report in hand, the organization's staff and Board are better prepared to set priorities for collections care, based on the recommendations for storage, exhibition, disaster planning, and collections management.

Emergency Preparedness and Response Program: CCAHA will competitively offer 5 NEH-subsidized emergency plans to collecting institutions throughout the United States in 2017-2018. Organizations selected to participate in this program will first work with a CCAHA consultant to prepare a risk assessment and draft immediate response guidelines. The risk assessment will identify natural or man-made emergencies that may threaten the collections and outline strategies for mitigation. During the on-site consultation, CCAHA staff will review and examine the institution's environment, history, location, structural needs and concerns, pest control, fire protection, security procedures, local resources, and training requirements. Insurance considerations, collections documentation, and collections salvage priorities are also addressed. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive emergency plan for the institution.

Upon receiving the assessment, institutions will work with a CCAHA staff person to develop immediate emergency response guidelines and work toward completion of a full emergency plan. The emergency plan will include information on essential contacts, emergency response and recovery vendors, emergency communication, insurance, and salvage priorities for the collections. CCAHA staff will be available as a resource and to review the completed plan.

Generally, emergency plan development costs a minimum of \$6,000 which covers approximately five days of report preparation and consultation time, in addition to the one- or two-day site visit. CCAHA will provide NEH-subsidized emergency plans at a special rate of \$350, utilizing the same competitive application process used for selecting organizations for the NEH-subsidized preservation assessment program. On the application form, organizations are asked to describe their collections, how they are used, how they are important to an understanding and study of the humanities, and their perceptions on the current level of vulnerability of their collection.

WORK PLAN: Education Programs

Stewardship Programs in Underserved Regions: CCAHA will lead Stewardship Programs in the underserved regions of the Gulf Coast (Mississippi, Alabama, and Florida) and Appalachia (Kentucky, Ohio, and West Virginia), based upon the activities developed by CCAHA in implementing its successful Philadelphia Stewardship Program. These two regions were targeted in consultation and partnership with the American Association for State and Local History (AASLH), which will continue to serve as an advisor and partner in designing and disseminating information about these programs. CCAHA will work with partners in each region to ensure quality communications and invest in long-term sustainability.

Identified partners include the Ohio History Alliance, the Ohio Historical Society, the Kentucky Historical Society, the West Virginia Division of Culture and History, the Alabama Department of Archives and History, the Mississippi Department of Archives and History, and the Southeast Museums Conference. The Stewardship Programs will combine in-person workshops, webinars, preservation needs assessments, and a final conference intended to foster networking, resource sharing, and sustainability, with a goal of creating working communities of practice among small organizations facing related challenges. CCAHA will work closely with regional partners to ensure that an equivalent range of programming can be maintained by the regional partners at the end of the two-year period.

Educational programs offered in the two regions will be identical, with CCAHA developing a total of six full-day programs, each covering two important collections care topics (morning and afternoon presentations). These programs will be presented at three strategically-located host sites in each of the regions. During the two years, 18 workshops (twelve in the first year and six in the second) will be held in each of the two regions, for a total of 36 workshops. Topics for the first year are: Preservation Best Practices, Needs Assessments, Grant Writing, Artifact Handling and Housing, Essential Policies and Procedures, Collections Management Policies, and Risk Assessments. Topics for the second year are: Preservation Planning, Environment and Housekeeping, and Emergency Planning. Each workshop will include a hands-on take-home assignment, with individual follow-up available from CCAHA. Specific goals will be identified for each workshop, focused upon the ability of the participants to leave programs with the skills and support needed to implement a key change or improvement at their institution. Working closely with regional partners, CCAHA will promote these workshops throughout the region.

As part of the Grant Writing workshop, the hands-on assignment will be to write a competitive application for a Preservation Needs Assessment. The proposals will be submitted to CCAHA for review and comment. Two institutions in each region will be selected to receive an NEH-funded preservation needs assessment. Organizations that already have an up-to-date Needs Assessment will be encouraged to write a similar request that addresses a needed collections care improvement, and will be encouraged to submit their proposal to the NEH category of Preservation Assistance Grants for Smaller Institutions. For the two Preservation Needs Assessments available per region, CCAHA will utilize the same application procedure used for its national NEH-funded Preservation Needs Assessment program (described above).

Free webinars will be scheduled during the months that do not have scheduled on-site workshops. While these webinars will generally be built around specific topics, they will more importantly offer open-ended opportunities to solicit advice or assistance on any collections care subject, provide opportunities for the regional communities to network and share ideas, and allocate time for follow-up and consultation on workshop topics.

The two-year Stewardship programs will conclude with a conference in each region that will offer forums for the Assessment grantees to share about their work with the Preservation Needs Assessment process, discussion sessions focused on collaboration and sustainability, and an afternoon session featuring a site visit at a participating institution and an opportunity for hands-on implementation of lessons learned over the two-year program. Throughout the two years, CCAHA will work with independent evaluators (the firm of Sorin & Hannum) to both fine tune activities and measure the program's overall success in meeting goals and achieving outcomes.

National Conferences on Preserving Modern and Contemporary Material: Building on the model of CCAHA's 2014 conference in Philadelphia, *Meant to Last? Preserving the Modern and Contemporary* will be presented for a museum audience at the Broad Museum (Los Angeles, CA) to address the challenges most frequently faced by museum professionals in 2017 and at the Center for Jewish History (New York, NY) for an audience of library or archive professionals in 2018. Course outlines (including

all identified speakers) for both presentations are provided in the attachments. The cost to attend will be \$200 with estimated attendances of 75 participants at each location.

National Conferences on Collections Storage: Building on the model of CCAHA's 2010 conference in Minneapolis, MN, *A Space Odyssey: Storage Strategies for Cultural Collections* will be presented in Philadelphia, PA at the Philadelphia Museum of Art and the College of Physicians of Philadelphia for an audience of museum professionals in 2017, and at the Harry Ransom Center (Austin, TX) for an audience of library or archive professionals in 2018. Course outlines (including all identified speakers) for both presentations are provided in the attachments. The cost to attend will be \$200 with estimated attendances of 75 participants at each location.

Philadelphia Collections Care Training and Other Continuing Workshops: In addition to the planned educational program activities, the CCAHA staff will maintain a diverse roster of talks, seminars, presentations, and basic workshops, presenting a minimum of 30 additional educational activities in 2017-18.

WORK PLAN: Preventive Conservation Fellowship

CCAHA proposes to host a single one-year Preventive Conservation Fellowship (July 1, 2017 – June 30, 2018) in order to align the position start date with the close of the graduate school year. A recent graduate from a post-graduate conservation program, the CCAHA Preventive Conservation Fellow will work under the guidance of the Director of Preservation Services, with responsibilities for assisting with the development of preservation needs assessments, preservation plans, risk assessments, and emergency preparedness and response plans. Initially, the Fellow will work one-on-one with the Director of Preservation Services and the Preservation Specialist, accompanying them on targeted site visits, participating in interviews with staff, and assisting with report preparation. By the end of the year, the Fellow will independently complete three preservation needs assessments (or long-term preservation plans) and one emergency preparedness and response plan. These are key tasks that all preservation professionals must master.

As a trained conservator, the Preventive Conservation Fellow will bring a new set of knowledge and skills to the preservation services department. In order to develop a program that builds upon this valuable base of conservation training, the Director of Preservation Services will work with the Fellow during the first three months to designate one long-term research/demonstration project, designed to provide insight into the conservation challenges commonly faced by many institutions. They will select an institution that is in need of a preservation needs assessment (or a long-term preservation plan) and has a collection with artifacts that align with the conservator's training and interests.

The Director of Preservation Services and the Fellow will jointly develop the planning document for the selected institution. Then, in coordination with the institution's staff, CCAHA will assign the Fellow to assist and document efforts to implement a targeted recommendation or recommendations from the planning document. Through this process, the Fellow will receive first-hand opportunities to view the practical decision-making processes for allocating resources within institutions, the role of staff in promoting conservation best practices, the nature of funding concerns, the assignment of staff responsibilities, and the development and implementation of evaluation criteria. Near the conclusion of the Fellowship year, the Fellow will write at least two papers (technical bulletins or articles) stemming from the project for publication on CCAHA's website.

WORK PLAN: Support and Outreach Services

Disaster Assistance, Consultation, and Resources: In 2017 and 2018, CCAHA will continue to update and expand its national resource guide for disaster. As part of every disaster preparedness and response plan, institutions should develop and maintain a list of suppliers and vendors to call in the event of an emergency. CCAHA's national resource guide will continue to serve as an aid to help institutions identify the types of services, vendors, and consultants needed on an emergency telephone list. By listing suppliers and vendors by subject, the resource guide will alleviate the burden on institutions of annually verifying and updating—a time-consuming task.

As part of the cost-share portion of services covered in this request, CCAHA staff will continue to provide free triage disaster telephone and e-mail consultation, serve as the lead organization in the Philadelphia Alliance for Response chapter, and provide ongoing support for emergency response networks throughout the state.

Preservation Support and Outreach Activities: In 2017 and 2018, CCAHA will continue to lead the Regional Alliance for Preservation (RAP) initiatives. Under CCAHA leadership, RAP maintains a website at www.preservcollections.org, which includes a calendar of training opportunities throughout the U.S. and a searchable bibliography of current preservation literature. CCAHA continues to upgrade the RAP website with expanded bibliographic entries and regular updates to the national workshop schedule.

As part of the cost-share portion of this request, CCAHA will continue to provide additional preservation support and outreach activities, including the maintenance of the CCAHA website; dissemination of preservation and conservation information through newsletters and other publications; an on-site library; and free information and reference services to cultural institutions through telephone and electronic media. The CCAHA website can be accessed at: www.ccaha.org.

Currently, a series of 25 technical bulletins and leaflets are available as PDFs on CCAHA's website (www.ccaha.org/publications), covering a wide range of subjects including *Freezing and Drying Techniques*, *Winterizing Historic Buildings*, *The Preventive Care of Book Collections*, and *Guidelines for Exhibition Light Levels*. An additional 8 leaflets comprise a "Collections Advocacy Toolkit" which provides assistance and guidelines to help collecting institutions effectively promote their stories through traditional and electronic media. CCAHA will continue its present schedule of publishing approximately four new technical leaflets annually, drawing upon staff and outside expertise.

CCAHA will continue to promote the work of preservation and conservation through the publication of *Art-i-facts* on a semi-annual basis. Each issue of *Art-i-facts* contains technical advice such as information on developing an integrated pest management plan, disaster guidelines, and light exposure recommendations, as well as "High Watermarks," a column that highlights useful publications and websites. In addition, CCAHA will continue to publish a bi-monthly one-page FOCUS publication that looks at treatments in depth and a monthly CCAHA e-newsletter with information on upcoming education and technical assistance opportunities, funding information, and program updates for collections care professionals.

CCAHA's preservation services staff will continue to coordinate the free technical assistance service through telephone and e-mail consultation. The "Conservator of the Day" program ensures that one qualified person is always available to answer technical conservation questions during business hours. Preservation questions are routinely handled directly by the preservation services staff.

CCAHA's preservation services office is responsible for the ongoing management of the on-site library, which is used on a daily basis by staff members and fellows. The holdings include detailed subject files, professional subscription journals, publications from other organizations, societal newsletters, DVDs, and reference books.

EVALUATION

Preservation Planning: Evaluation of all preservation services programs is ongoing, with an emphasis on outcome-based evaluation. CCAHA's needs assessments and emergency plans are evaluated through a series of follow-up phone calls that examine all aspects of the program. Participants in the program receive a phone call from the surveyor two weeks after the report is mailed to discuss the conclusions and recommendations and to inquire if the institution needs further technical information about any of the subjects mentioned in the survey. A formal evaluation process takes place six months later when the institution is asked to complete a form evaluating all aspects of the program. Outcome measures are based on the ability of the participating organizations to implement recommendations from their preservation needs assessments.

Education Programs: CCAHA utilizes a pre- and post-questionnaire system to measure the success of all workshops. These questionnaires are created for each workshop, based on the specific goals established by the workshop leaders. The questionnaires include questions to gauge the change in knowledge level of the participants, as well as Likert scales (1-10 numerical scales) to estimate changes in confidence level regarding certain topics. In addition, they include open-ended questions to critique all aspects of the session and to give recommendations for desired future workshop topics. After six months, a follow-up electronic questionnaire is sent to each participant to gauge the usefulness of the training/information and any change in activities over a long-term period. This system will be used to measure the success of all workshops in 2017-2018.

CCAHA will engage Sorin & Hannum, Planning and Evaluation Consultants, to measure levels of success within the Stewardship Programs for Underserved Regions. Together with Sorin & Hannum, CCAHA will develop the measures and instruments for determining outcomes-based changes among the institutions served, including pre- and post- questionnaires, responses to the workshop take-home assignments, and electronic surveys. CCAHA's existing systems for workshop evaluation and preservation planning evaluation will be available for use at the evaluator's discretion. The final evaluation report from Sorin & Hannum will focus upon the program's success in nurturing networks among the regions' collecting institutions, the perceived availability of resources for preservation, and indicators of progress in achieving preservation goals among the participating organizations. The Cooperstown Graduate Program has offered the services of an intern, available for ten hours per week, to assist with the evaluation. Sorin & Hannum's proposal for evaluation strategies is included in the appendices.

Preventive Conservation Fellowship: The Director of Preservation Services will be responsible for tracking performance measures, including the quality of the preservation planning documents prepared by the Fellow, reports from the institutions served, reports from CCAHA staff working alongside the Fellow, and the success of the research project in achieving its stated objectives.

STAFF, FACULTY, AND CONSULTANTS

CCAHA owes its respected position in the conservation and preservation community to the quality of its trained staff, many of whom are leaders in their field. Expert staff is key to the continued success of the preservation program and to maintaining a high level of services.

Laura Hartz Stanton, Executive Director, joined the CCAHA staff in 2005 as Preservation Specialist. Since then, she has served as Director of Preservation Services and was promoted to Executive Director in 2014. Prior to her work at CCAHA, she served as Curator of Collections at Siouxland Heritage Museums in Sioux Falls, SD, as well as intern experience at the New York State Historical Association in Cooperstown, NY and the Litchfield Historical Society in CT. She has a Master of Arts from the Cooperstown Graduate Program, with an emphasis in Museum Studies.

Dyani Feige, Director of Preservation Services, joined the staff in 2010 as Preservation Specialist and was promoted to Director of Preservation Services in 2014. Before coming to CCAHA, she worked as Assistant Librarian at the Brooklyn Museum Library. Ms. Feige has a Masters of Science in Library and Information Science with a Certificate in Archives from Pratt Institute and interned at the New York Public Library Barbara Goldsmith Preservation Division. She has been recognized by the Society of American Archivists as a Digital Archives Specialist.

Samantha Forsko, Preservation Specialist, conducts preservation assessments and risk assessments, assists with disaster planning, and supports the presentation of educational programs. Before joining CCAHA, Samantha worked at the Los Angeles County Museum of Art as a collections manager. She has also worked as a conservation technician for the Regional Arts and Culture Council and Cascadia Art Conservation Center, both in Portland, Oregon. Samantha received her MA in Arts Management with a focus on Archival and Museum Studies from Claremont Graduate University, in Claremont, California.

Stephenie Bailey, Education Program Manager, supports and promotes the education and outreach activities of the preservation services office. Previously, she worked as an archival assistant at Dumbarton Oaks and as an assistant to the curator at the National Gallery of Art. She received her M.A. in Art History from George Washington University.

Emily Polhamus, Preservation Services Assistant, assists with preparation for workshops and educational programs; maintains and updates the Regional Alliance for Preservation website; organizes Board mailings; and maintains the CCAHA library. She previously worked at several museums and non-profits in the Philadelphia region, including the Please Touch Museum, the Barnes Foundation, and Appel Farm Arts & Music Center in southern New Jersey. Ms. Polhamus studied Art History at William Paterson University in New Jersey.

Martin Sorin of Sorin & Hannum worked for 25 years as an evaluation specialist for the New York State Department of Health. **Randall J. Hannum** is an Assistant Professor of Economics at the New York City College of Technology. Their firm Sorin & Hannum specializes in social surveys (including museum audience research), needs assessments, data analysis, quantitative and qualitative report preparation, and organizational planning.

CONCLUSION

CCAHA has an established reputation for being a leader and innovator in the field of preservation services. This proposal represents a combination of successful strategies (preservation planning and national conferences), along with a challenging new set of initiatives to address the needs of collecting institutions in America's underserved and rural areas. This work promises to have long-term benefits for humanities professionals and the general public.

**Conservation Center for Art & Historic
Artifacts**

YEAR I (1/2017-12/2018)

Salaries and Wages

Name/title	no.				NEH funds		Cost sharing		Total	
Director of Preservation Services	1	40%	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)
Preservation Specialist	1	40%	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)
Education Coordinator	1	40%	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)
Asst. to Preservation Services Office	1	30%	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)
Preventive Conservation Fellow	1	100%	\$	(b) (6)	\$	(b) (6)	\$	-	\$	(b) (6)
Executive Director	1	10%	\$	(b) (6)	\$	-	\$	(b) (6)	\$	(b) (6)

Fringe Benefits

				Subtotal	\$	88,300.00	\$	129,700.00	\$	218,000.00
	rate			of salary base						
25%			\$	197,900.00	\$	22,075.00	\$	32,425.00	\$	54,500.00
				Subtotal	\$	110,375.00	\$	162,125.00	\$	272,500.00

Consultant fees

Name or type of consultant	persons	days		daily rate						
Presenters for National Conferences	20	20	\$	250.00	\$	5,000.00		\$		5,000.00
Local Presenters for Stewardship Programs	2	12	\$	250.00	\$	3,000.00		\$		3,000.00
Website designer	1	5	\$	875.00	\$	-	\$	4,375.00	\$	4,375.00
				Subtotal	\$	8,000.00	\$	4,375.00	\$	12,375.00

Travel

	persons	days		total per diem + transportation						
National Conference Presenters & CCAHA Staff (2 conferenes)	24	24	4800 + 16800	\$	16,800.00	\$	4,800.00	\$		21,600.00
Stewardship Program, CCAHA Staff, workshops and consultantions	2	40	8000 + 8000	\$	16,000.00			\$		16,000.00
Preservation Planning Surveys, CCAHA Staff	2	16	3200 + 8000	\$	8,000.00	\$	3,200.00	\$		11,200.00
Preventive Conservation Fellow	1	5	1000 + 2000	\$	1,000.00	\$	2,000.00	\$		3,000.00
				Subtotal	\$	41,800.00	\$	10,000.00	\$	51,800.00

Supplies & materials

Item				method of computation						
Office supplies			stationery, copy paper, etc.	\$	2,500.00			\$		2,500.00

Library materials	30 items @ \$30-\$35		\$	1,000.00	\$	1,000.00
National Conference Workshop Supplies and Materials	\$30/participant x 300	\$	4,500.00	\$	4,500.00	\$ 9,000.00
Stewardship Program Workshop Supplies and Materials	\$15/participant x 200		\$	3,000.00	\$	3,000.00
	Subtotal	\$	7,000.00	\$	8,500.00	\$ 15,500.00

Services

Item	method of computation					
Design of brochures	\$400/brochure x 6	\$	2,400.00		\$	2,400.00
Printing fees	\$500/brochure x 6	\$	3,000.00		\$	3,000.00
Photocopying	.06/page, surveys, handouts	\$	1,000.00	\$	1,000.00	\$ 2,000.00
Postage/shipping brochures and surveys		\$	2,500.00	\$	-	\$ 2,500.00
Telephone/Fax/Internet				\$	1,500.00	\$ 1,500.00
Mailing lists	20 lists @ \$50/list	\$	750.00	\$	750.00	\$ 1,500.00
Registration Management Fees	Subscription Rate			\$	1,500.00	\$ 1,500.00
Webinar Software Subscription	Subscription Rate	\$	500.00	\$	1,000.00	\$ 1,500.00
	Subtotal	\$	10,150.00	\$	5,750.00	\$ 15,900.00

Other costs

	method of computation					
Meeting space	8 sites @ \$500/site	\$	2,000.00	\$	2,000.00	\$ 4,000.00
Audiovisual	8 sites @ \$500/site	\$	2,000.00	\$	2,000.00	\$ 4,000.00
	Subtotal	\$	4,000.00	\$	4,000.00	\$ 8,000.00

Total Direct Costs:		\$	181,325.00	\$	194,750.00	\$ 376,075.00
Indirect costs @ 10%, minus Fellowship costs		\$	15,625.00	\$	19,495.00	\$ 35,120.00
Total project costs Year I		\$	196,950.00	\$	214,245.00	\$ 411,195.00

**Conservation Center for Art and
Historic Artifacts**

YEAR II (1/2018-12/2018)

Salaries and Wages

Name/title	no.	method of computation			NEH funds		Cost sharing		Total
Director of Preservation Services	1	40%	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)	(b) (6)
Preservation Specialist	1	40%	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)	(b) (6)
Education Coordinator	1	40%	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)	(b) (6)
Asst. to Preservation Services Office	1	30%	\$	(b) (6)	\$	(b) (6)	\$	(b) (6)	(b) (6)
Preventive Conservation Fellow	1	100%	\$	(b) (6)	\$	(b) (6)	\$	-	(b) (6)
Executive Director	1	10%	\$	(b) (6)			\$	(b) (6)	(b) (6)
					\$	88,300.00	\$	129,700.00	\$ 218,000.00
<i>Fringe Benefits</i>	rate		of salary base						
	25%		\$	198,600.00	\$	22,075.00	\$	32,425.00	\$ 54,500.00
					\$	110,375.00	\$	162,125.00	\$ 272,500.00
<i>Consultant fees</i>									
Name or type of consultant	persons	days		daily rate					
Presenters for National Conferences	20	20	\$	250.00	\$	4,000.00	\$	1,000.00	\$ 5,000.00
Local Presenters for Stewardship Programs	8	12	\$	250.00	\$	2,000.00	\$	1,000.00	\$ 3,000.00
Website designer	1	5	\$	875.00	\$	-	\$	4,375.00	\$ 4,375.00
Evaluation Consultant					\$	25,000.00	\$	-	\$ 25,000.00
				Subtotal	\$	31,000.00	\$	5,375.00	\$ 37,375.00
<i>Travel</i>									
From/to	persons			total per diem + transportation					
National Conference Presenters & CCAHA Staff (2 conferenes)	23	23	4600 + 16100	\$	14,700.00	\$	6,000.00	\$	20,700.00
Stewardship Program, CCAHA Staff, workshops and consultantions	2	24	4800 + 6400	\$	11,200.00			\$	11,200.00
Preservation Planning Surveys, CCAHA Staff	2	14	2800 + 7000	\$	7,000.00	\$	2,800.00	\$	9,800.00
Preventive Conservation Fellow	1	5	1000 + 2000			\$	3,000.00	\$	3,000.00
			Subtotal	\$	32,900.00	\$	11,800.00	\$	44,700.00
<i>Supplies & materials</i>									
Item				method of computation					
Office supplies				stationery, copy paper, binders, etc.		\$	2,500.00	\$	2,500.00
Library materials				50 items x \$30-\$35		\$	1,500.00	\$	1,500.00

Workshop supplies, handouts	\$30/participant x 300		\$	9,000.00	\$	9,000.00	
Stewardship Program Workshop Supplies and Materials	\$15/participant x 200		\$	3,000.00	\$	3,000.00	
	Subtotal	\$	-	\$	16,000.00	\$	16,000.00

Services	method of computation						
Item							
Design of brochures	\$400/brochure x 6	\$	2,000.00	\$	400.00	\$	2,400.00
Printing costs	6 brochures @ \$500	\$	2,500.00	\$	500.00	\$	3,000.00
Photocopying	.06/page	\$	-	\$	2,000.00	\$	2,000.00
Postage/shipping		\$	2,500.00	\$	-	\$	2,500.00
Telephone/fax/internet				\$	500.00	\$	500.00
Mailing lists	20 lists @ \$50 each			\$	1,000.00	\$	1,000.00
Registration Management Fees	Subscription Fee			\$	1,500.00	\$	1,500.00
Webinar Software Subscription	Subscription Fee			\$	1,500.00	\$	1,500.00
	Subtotal	\$	7,000.00	\$	7,400.00	\$	14,400.00
<i>Other costs</i>							
Meeting space	8 sites @ \$500/site			\$	4,000.00	\$	4,000.00
Audiovisual	8 sites @ \$500/site			\$	4,000.00	\$	4,000.00
	Subtotal	\$	-	\$	8,000.00	\$	8,000.00

Total Direct Costs:	\$	181,275.00	\$	210,700.00	\$	392,975.00
Indirect cost @ 10% Year II, minus Fellowship costs	\$	15,740.00	\$	21,070.00	\$	36,810.00
Total project costs Year II	\$	197,015.00	\$	231,770.00	\$	429,785.00

Total Project Cost Years I-II
Conservation Center for Art &
Historic Artifacts

Direct	\$	362,600.00	\$	405,450.00	\$	768,050.00
Indirect	\$	31,365.00	\$	40,565.00	\$	71,930.00
Total	\$	393,965.00	\$	446,015.00	\$	840,980.00

Budget categories

	Year I	Year II	Total
1 Salaries and wages	\$ 218,000.00	\$ 218,000.00	\$ 436,000.00
2 Fringe benefits	\$ 54,500.00	\$ 54,500.00	\$ 109,000.00
3 Consultant fees	\$ 12,375.00	\$ 37,375.00	\$ 49,750.00
4 Travel	\$ 51,800.00	\$ 44,700.00	\$ 96,500.00
5 Supplies & materials	\$ 15,500.00	\$ 16,000.00	\$ 31,500.00
6 Services	\$ 15,900.00	\$ 14,400.00	\$ 30,300.00

7 Other costs	\$	8,000.00	\$	8,000.00	\$	16,000.00
Total Direct Costs	\$	376,075.00	\$	392,975.00	\$	769,050.00
Total Indirect Costs @10%	\$	35,120.00	\$	36,810.00	\$	71,930.00
Total Project Costs	\$	411,195.00	\$	429,785.00	\$	840,980.00

Requested from NEH

Outright \$ 393,965.00

Cost sharing

Applicant's contrib \$ 172,565.00
Third-party contrib \$ 150,000.00
Project income \$ 123,450.00
Total cost share \$ 447,015.00

Total project funding (NEH +Cost share) =

\$ 840,980.00

INSTITUTIONAL PROFILE

The Conservation Center for Art and Historic Artifacts (CCAHA) has a broad commitment to ensuring the long-term preservation of collections that are vitally important to humanities studies throughout the world. Established in 1977, CCAHA has grown to become the one of the two largest non-profit conservation centers in the United States. Over its 39-year history, CCAHA has dedicated itself to the preservation of our nation's artistic and documentary heritage. CCAHA's mission is to provide expertise and leadership in the preservation of our material culture, with a specialization in the treatment of works of art and historic artifacts on paper. During the past year, CCAHA conservators completed treatment on more than 6,000 items for over 400 clients at CCAHA's 10,500-square-foot facility in Philadelphia.

CCAHA serves libraries, archives, museums, historical societies, historic house museums, and research and educational institutions nationally. CCAHA provides subsidized fellowships and internships to emerging conservation professionals; fosters public awareness about the importance of preserving our cultural heritage for the enrichment of society and future generations; and collaborates on local, regional, and national initiatives to ensure the survival of our national treasures.

CCAHA has led in the development of preservation field services to assist cultural institutions with collections of important humanities significance. CCAHA's preservation professionals work one-on-one with institutions to develop preservation needs assessments that evaluate and make recommendations to improve the collections care environment and management policies, emergency planning that directly addresses the safety and security of collections, and education programs that disseminate information about current best practices in collections care. The ultimate goal of CCAHA's outreach field services is to ensure that these collections continue to be preserved and accessible for use by researchers, as well as available for appreciation by the general public. Since its founding in 1985, CCAHA's preservation services office has provided preservation needs assessments for more than 600 institutions; presented more than 600 workshops, conferences, seminars, and lectures; responded to an average of 40 calls per year for emergency assistance; and answered an estimated 2,500 technical inquiries each year.

Since its founding, CCAHA has maintained a professional training program as an integral part of its mission to educate preservation professionals. Through these training opportunities, CCAHA has worked with two apprentices and over 60 fellows and interns. Former CCAHA fellows are employed in nationally recognized cultural institutions in the U.S. and abroad, including the Library of Congress, the National Archives and Records Administration, Harvard University, Yale University, the Museum of Modern Art, Winterthur Museum and Library, the Whitney Museum of Art, the Hirschhorn Museum and Sculpture Garden, the San Francisco Museum of Modern Art, the Virginia Museum of Fine Arts, and the New York Public Library.

Conservation Center for Art and Historic Artifacts
Attachment 7 (Appendix 2)

WORK PLAN AND EDUCATIONAL ACTIVITIES: GOALS

Preservation Planning goals

CCAHA will:

- Offer 10 NEH-subsidized preservation needs assessments for cultural organizations with collections of long-term value to the humanities.
- Offer a total of 5 NEH-subsidized emergency plans for cultural organizations with collections of long-term value to the humanities.
- Conduct 30 additional needs assessments, preservation plans, and collection surveys. (*Cost-share.*)

Education and Training goals

CCAHA will:

- Lead a two-year multi-pronged Stewardship Program along the Gulf Coast (southern Mississippi, southern Alabama, and the Florida panhandle).
- Lead a two-year multi-pronged Stewardship Program in Appalachia (West Virginia, eastern Kentucky, and southern Ohio).
- Present a two-day national conference on preservation of modern and contemporary material for museums.
- Present a two-day national conference on preservation of modern and contemporary material for libraries and archives.
- Present a two-day national conference on collections storage for museums.
- Present a two-day national conference on collections storage for libraries and archives.
- Offer six education programs annually in Philadelphia annually through the Collections Care Training Program. (*Cost-share.*)

Fellowship goals

CCAHA will:

- Offer a one-year Preventive Conservation Fellowship in 2017-18. The Fellow will write preservation needs assessments, risk assessments, and develop a research project on a preventive conservation subject.

Support and Outreach goals

CCAHA will:

- Maintain and update the *National Resource Guide for Disaster Preparedness* located on the CCAHA website.
- Continue to chair and lead Regional Alliance for Preservation (RAP) initiatives, including ongoing maintenance of the RAP website. CCAHA will continue to represent RAP at national meetings. (*Cost-share.*)
- Provide triage disaster assistance by telephone and e-mail; collaborate with Mid-Atlantic chapters of the Alliance for Response; and offer on-site disaster assistance when appropriate. (*Cost-share.*)
- Continue to upgrade the CCAHA website. (*Cost-share.*)

- Publish two newsletters annually, six bi-monthly one-page FOCUS documents on CCAHA treatments, four technical leaflets, and a monthly e-newsletter. (*Cost-share.*)
- Continue to provide free information and reference services to cultural institutions and the public through telephone and electronic media. (*Cost-share.*)
- Upgrade and expand library holdings. (*Cost-share.*)

Conservation Center for Art and Historic Artifacts
Preservation Field Services Activities

Attachment 8 (Appendix 3)
Resumes of Project Staff

Dyani Feige, Director of Preservation Services

Samantha Forsko, Preservation Specialist

Stephenie Bailey, Education Program Manager

Emily Polhamus, Preservation Services Assistant

DYANI FEIGE

EDUCATION

- 2015 Society of American Archivists
Digital Archives Specialist certificate
- 2008 Pratt Institute, New York, NY
Masters of Science in Library & Information Science with Certificate in Archives, Distinction (highest honors)
- 2002 New York University, New York, NY
Bachelor of Music in Music Business, Magna Cum Laude

EXPERIENCE

- 8/2014 to present Director of Preservation Services
Conservation Center for Art & Historic Artifacts, Philadelphia, PA

Contributes to the mission of CCAHA through implementation of educational programs, surveys, outreach, and information to a variety of cultural institutions. Supervises Preservation Services staff of 3. Manages complex multi-part programming initiatives including developing program guidelines, participant recruitment, promotion, supervision of project staff, client follow-up, and other associated duties. Edits and provides quality control for all Preservation Services reports and documents.

Conducts on-site preservation needs assessments and risk assessments with written reports for libraries, archives, museums, and other cultural organizations. Assists institutions with developing long-range preservation plans, emergency preparedness and response plans, and collection-related policies. Develops, presents, and organizes educational programs and workshops including curriculum and content development, speaker recruitment, and scheduling. Presents lectures and prepares programs for professional and lay audiences to promote awareness of preservation and conservation concerns and practices. Provides technical information via telephone, email, and in-print on preservation topics. Maintains familiarity with preservation literature.

Develops, presents, and organizes educational programs and workshops, including curriculum and content development, speaker recruitment, and scheduling. Prepares and presents lectures and programs for professional and lay audiences to promote awareness of preservation and conservation concerns and practices. Provides technical information via telephone, email and print on preservation topics.

- 2010 to 8/2014 Preservation Specialist
Conservation Center for Art & Historic Artifacts, Philadelphia, PA

Conducted assessments and assisted in the development of planning and policy documents for cultural institutions. Developed, presents, and organized educational programs and workshops. Provided technical information on preservation topics.

- 2008 to 2010 Assistant Librarian – The Brooklyn Museum, Brooklyn, NY

Original cataloging of Library special collections; copy cataloging of Art Reference Library material. Provided in-person and e-mail reference assistance using all areas of Libraries and Archives. Researched and compiled exhibition checklists for exhibition archive on the Museum's website. Maintained press release collection, updating and organizing on a regular basis. Oversaw, coordinated, and provided mentorship in the Museum's IMLS-funded internship program. Loaded metadata for digitized images of Libraries and Archives material into Luna. Inventoried curatorial files in Access database prior to archival processing, performed preliminary rehousing and stabilization.

1/2008 to 6/2008 Preservation Intern – New York Public Library Barbara Goldsmith Preservation Division, New York, NY

Prepared Donnell Children's Rare Books Collection for upcoming move: took inventory, cleaned materials, assessed short-term preservation needs, created dust jackets and protective enclosures. Cleaned books using HEPA vacuum. Performed preservation survey of NYPL's bound pamphlet collection: cleaned and measured volumes, assessed preservation needs, ordered custom enclosures, rehoused material.

2005 to 2008 Administrative/Library Assistant – The Conference Board, New York, NY

Provided reference assistance in a business-oriented research library. Processed and arranged archival collection for retired Corporate Secretary: performed rehousing and stabilization of material (including scanning and digitization). Managed all journal and database subscriptions and standing orders for the library and organization-wide. Purchased books for the library and other departments. Data entry in online library catalog. Was responsible for updating and maintaining organization-wide Business Continuity Plan. Processed and managed invoices, wrote quarterly and yearly budgets for the department. Updated and maintained organization-wide intranet. Compiled and tracked plans for all research and publishing.

2001 to 2003 Graduate Assistant – Kent State University Library Archives & Special Collections, Kent, OH

Processed and arranged collections. Stabilized and rehoused material. Created finding aids. Prepared archival housing for items. Planned and implemented exhibits in the reading room exhibition space. Prepared findings aids for the web. Scanned and digitized material. Assisted patrons with access and reference questions. Shelled and filed material.

1998 to 2002 Library Assistant – New York University Bobst Library Reserve Department, New York, NY

Assisted patrons with locating and using periodicals and microforms and accessing items placed on reserve. Processed and prepared items to be placed on reserve. Organized and filed reserve items, periodicals, and microforms.

PROGRAMS PRESENTED

Selection of one- and two-day workshops: Emergency Preparedness: Testing & Evaluating Your Plan; Essential Policies & Procedures for Cultural Institutions; Preservation Planning for Cultural Institutions; Protecting Collections: Disaster Prevention, Planning, & Response (2 days); Understanding Archives: An Introduction to Archival Basics

Selection of Conference Presentations: AASLH Annual Meeting, St. Paul, MN (2014): Chaired and presented in "Working Together for Better Preparedness: Cooperative Disaster Networks" session; AIC Annual Meeting, San Francisco, CA (2014): Co-presented "Sustaining the Cultural Community: The Stewardship Resource Center as a Model for Preventive Conservation" session; MARAC Spring Meeting, Cape May, NJ (2012): Moderated "Fundamentals of Emergency Preparedness: Conducting Risk Assessments" session.

PUBLICATIONS

Co-authored "Thinking Big: Launching a Statewide Collections Education and Advocacy Initiative" with Katherine Magaziner in *Archival Outlook* (March/April 2013).

Authored "Emergency Preparedness" chapter in *Preserving Local Writers, Genealogy, Photographs, Newspapers and Related Materials* ed. Carol Smallwood and Elaine Williams. Lanham, MD: Scarecrow Press, 2012.

PROFESSIONAL AFFILIATIONS

Member of the American Library Association; Member of the American Association for State and Local History; Member of the Delaware Valley Archivists Group; Advisory Committee Member of the Hidden Collections Initiative Pennsylvania Small Archival Repositories Project; Secretary for the Mid-Atlantic Regional Archives Conference; Member of the Museum Council of Philadelphia and the Delaware Valley; Preservation Section Program Chair for the Society of American Archivists.

SAMANTHA FORSKO

EDUCATION

- 2014 Claremont Graduate University, Claremont, CA
Masters of Arts in Arts Management, concentration on Museums and Archives
- 2009 Willamette University, Salem, OR
Bachelors of Arts in Art History, Minors in Studio Art and Chemistry

EXPERIENCE

- 10/2015 – present Preservation Specialist
Conservation Center for Art and Historic Artifacts, Philadelphia, PA

Conducts on-site preservation needs assessments and risk assessments with written reports for libraries, archives, museums, and other cultural organizations. Assists institutions with developing long-range preservation plans, emergency preparedness and response plans, and collection-related policies. Develops, presents, and organize education programs and workshops including curriculum and content development, speaker recruitment, and scheduling. Presents lectures and prepares programs for professional and lay audiences to promote awareness of preservation and conservation concerns and practices. Provides technical information via telephone, email, and in-print on preservation topics. Maintains familiarity with preservation literature.

- 11/2012 – 9/2015 Assistant Collections Manager
Los Angeles County Museum of Art, Los Angeles, CA

Provided long term care and storage of artwork of all types of medium in the permanent collection through creating custom archival housings and rehousings, and by ensuring safe environmental conditions in storage areas by implementing the environmental monitoring and integrated pest management programs. Managed object and component locations, both physically and in the database, TMS, creating new records for materials when appropriate. Worked with registration, conservation, curatorial, and other departments to streamline acquisitions processes. Assisted the Head of Collections Management with logistics and art flow, including artwork leaving from and arriving to campus and permanent collection exhibition rotations. Couriered high value, fragile, or indemnified artwork to and from lending institutions domestically via truck, often supervising installations and deinstallations. Responsible for the management of the Program Supplies portion of the departmental budget, including working with outside vendors to put together estimates and order supplies. Supervised technicians, interns, and contract staff, overseeing daily production and quality control, and providing training. Assisted in institutional emergency planning, including writing portions of the plan and organizing staff drills.

9/2009 – 9/2011 Public Art Conservation Technician
Regional Arts and Cultural Council, Portland, OR

Performed routine conservation preventive procedures on outdoor public sculpture and landmarks. Participated in large scale installations of newly acquired artworks, requiring the operation of power tools and heavy machinery, as well as knowledge of lighting and display. Responsible for the upkeep of conservation database on FileMaker Pro, including creating new files and updating documentation. Completed and compiled condition reports both in hard copy and in FileMaker Pro. Surveyed public art collection to determine areas of most conservation need, and contacted appropriate local conservators to work with the collection.

10/2008 – 7/2010 Paintings Conservation Technician
Nina Olssen Art Conservation, Portland, OR

Prepared conservation documentation, including condition reports, treatment proposals, and photography. Executed conservation procedures under the supervision of an Italian trained paintings conservator. Participated in installation and deinstallation of paintings before and after treatments.

1/2006 – 5/2009 Circulation Desk Manager
Mark O. Hatfield Library, Salem, OR

Assisted patrons with locating and using books, periodicals, and microforms, and accessing items placed on reserve. Processed and prepared items to be placed on reserve. Responded to patrons via telephone, email, and in person. Oversaw and trained student employees.

PROGRAMS PRESENTED

One- to Two-Day Workshops:

Protecting Collections: Disaster Prevention, Planning, and Response (2 days)

Storage Boxes for 3D Objects

Handlin' It: Techniques and Materials for Artifact Packing and Transport

Conference Presentations:

PA Museums Conference, West Chester, PA (2016): The Pennsylvania Cultural Resilience Network

AASLH Annual Meeting, Detroit, MI (2016): Chair and presenting in "Risk Management in Historic Homes" session

PROFESSIONAL AFFILIATIONS

Member since:

3/2016	Museum Council of Philadelphia
11/2015	American Association for State and Local History
1/2015	American Alliance of Museums
8/2014	Association of Registrars and Collections Specialists

STEPHENIE SCHWARTZ BAILEY

(b) (6)

PROFESSIONAL EXPERIENCE

Education Program Manager - Conservation Center for Art & Historic Artifacts (CCAHA), Philadelphia, PA

Promoted from conservation technician to develop and present educational programs and training workshops on preservation topics, including curriculum and content development; logistics planning; speaker recruitment; publicity; and travel and catering. Monitor and report program expenses and survey statistics to funders. Lead tours of CCAHA to public groups, private clients and students. (2011-Present)

Conservation Technician - Conservation Center for Art & Historic Artifacts (CCAHA), Philadelphia, PA

Constructed preservation housings for artifacts—including folios, boxes, a variety of mats, framing and sealed packages—using conservation quality standards and materials. Assisted conservators with treatment, gaining supplemental training in procedures and materials. (2009-2011)

Art History Workshops Leader - Seagate Elementary School, Naples, FL

Created original and innovative curriculum to teach historical periods and experimentation with art materials, to supplement core concepts learning in primary grade classrooms. (2005-2007)

Art Teacher - Temple Shalom Preschool, Naples, FL

Focused on teaching knowledge of world cultures and skills in drawing, painting and lettering. Developed and directed annual art exhibition fundraiser. (2004-2007)

Curatorial Manager - The RevsInstitute® for Automotive Research, Naples, FL

For this private collection of historic automobiles, photographs and automotive memorabilia, managed daily organization of curatorial documents. Created a system of tracking that increased efficiency and access in the archives and library. Using museum-based software, created a collections management database that merged automobile technical statistics with finding aids to archival material. (1998-2003)

Adjunct Professor - Edison State College, Fort Myers, FL

Taught *Art History I: Pre-History to Renaissance* and *Art History II: Mannerism to Modern*. (1998–2001)

Assistant to the Curator of American and British Paintings - National Gallery of Art, Washington, DC

Responsible for departmental correspondence and logistics planning for exhibitions, working closely with curators to negotiate loan contracts through production process and coordinating installation of artwork in galleries. Edited promotional publications and secured image permissions for catalogues. Contributed to written essays in systematic catalogues. (1994-1997)

STEPHENIE SCHWARTZ BAILEY

(b) (6)

EDUCATION

1996 MA, Art History, The George Washington University, Washington, DC
Art History Department Fellow and Graduate Teaching Assistant, 1994 and 1995
1992 BA, Art History, Beloit College, Beloit, WI
1991 Linguaviva Scuola d’Italiano, Florence, Italy

PROFESSIONAL PRESENTATIONS AND AFFILIATIONS

Caring for Paper Collections: Basic Care, Handling and Assessing Storage Needs,
The RevsInstitute® for Automotive Research, Naples, FL (2015)
Constructing Basic Storage Enclosures for Paper Collections,
CCAHA, Collections Care Training Series, Philadelphia, PA (2011-2013)
Preserving Your Automobile Memorabilia,
Antique Automobile Car Association Annual Meeting, Philadelphia, PA (2012)

Board Member, Philadelphia Area Conservation Association (2014 to present)
Member, Association of Historians of American Art (2014 to present)

COMMUNITY ACTIVITIES

2011 **Chairperson**, Legacy Art Project, Swarthmore-Rutledge School, Swarthmore, PA
With Philadelphia environmental artist Jennifer Frudakis and graduating class, designed and constructed an outdoor metal sculpture, a wishing-tree expressing students’ hopes for the future.

2009-2011 **Art classroom volunteer**, Swarthmore-Rutledge School, Swarthmore, PA
Assisted art teacher in materials preparation for weekly lessons and supported students during lessons in the classroom.

2005-2007 **Director**, *GotArt?* Fundraising Gala, Temple Shalom Preschool, Naples, FL
Guided students in making “masterpieces” for auction, resulting in \$10,000 of sales that were invested directly into the school’s art program.

EMILY POLHAMUS

EDUCATION:

2010 Bachelor of Arts, William Paterson University of New Jersey, Wayne, NJ
Major: Art History

PROFESSIONAL EXPERIENCE:

- 2015-Present **Preservation Services Assistant**
Conservation Center for Art and Historic Artifacts, Philadelphia, PA
Assist in the preparation of educational programs, including administration of the events website, program registration assistance, invoice preparation, folder/binder preparation, and program follow-up activities; Format, proof, edit, and assemble PSO reports (e.g. surveys, consultations, preservation plans, and disaster plans); Perform general administrative duties including organizing and maintaining filing systems to support office activities; triaging telephone and e-mail inquiries; maintaining and updating the CCAHA calendar; ordering and inventorying all office supplies; organizing quarterly board mailings.
- 2014-2015 **Teaching Artist**
Appel Farm Arts & Music Center, Elmer, NJ
Created and taught arts activities to children and adults during workshops, birthday parties, school and scouting events; took said programming to outreach events including festivals, community fairs, Back-to-School nights and more.
- 2012-2014 **Marketing and Social Media Manager**
Appel Farm Arts & Music Center, Elmer, NJ
Developed marketing materials both digital and print; managed production of materials from writing copy, to design and printing process; researched and wrote content for website and blog; managed online media including all social media outlets; coordinated ongoing program calendar including workshops and classes for children and adults; managed promotion and publicity for all events, including the 2013 Appel Farm Arts & Music Festival.
- 2012 **Gallery Supervisor**
The Barnes Foundation, Philadelphia, PA
Managed gallery materials including audio tours and gallery guides; supervised all visitor services staff; enthusiastically engaged with visitors to ensure a positive experience, resolving issues that arose; delivered exceptional customer service; assisted Director of Visitor Services with revamp of visitor services policies and procedures, including monitoring attendance and duration of stay records; worked closely with the Education Department to ensure that all programming was carried out successfully.
- 2011-2012 **Communications Specialist**
Please Touch Museum, Philadelphia, PA
Wrote press releases, media advisories and seasonal media calendars for release; developed content for Museum newsletter, website, social media and other publications; hosted on-site programs including performances and events with Sprout, the Philadelphia Phillies, WHYY characters, and more; represented the Museum on television in promotion of programming; worked closely with other departments to plan, promote and implement Museum events and programs

including visiting artists, performers and personalities; planned and starred in videos for promotion of events and exhibits.

2010-2011

Gallery Supervisor

Please Touch Museum, Philadelphia, PA

Supervised and managed a staff of approximately 70 Experience Hosts; able to adapt to challenges quickly and with poise, and meet the needs of both a large customer service staff and visitors; trained Visitor Services staff on customer service and helping a visitor interact with exhibits; ran the gallery floor and logistics for special events, including weddings, galas, fundraisers and more. Served on selection committee for Artist-in-Residence program and assisted in the artist's weekend activities in Museum's Program Room.

SKILLS

Exceptional written and oral communication skills; many years of extraordinary customer service; detail oriented; experience with many computer systems including, but not limited to, Microsoft Office Suite, Adobe Creative Suite including Photoshop and InDesign CS6, Wordpress.

Conservation Center for Art and Historic Artifacts
Preservation Field Services Activities

Attachment 9 (Appendix 4)
Course Outlines

Meant to Last? Preserving the Modern and Contemporary: Museums

Meant to Last? Preserving the Modern and Contemporary: Libraries

Storage: Museums

Storage: Libraries

Stewardship Programs for Underserved Regions: Two-Year Plan

Stewardship Programs for Underserved Regions:
Course Outlines for Six Courses

MEANT TO LAST? PRESERVING THE MODERN AND CONTEMPORARY: MUSEUMS

Los Angeles

Agenda Day 1

8:30 – 9:00	Registration and Refreshments
9:00 – 9:15	Welcome and Introductions Laura Hartz Stanton Executive Director, Conservation Center for Art & Historic Artifacts
9:15 – 10:00	<i>Keynote Address</i>
10:00 – 10:45	<i>Saving Video Games: Providing Access to Contemporary Technology</i> Jon-Paul C. Dyson, Director, Strong Museum's International Center for the History of Electronic Games
10:45 – 11:00	Break
11:00 – 12:00	<i>Modern Materials in Museums: Molecular Miracles or Mayhem?</i> Gregory Dale Smith, Otto N. Frenzell III Senior Conservation Scientist, Indianapolis Museum of Art
12:00 – 1:15	Lunch
1:15 – 2:00	<i>Pollutant Monitoring in Museum Exhibitions</i> Gregory Dale Smith, Otto N. Frenzell III Senior Conservation Scientist, Indianapolis Museum of Art
2:00 – 2:45	<i>Case Study</i> Broad Museum staff
2:45 – 3:00	Break
3:00 – 3:45	<i>Preservation of Time-Based Media</i> Christine Frohnert, Bek & Frohnert
3:45 – 4:30	<i>Case Study: Conservation Treatment of Contemporary Materials</i> CCAHA staff
4:30 – 5:00	Q&A and Wrap Up

MEANT TO LAST? PRESERVING THE MODERN AND CONTEMPORARY

Los Angeles

Agenda
Day 2

8:30 – 9:00	Registration and Refreshments
9:00 – 9:15	Welcome and Introductions
	Dyani Feige, Director of Preservation Services, CCAHA
9:15 – 10:15	<i>Keynote Address</i>
10:15 – 11:00	<i>Preservation Within the Balance of the Law</i> Munger, Tolles, & Olson LLP staff
11:00 – 11:15	Break
11:15 – 12:15	<i>The Artist/Conservator Relationship in Contemporary Art</i> SFMoma staff
12:15 – 1:30	Lunch
1:30 – 2:15	<i>Should All Artwork Be Saved?</i> Gwynne Ryan, Sculpture Conservator, Hirshhorn Museum and Sculpture Garden
2:15 – 3:00	<i>History is Happening: Documenting and Collecting the Now</i> Linda Norris, Principal, Norris Consulting
3:00 – 3:15	Break
3:15 – 4:00	<i>Case Study: Conservation Treatment of Contemporary Materials</i> LACMA staff
4:00 – 4:45	Q&A and Wrap Up

MEANT TO LAST? PRESERVING THE MODERN AND CONTEMPORARY: LIBRARIES

2018
Center for Jewish History

Agenda Day 1

8:30 – 9:00	Registration and Refreshments
9:00 – 9:15	Welcome and Introductions Laura Hartz Stanton Executive Director, Conservation Center for Art & Historic Artifacts
9:15 – 10:15	<i>Keynote talk</i>
10:15 – 11:00	<i>AV Preservation</i> George Blood
11:00 – 11:15	Break
11:15 – 12:15	<i>Born Digital Collections in the NYU Archives</i> Janet Bunde, Interim University Archivist and Brademas Congressional Papers Archivist, New York University Archives
12:15 – 1:30	Lunch
1:30 – 2:15	<i>Case Study: Contemporary Collecting</i> NYU Fales Library staff
2:15 – 3:00	<i>Case Study: Contemporary Collecting in the John J. Wilcox, Jr. Archives</i> John Anderies, Archivist, William Way LGBT Center
3:00 – 3:15	Break
3:15 – 4:00	<i>Preserving Andy Warhol's Time Capsules</i> Amber Morgan, Collections Manager, The Warhol Museum
4:00 – 4:45	Q&A and Wrap Up

MEANT TO LAST? PRESERVING THE MODERN AND CONTEMPORARY: LIBRARIES

2018
Center for Jewish History

Agenda Day 2

8:30 – 9:00	Registration and Refreshments
9:00 – 9:15	Welcome and Introductions Dyani Feige, Director of Preservation Services, CCAHA
9:15 – 10:15	<i>History is Happening Now: Collecting Human Rights Archives</i> Yvonne Ng, Senior Archivist, Witness
10:15 – 11:00	<i>Intellectual Property Issues</i> Nancy Sims, Copyright Program Librarian, University of Minnesota
11:00 – 11:15	Break
11:15 – 12:15	<i>Case Study: Contemporary Collecting</i> Center for Jewish History staff
12:15 – 1:30	Lunch
1:30 – 2:15	<i>Access and Exhibition Considerations for Oral History Collections</i> Sady Sullivan
2:15 – 3:00	<i>Imaging Workflows for In-house Digitization</i> Annie Peterson, Preservation Services Librarian, LYRASIS
3:00 – 3:15	Break
3:15 – 4:00	<i>Case Study: Conservation Treatments of Contemporary Materials</i> CCAHA staff
4:00 – 4:45	Q&A and Wrap Up

STORAGE: MUSEUMS

Presented by the Conservation Center for Art & Historic Artifacts

Year

DAY-1 AGENDA

- | | |
|---------------|--|
| 9:00 – 9:15 | Welcome & Introductions
Dyani Feige, Director of Preservation Services
Conservation Center for Art & Historic Artifacts |
| 9:15 – 9:45 | <i>Advocating for Conservation</i>
Lawrence Berger, Corporate Secretary, Philadelphia Museum of Art |
| 9:45 – 10:30 | <i>Space Planning for Museum Collection Storage</i>
Laurence C. Bauer, Principal, Solomon+Bauer+Giambastiani Architects |
| 10:30 – 10:45 | Break |
| 10:45 – 11:30 | <i>Storage Environments: The Big Picture</i>
Alice Carver Kubik, Photograph Research Scientist, Image Permanence Institute |
| 11:30 – 12:15 | <i>Storage Methods and Challenges: Selecting Furniture, Containers, Supports, and Mounts for Museum Collections</i>
CCAHA staff |
| 12:15 – 1:30 | Lunch |
| 1:30 – 2:15 | <i>Storage Case Study</i>
PMA staff |
| 2:15 – 3:00 | <i>Managing Resources For Collections Storage Projects from Strategic Planning to Completion</i>
Walt Crimm, Principal, Walt Crimm Associates |
| 3:00 – 3:15 | Break |
| 3:15 – 4:30 | <i>Storage Up Close: A Tour of Philadelphia Museum of Art Storage Areas</i>
PMA Staff |
| 4:30 – 5:00 | Speaker Panel and Day-1 Wrap-up |

*Presented by the Conservation Center for Art & Historic Artifacts in partnership with Midwest Art Conservation Center
Hosted and cosponsored by the Minnesota Historical Society
Major funding for this program was provided by the **National Endowment for the Humanities***

STORAGE: MUSEUMS

Presented by the Conservation Center for Art & Historic Artifacts

Year

DAY- 2 AGENDA

- | | |
|---------------|---|
| 9:00 – 9:15 | Welcome and Introductions
Dyani Feige, Director of Preservation Services,
Conservation Center for Art and Historic Artifacts |
| 9:15 – 10:15 | <i>Achieving Optimal Preservation Environments for Collections Storage</i>
Peter Herzog, Principal, Herzog/Wheeler Associates |
| 10:15 – 10:30 | Break |
| 10:30– 11:15 | <i>Understanding Collections Needs for Museum Objects</i>
Walt Crimm, Principal, Walt Crimm Associates |
| 11:15 – 12:00 | <i>Offsite Storage for Cultural Collections</i>
Derek Jones, Executive Director, Atelier |
| 12:00 – 1:15 | Lunch |
| 1:15 – 2:15 | <i>Preservation Through Access: Reimagining Collections Storage</i>
Jason Crabill, Manager, Curatorial Services, Ohio History Connection |
| 2:15 – 3:00 | <i>Moving Collections: The Process</i>
Emily Kaplan, Conservator, Smithsonian National Museum of the American Indian |
| 3:00 – 3:15 | Break |
| 3:15 – 4:30 | <i>Storage Up Close: A Tour of Mütter Museum and College of Physicians Storage Areas</i>
College of Physicians of Philadelphia staff |
| 4:30 – 5:00 | Speaker Panel and Program Wrap-up |

STORAGE: LIBRARIES

Presented by the Conservation Center for Art & Historic Artifacts

Year

DAY-1 AGENDA

- | | |
|---------------|---|
| 9:00 – 9:15 | Welcome & Introductions
Dyani Feige, Director of Preservation Services
Conservation Center for Art & Historic Artifacts |
| 9:15 – 9:45 | <i>Keynote Address</i> |
| 9:45 – 10:30 | <i>Deconstructing Collections Storage</i>
Walt Crimm, Principal, Walt Crimm Associates |
| 10:30 – 10:45 | Break |
| 10:45 – 11:30 | <i>Storage Environments: The Big Picture</i>
Alice Carver Kubik, Photograph Research Scientist, Image Permanence Institute |
| 11:30 – 12:15 | <i>Storage Methods and Challenges: Selecting Furniture and Enclosures</i>
CCAHA staff |
| 12:15 – 1:30 | Lunch |
| 1:30 – 2:15 | <i>Case Study on Collections Storage</i>
Ransom Center staff |
| 2:15 – 3:00 | <i>Managing Resources For Collections Storage Projects from Strategic Planning to Completion</i>
Walt Crimm, Principal, Walt Crimm Associates |
| 3:00 – 3:15 | Break |
| 3:15 – 4:00 | <i>Shared Offsite Storage for Library and Archival Collections</i>
Jacob Nadal, Executive Director, Research Collections & Preservation Consortium |
| 4:00 – 5:00 | Speaker Panel and Day-1 Wrap-up |

*Presented by the Conservation Center for Art & Historic Artifacts in partnership with Midwest Art Conservation Center
Hosted and cosponsored by the Minnesota Historical Society
Major funding for this program was provided by the **National Endowment for the Humanities***

STORAGE: LIBRARIES

Presented by the Conservation Center for Art & Historic Artifacts

Year

DAY- 2 AGENDA

- 9:00 – 9:15 Welcome and Introductions
 Dyani Feige, Director of Preservation Services,
 Conservation Center for Art and Historic Artifacts
- 9:15 – 10:15 *Achieving Optimal Preservation Environments for Library and Archive Collections Storage*
 Peter Herzog, Principal, Herzog/Wheeler Associates
- 10:15 – 10:30 Break
- 10:30– 11:15 *Managing Collections Storage During Major Building Renovations*
 Dawn Aveline, Preservation Officer, University of California, Los Angeles Library
- 11:15 – 12:00 *Cold Storage: Is It Feasible for Your Collections?*
 Barbara Lemmen, Photograph Conservator, CCAHA
- 12:00 – 1:15 Lunch
- 1:15 – 2:30 *Storage Up Close: A Tour of Ransom Center Storage Areas*
 Ransom Center staff
- 2:30 – 2:45 Break
- 2:45 – 3:30 *Space Planning for Libraries*
 Maureen Arendt, Principal, 720 Design
- 3:30 – 4:15 *Archives Storage in a Museum*
 Susan K. Anderson, Martha Hamilton Morris Archivist, Philadelphia Museum of Art
- 4:15 – 5:00 Speaker Panel and Program Wrap-up

Stewardship Program for Underserved Areas, 2017-2018

Year 1: Fundamentals

Spring

- Workshop 1
 - o Morning Session: Preservation Best Practices
 - o Afternoon Session: Needs Assessments
 - How to conduct your own Needs Assessment
- Workshop 2
 - o Morning Session: Grant Writing
 - How to guide
 - Application to CCAHA for a Needs Assessment
 - o Afternoon Session: Artifact Handling and Housing

Fall

- Workshop 1
 - o Morning Session: Essential Policies and Procedures
 - o Afternoon Session: Focus on Collections Management Policy
- Workshop 2
 - o Morning Session: Risk Assessment
 - Risk assessment tools
 - o Afternoon Session: Site Walk Through
 - Walk through the host site and conduct an assessment

Year 2: Implementation

Spring

- Workshop 1
 - o Morning Session: Preservation Planning
 - How to use your Needs Assessment to make a Preservation Plan
 - o Afternoon Session: Environment and Housekeeping
- Workshop 2
 - o Morning Session: Emergency Planning
 - How to use your Risk Assessment to make an Emergency Plan
 - o Afternoon Session: Keeping the Plan Relevant
 - Staff training, plan updating, forming Alliance for Response Networks

Fall

- Conference
 - o Morning Session: Presentations from Grantees about Needs Assessment Process working with CCAHA
 - o Discussion sessions to focus on opportunities for collaboration, sustaining the communities upon conclusion of this grant
 - o Afternoon Session: Visit a site and help care for a collection (like AIC's "Angels" program)

Webinars

- Monthly webinars will be scheduled during each month CCAHA staff are not present in the region, to address questions from the in-person workshops and other preservation-related issues (webinars may be built around specific topics some months and may be more open-ended in others), and generally will be an opportunity in each region for institutional staff to stay in contact with each other and with CCAHA.

Preservation Needs Assessments

- Using applications generated as a result of Workshop 2's Grant Writing session, CCAHA will work with two institutions in each region to conduct full Preservation Needs Assessments.

REGIONAL STEWARDSHIP PROGRAM WORKSHOP 1
MORNING SESSION: PRESERVATION BEST PRACTICES
AFTERNOON SESSION: CONDUCTING A PRESERVATION NEEDS ASSESSMENT
AGENDA

9:00 – 9:30	Welcome and Introductions
9:30 – 10:30	Establishing Benchmarks Basic terms, policies
10:30 – 10:45	Break
10:45 – 12:00	Facilities Collections storage Handling basics
12:00 – 1:15	Lunch
1:15 – 2:15	Methods of assessing need Components of a plan
2:15 – 3:00	Exploring sample plans
3:00 – 3:15	Break
3:15 – 4:00	Group discussion Homework assignment and next steps
4:00 – 4:30	Wrap-up and Final Q & A

REGIONAL STEWARDSHIP PROGRAM WORKSHOP 2
MORNING SESSION: GRANT WRITING
AFTERNOON SESSION: ARTIFACT HANDLING AND HOUSING
AGENDA

9:00 – 9:30	Welcome and Introductions
9:30 – 10:30	Fundraising for preservation Ideal preservation planning process
10:30 – 10:45	Break
10:45 – 12:00	Elements of a successful proposal Models for success
12:00 – 1:15	Lunch
1:15 – 2:15	Collections handling basics Collections enclosure basics
2:15 – 2:45	Instructor-led demonstrations: handling artifacts and creating basic storage enclosures
2:45 – 3:00	Break
3:00 – 4:00	Hands-on exercise: folders and four-flap enclosures Hands-on exercise: box and lid construction
4:00 – 4:30	Wrap-up and Final Q & A

REGIONAL STEWARDSHIP PROGRAM WORKSHOP 3
MORNING SESSION: ESSENTIAL POLICIES AND PROCEDURES FOR CULTURAL INSTITUTIONS
AFTERNOON SESSION: FOCUS ON COLLECTIONS MANAGEMENT POLICIES
AGENDA

9:00 – 9:30	Welcome and Introductions
9:30 – 10:30	Why are policies important? Mission Statement Collections Development Policy
10:30 – 10:45	Break
10:45 – 12:00	Environmental Policies Housekeeping Policies Integrated Pest Management Maintenance Guidelines Exhibition Policy
12:00 – 1:15	Lunch
1:15 – 3:00	Collections Management Policies
3:00 – 3:15	Break
3:15 – 4:00	Group discussion Exploring sample policies Homework assignment and next steps
4:00 – 4:30	Wrap-up and Final Q & A

REGIONAL STEWARDSHIP PROGRAM WORKSHOP 4
MORNING SESSION: RISK ASSESSMENT
AFTERNOON SESSION: SITE WALKTHROUGH
AGENDA

9:00 – 9:30	Welcome and Introductions
9:30 – 10:30	Why is a risk assessment important? Components of a risk assessment
10:30 – 10:45	Break
10:45 – 12:00	Tools for conducting a risk assessment Using a risk assessment to inform emergency preparedness and planning efforts
12:00 – 1:15	Lunch
1:15 – 3:00	Site tour of host site and assessment by participants
3:00 – 3:15	Break
3:15 – 3:45	Site tour and assessment (<i>cont.</i>)
3:45 – 4:15	Debriefing, reporting out, and preliminary findings
4:15 – 4:30	Wrap-up and Final Q & A

REGIONAL STEWARDSHIP PROGRAM WORKSHOP 5
MORNING SESSION: PRESERVATION PLANNING
AFTERNOON SESSION: ENVIRONMENTAL MANAGEMENT AND HOUSEKEEPING
AGENDA

9:00 – 9:30	Welcome and Introductions
9:30 – 10:30	Why is Preservation Planning Important? Components of a Plan Exploring Sample Plans
10:30 – 10:45	Break
10:45 – 12:00	Methods for Prioritizing Activities Interactive Planning Exercise
12:00 – 1:15	Lunch
1:15 – 3:00	Environmental Management: HVAC, Temperature, Relative Humidity, Light, Mold, Pests
3:00 – 3:15	Break
3:15 – 4:00	Housekeeping
4:00 – 4:30	Wrap-up and Final Q & A

REGIONAL STEWARDSHIP PROGRAM WORKSHOP 6
MORNING SESSION: EMERGENCY PLANNING AND PREPAREDNESS
AFTERNOON SESSION: TRAINING AND KEEPING THE EMERGENCY PLAN RELEVANT
AGENDA

9:00 – 9:30	Welcome and Introductions
9:30 – 10:30	Why plan? Developing an emergency plan
10:30 – 10:45	Break
10:45 – 12:00	Responding to an emergency Collections salvage and recovery
12:00 – 1:15	Lunch
1:15 – 2:15	Why is training important? Keys to successful training
2:15 – 3:00	Introduction to training methods
3:00 – 3:15	Break
3:15 – 4:00	Evaluating and updating the emergency plan
4:00 – 4:30	Wrap-up and Final Q & A

Conservation Center for Art and Historic Artifacts
Attachment 10 (Appendix 5)

PREVENTIVE CONSERVATION FELLOW
Position Description

Position: Preventive Conservation Fellow

Reports to: Director of Preservation Services

Objective: Under the general guidance of the Director of Preservation Services, contributes to the mission of the Center through implementation of surveys, educational programs, outreach, and information services to libraries, archives, museums, historical societies, and other organizations and individuals. Assists institutions with their preservation planning and emergency preparedness efforts. Leads a research project centered upon the development and implementation of targeted preventive conservation recommendations at a collecting institution.

Responsibilities:

- Conducts on-site overview preservation assessments and risk assessments with written reports for libraries, archives, museums, and other organizations with historic and/or cultural collections. (40%)
- Assists institutions with emergency preparedness initiatives, including assisting with the development of one full emergency preparedness and response plan for one cultural institution. (15%)
- Completes a research/demonstration project focused upon the development and implementation of targeted preventive conservation recommendations at a collecting institution. (15%)
- Maintains familiarity with preservation literature. Assists in updating and expanding the range of technical literature available through CCAHA. Writes bulletins and articles for publication. (10%)
- Assists Preservation Services staff in the development, organization, and presentation of educational programs and workshops, including curriculum and content development. (10%)
- Participates in preservation activities on a local, regional, and national level. (5%)
- Provides technical information via telephone, e-mail, and in print on preservation topics. (5%)

Outcomes:

- Through both mentorship and independent work, the Fellow will gain familiarity with preventive conservation concepts and the process of preparing preservation needs assessments and other planning documents, from the in-person site visit to preparing and delivering the report and serving as a follow-up resource for institutions. The Fellow will assist CCAHA's Director of Preservation Services and/or Preservation Specialist with the preparation and writing of two reports, and write one report independently (with CCAHA staff supervision and feedback).

- Through both mentorship and independent work, the Fellow will gain familiarity with the process of emergency planning and preparedness, from the in-person site visit to preparing and delivering the draft emergency preparedness and response plan and serving as a follow-up resource for institutions. The Fellow will assist CCAHA's Director of Preservation Services and/or Preservation Specialist with the preparation and writing of one full emergency plan (with CCAHA staff supervision and feedback).
- The Fellow will identify a research topic of his/her interest to explore and, through a combination of independent research and on-the-job practice, develop at least two related resources (technical bulletins or articles) for publication on CCAHA's website.

Qualifications:

- Possess a MS in Conservation, MA in Museum Studies, or MLS (or equivalent)
- Training in and thorough understanding of preservation principles, practice and issues
- Excellent written, verbal and interpersonal communications skills
- Ability to work independently
- Travel is required

Conservation Center for Art and Historic Artifacts
Preservation Field Services Activities

Attachment 11 (Appendix 6)
Independent Evaluation: Proposal and Resumes

Evaluation Proposal from Sorin & Hannum

Martin D. Sorin resume

Randall J. Hannum resume

Conservation Center for Art and Historic Artifacts

Attachment 11 (Appendix 6)

Evaluation Strategy Proposal from Sorin and Hannum for Stewardship Programs in Underserved Areas

Evaluation

The program evaluation approach to be utilized for the education workshops and participant outcomes of this project will be that of Donald and James Kirkpatrick (*Evaluating Training Programs*, Third Edition, Berrett-Koehler: San Francisco, 2006). We will use three of their four evaluation levels:

- Level One—Reaction. How those who participate in a program react to it.
- Level Two—Learning. The extent to which participants change attitudes, improve knowledge, and/or increase skill as a result of attending the program.
- Level Three—Behavior. The extent to which change in behavior occurred because the participant attended the program.
- Level Four—Results. Final results may include increased production, improved quality, decreased costs, and return on the investment of training. (We will not use this Level because it is mostly applicable to business training programs).

In-Person Workshops, Levels One and Two

Pre/post survey: Each of the 36 workshops and participants will be evaluated to determine workshop effectiveness. A meeting of CCAHA staff and the Evaluator will take place to finalize the pre/post questionnaire. Questionnaire items that have been used during previous Philadelphia Stewardship participant surveys, as well as additional items, will be used to assess the NEH-funded Education and Conservation workshops in underserved areas. The surveys will be pilot tested by electronically sending them for completion to several attendees of previous CCAHA workshops as well as to some CCAHA staff members. Key learning objectives will be identified and questionnaire items will be framed. The resulting anonymous questionnaires will include institutional categories and budget ranges. There will be attendee pre- and post-training knowledge measurements and attitude change measures using Likert scales. Contingency tests will be used in the analysis by institution and category of institution. By measuring baseline and after-training knowledge and attitudes, pre- and post-training knowledge change and improvements in attitudes and confidence of participants can be assessed and the achievement of CCAHA learning objectives will be measured and compared for each workshop, location and region. Achievement feedback to CCAHA will be provided by the evaluator after early workshops so that modifications, if needed, can be made.

Reactions to the workshops, trainers, and venues – i.e., audience satisfaction – (e.g, feedback comments, including what was lacking and especially well done) will also be collected and categorized, at the end of each workshop.

Post Workshop Evaluation, Level Three

The ultimate measurement of the success of the program is the extent to which those who attended the workshops are competent to apply the conservation knowledge they have acquired to their work as stewards of their institutions' collections. To what extent do the institutions utilize the education and existing conservation regional networks? To what extent do they or the regional networks contact CCAHA for backup advice and guidance? During the beginning of the second year of funding (January-March of 2018) the evaluator will conduct an online survey using Survey Monkey of the workshop attendees regarding their inter-institutional linkages, as well as eliciting their comments regarding why they made these contacts (and mapping their networks), their comments on the long term usefulness of the program and the likely successfulness of follow-on funding in other underserved regions. Suggestions for improvement will also be sought.

Final Reports

At the end of the project, two final reports: one summarizing both of the surveys and the other summarizing the audience feedback (reactions/comments) will be developed by the evaluator and submitted to CCAHA for comment and revision.

Biosketch

Martin D. Sorin, Ph.D.

Education

Long Island University, Brooklyn, NY	Political Science	B.A.(cum laude)	1970
New York University, New York, NY	Politics	M.A.	1972
New York University, New York, NY	Politics	Ph.D.	1976

Experience

Principal, Sorin & Hannum, Planning & Evaluation Consultants, Springfield Center, NY 2014 – present. Social surveys, (including museum audience research), needs assessments, data analysis and quantitative and qualitative report preparation, organizational planning. More than 40 years of program evaluation and survey research experience. Completed hundreds of program evaluations.

NYS Department of Health, Albany, New York, 1988 – 2013

2006-2013, Special Advisor to the Director on National and State Funding Trends and Principal Scientific Research Evaluation Specialist, Wadsworth Center. Supervised construction and analysis of a 1972-2013 NIH database containing detailed information on almost 2M NIH research grant awards and another of 1984-2013 NSF research grant awards. Conducted research on NIH foreign biomedical research PIs for the Alfred P. Sloan Foundation.

2002-2006, Director, Office of Extramural Funding, Wadsworth Center, Executive Secretary of four extramural research funding boards dispensing \$10M annually to competitive scientific research grant applicants. Supervised National Institute of Medicine committee that produced a book on Spinal Cord Injury research and other evaluation projects..

1995-2001, Director of Program Evaluation, Wadsworth Center

1988-1995, Director, Prevention Surveys and Evaluation Section, Prevention Division, AIDS Institute. Nineteen staff and I designed, pilot tested, administered, analyzed, and reported results of Knowledge, Attitude, Behavior, and Belief (KABB) surveys of over 1M program quarterly on clients of the Education & Training, and Anonymous, Criminal Justice, Obstetrical, and Community-Based Services counseling and testing programs and annual evaluations of these programs. Member of committee of external consultants to CDC which produced a workbook for program practitioners on how to evaluate HIV Prevention Programs. Recipient of CDC funding for Point-in-Time Survey.

Executive Secretary, NYS Department of Health Institutional Review Board (IRB), 1992-1999.

Chair and member, NYS Department of Health Survey Review Committee, Albany, NY, 1994-2001.

Manuscript Reviewer, *AIDS Education and Prevention: An Interdisciplinary Journal*, 1992-2004.

Evaluation Consultant, NIH Science Education Partnership Award, Bassett Health Research Institute, Cooperstown, NY. 2002-2004.

Director, Sorin Research Institute, Cooperstown, NY, 1980-1988

Firm performed over one hundred criminal justice, social survey and museum research and evaluation projects under federal, state and institutional grant and contract funding.

Senior Associate and Co-Principal Investigator, Lazar Institute, Washington, D.C., 1977-1980

Directed outcomes studies of \$1 million, 14 site NIJ-funded, "Phase II National Evaluation of Pretrial Release."

Research Associate, Center for Policy Research, New York, NY. 1973-1977.

Museum – Related Professional Activities

Quantitative Predictors of CGP Student Success, Classes of 2000-2012, Cooperstown Graduate Program. State University of New York, Cooperstown, N.Y., 2013. Key Informant Survey.

Evaluation Consultant, Oneida Community Mansion House, NEH New Audiences Study, Oneida, NY., 2002.

Lecturer, “Assessing Your Audience,” and Graduate Student Thesis Advisor, Cooperstown Graduate Program, Cooperstown, N.Y., 2002

Evaluation Consultant, Curriculum Assessment Study of Recent Graduates and Key Informants, Cooperstown Graduate Program, Cooperstown, N.Y., 2001

Lecturer, “How to Evaluate Museum Audiences and Potential Audiences,” Bank Street College Museum Education Program. New York, N.Y., 2000.

Evaluation Consultant, The Museum Visitor at the New York State Fair, NYS Department of Agriculture and Markets, Syracuse, NY., 1985.

Selected Publications

Sorin, M.D. Data Entry Without Keypunching: Improved Preparation for Social-Data Analysis. (1982). Lexington, MA: Lexington Books. Use of optical mark reading technology for entry of numeric social science data.

Sorin, GS and **Sorin, M.D.** (2004). Museums, Professional Training, and the Challenge of Leadership for the Future. AASLH History News, Autumn, 2004, 59 #4, 17-20.

Sorin, M. D. and Hannum, R. J., **Which extramural scientists were funded by the US National Institutes of Health from its ARRA funds? *Science and Public Policy* (2014) 41 (1): 58-75; first published online June 6, 2013 doi:10.1093/scipol/sct035.**

Sorin, M.D. and Hannum, R. J. (2010). Interstate Migration of NIH-Funded Foreign Scientists. Poster presented at the Population Association of America Annual Meeting, Dallas, TX and at NYS DOH Poster Day, March 15, 2013, Albany, NY. Funded by the Alfred P. Sloan Foundation.

Sturman, L.S., **Sorin, M.D.**, and Hannum R. J., (2000). Opportunities Lost: NIH Funding to New York’s Medical Schools. *Journal of Urban Health* (Bulletin of the New York Academy of Medicine), 77, 111-120.

Sturman, L.S., **Sorin, M.D.**, Larkins, E., Cavanagh, KA, DeBuono, B.A. (1997). Losing Ground: NIH Funding to New York State Researchers. *Bulletin of the NY Academy of Medicine* 74, 6-14.

Sorin, M.D. Using an Audience Survey in Interpretive Program Planning. (1985). *Museologist* Vol. 170, 16-20.

Numerous other journal publications, final reports, reports of findings and working papers.

Randall J. Hannum

New York City College of Technology
300 Jay Street
Brooklyn, NY 11201

RHannum@citytech.cuny.edu

a. Professional Preparation

The Pennsylvania State University	Business Logistics	B.S., 1985
Manhattanville College	Humanities	M.A., 1991
Fordham University	Economics	M.A., 1992
Fordham University	Economics	Ph.D., 1997

b. Appointments

Since 2000 Assistant Professor, Economics, New York City College of Technology
Since 2014 Sorin & Hannum, Evaluation & Planning Consultants, Cooperstown, NY
1998 – 2013 Program Research Specialist, Health Research, Inc., New York, NY
1998-2000 Visiting Assistant Professor, Economics, Fordham University

c. Publications

Sturman, LS, Sorin, MD, Hannum RJ. Opportunities Lost: NIH Research Funding to New York's Medical Schools. Bulletin of the New York Academy of Medicine, March 2000.

Hannum, RJ, Kaplan, E. Essentials of Macroeconomics. McGraw-Hill: Custom Publishing, 2005.

Hannum, RJ. "Homelessness," in *The Eighties in America*, edited by Milton Berman (Salem Press, CA, 2008).

Hannum, RJ. "Minimum Wage Increases," in *The Nineties in America*, edited by Milton Berman (Salem Press, Pasadena, CA, 2009).

Hannum, RJ. "Recession of 1990-1991," in *The Nineties in America*, edited by Milton Berman (Salem Press, Pasadena, CA, 2009).

Sorin, MD, Hannum RJ *Interstate Migration of Foreign Scientists and Engineers*, funded by The Alfred P. Sloan Foundation, Science and Engineering Workforce Program, Small Grants Program, August 2010.

Hannum, RJ. "Recession of 1937-1938," in *The Thirties in America*, edited by Thomas Tandy Lewis (Salem Press, Pasadena, CA, 2011).

Sorin, MD, Hannum RJ. Which Extramural Scientists were Funded by the US National Institutes of Health from its ARRA Funds? Science and Public Policy, February 2014.

d. Synergistic Activities

Created NIH and NSF grant databases for tracking PI careers, NYS Health Research Council.
Evaluator of Aaron Diamond Postdoctoral Fellowship Program, 1998.

e. Collaborators & Other Affiliations

(i) Collaborators

M.D. Sorin, L.S. Sturman, C.A. Mannella, A.A Riley: Wadsworth Center

(ii) Graduate and Postdoctoral Advisors

Robert J. Brent (gr.), Lee Redding (gr.), James Heilbrun (gr.)

Conservation Center for Art and Historic Artifacts
Preservation Field Services Activities

Attachment 12 (Appendix 7)
Letters of Commitment

Anderies, John, *William Way LGBT Center*
Anderson, Susan, *Philadelphia Museum of Art*
Blood, George, *George Blood Audio/Video*
Carver-Kubik, Alice, *Image Permanence Institute*
Cherry, Rich, *The Broad*
Cook, Cherie, *American Association for State and Local History*
Crabill, Jason, *Ohio History Connection*
Crimm, Walter, *Walt Crimm Associates*
Cunningham-Kruppa, Ellen, *Harry Ransom Center*
Dyson, Jon-Paul C., *Strong Museum*
Geiger, Joseph, *West Virginia Archives and History*
Kaplan, Emily, *Smithsonian National Museum of the American Indian*
Malbin, Susan, *American Jewish Historical Society*
Murray, Steve, *State of Alabama Department of Archives and History*
Nadal, Jacob, *Research Collections and Preservation Consortium*
Perry, Susan, *Southeastern Museums Conference*
Peterson, Annie, *LYRASIS*
Smith, Gregory Dale, *Indianapolis Museum of Art*
Sullivan, Sady, *Consultant*
Sundlov, Mark, *Ohio History Connection*
Taurins, Irene, *Philadelphia Museum of Art*
Wohlschlag, George, *The College of Physicians of Philadelphia*



May 2, 2016

Preservation and Access Education and Training
National Endowment for the Humanities
400 7th Street SW
Washington, DC 20506

Dear colleagues,

As the Archivist at the John J. Wilcox, Jr. Archives at the William Way LGBT Community Center in Philadelphia, Pennsylvania, I am writing to express my support for the **Conservation Center for Art and Historic Artifacts (CCAHA)**'s application for a National Endowment for the Humanities **Preservation and Access Education and Training grant**, and to give my commitment to participate in CCAHA's planned conference on "Preserving the Modern and Contemporary."

We are a small collection institution whose mission is to collect and provide access to materials created by, dealing with, or of special interest to gays, lesbians, bisexuals, and transgender individuals. The LGBT rights movement is now entering its second half-century, and our Archives and Community Center have existed for over 40 years, but we are still a very young organization by typical collecting institution standards. Most of our materials are no more than 50 years old, many of them considerably newer. As such we have experienced a variety of challenges that are common to institutions collecting modern and contemporary materials. Some of these include:

- Preserving material which is often saddled with stability issues, such as chemically-treated paper (ranging from ditto to mimeograph to fax paper), a wide range of 20th-century photographic print processes, heavy use of adhesives of all variety, and of course a great deal of acidic newsprint.
- Working with living donors whose concerns for their personal materials are often complex and involved, and whose attachments to them are equally strong and enduring.
- A variety of privacy issues including how to handle medical records, academic records, and the presence of names and personal information of third parties.
- The difficulty of judging and selecting material which has not yet had a chance to be vetted by history and time.

In addition to being on staff at the William Way LGBT Community Center, I am also a processing archivist at the Kislak Center for Special Collections, Rare Books, and Manuscripts at the University of Pennsylvania. There I work on mostly literary collections and music materials,

including audiovisual materials. Previously, I served as Head of Special Collections at Haverford College where I oversaw the College's rare books, manuscripts, college archives, and fine arts collections.

In each of these positions I have had numerous opportunities to work with the staff of CCAHA, and particularly with Dyani Feige's department of Preservation Services. The value that they bring to the national community of collecting institutions is immense. Archivists and librarians like me rely heavily on CCAHA for education and guidance and it would not be overstating it to say that I could not do my job—certainly not well—without the supported services of CCAHA. For these reasons I am delighted to be able to "give back" to CCAHA by agreeing to speak at this important conference. I urge the National Endowment for the Humanities to give its strongest consideration and support to the Conservation Center for Art and Historic Artifacts.

Sincerely,

A handwritten signature in cursive script that reads "John F. Anderies". The signature is written in dark ink and is positioned below the word "Sincerely,".

John F. Anderies, Archivist
John J. Wilcox, Jr. Archives
William Way LGBT Community Center
1315 Spruce Street
Philadelphia, PA 19107

April 29, 2016

Dyani Feige
Director of Preservation Services
Conservation Center for Art & Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103

Dear Dyani,

I am writing to confirm my commitment to participate in the proposed two-day program on the storage of library and archival materials scheduled for 2018 in Austin, TX, organized by the Conservation Center for Art & Historic Artifacts (CCAHA). I will deliver a lecture on library and archival storage issues as they pertain to a department located within a larger institution.

I am very familiar with this topic, given my experience working with the Historic Collections of Pennsylvania Hospital from 1990-1998 (first as a Conservation Technician, then as an Archivist), as well as my tenure at the Philadelphia Museum of Art from 1998 to present.

Thank you for the invitation to participate. I look forward to working with CCAHA on this program.

Sincerely,



Susan K. Anderson
The Martha Hamilton Morris Archivist



To: National Endowment for the Humanities

25 April 2016

Preservation seeks to keep the historical past available for the future. One of the great challenges of preservation is that time keeps changing, and always has. Each period of the past presents different preservation challenges. Once vellum and parchment were common, then paper, and decades of acidic paper. The nature of materials keeps changing with time. Over time preservationists gain experience and develop techniques to keep the cultural record alive. Treatment of iron gall and acidic paper are now well established.

As with all periods of the past, the 20th century brought both new means of communication. Many aspects of communication changed in the 20th century. The speed with which information travels has been increasing steadily, as stone tablets gave way to papyrus, and hand-transcription was superseded by mechanical printing. However, in the 20th century technology brought us increasingly complex objects made from varying materials: mixed metals combined with glass and plastics, electronics with welding and other bonding technologies.

These developments, in complex combinations, made audiovisual recording and playback possible. The cultural record of the 20th century is differentiated from all earlier periods by the existence of sound and moving image recordings of the world around us. Unfortunately, these complex objects have complex deterioration profiles. We have had over 1,000 years to master books and paper. Within another 25 years most audiovisual materials will succumb to deterioration and their own machine dependency. The wonders of the century that enabled audiovisual capture will hold their messages as the hardware to reproduce them are no longer manufactured, and the expertise to repair and operate the remaining machines dies off.

Libraries and other memory institutions are fast becoming the repositories for these media as time keeps changing toward an all-digital world. It is no longer possible to merely preserve the physical objects, they must be migrated to new technologies. Preservationists in all institutions must learn how to assess and prioritize audiovisual media. Few library schools include significant training in AV. Workshops on 20th century materials, including AV, such as the one proposed by CCAHA, are an important way for the keepers of these media to learn assessment and processing of what was once a brave new world. If funded either myself or a member of my staff will teach at the workshop in 2017 or 2018.

I hope the National Endowment for the Humanities will support CCAHA's application for a workshop to disseminate and share this information while there are still experts to consult.

Kindest Regards,

A handwritten signature in black ink, appearing to read 'GBlood', with a long, sweeping horizontal line extending to the left.

George Blood

IMAGE PERMANENCE INSTITUTE

Rochester Institute of Technology
Frank E. Gannett Memorial Building
70 Lomb Memorial Drive, Room 7B-2000
Rochester, NY 14623-5604
Phone: (585) 475-5199
Fax: (585) 475-7230

April 15, 2016

National Endowment for the Humanities
Preservation and Access Education and Training Program
Room 411
1100 Pennsylvania Avenue NW
Washington, DC 20506

To Whom It May Concern:

The Image Permanence Institute (IPI) is happy to support the the Conservation Center for Art & Historic Artifacts (CCAHA) application to the National Endowment for the Humanities Education and Training program for funding. CCAHA provides excellent services to the field of preservation, and their educational programs are always of the highest quality.

This letter serves as IPI's commitment to participate in two proposed conferences over the course of the grant period, including presentations on both Library and Museum Storage, and in particular about managing the storage environment for long-term preservation. IPI has worked with the CCAHA many times in the past and we are happy to do so again.

Sincerely,



Alice Carver-Kubik
Photographic Research Scientist
Image Permanence Institute

Friday, April 29, 2016

Samantha Forsko
Preservation Specialist
Conservation Center for Art & Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103

Dear Samantha,

I am writing on behalf of the Broad to support the proposed two-day program, *Meant to Last: Preserving the Modern and Contemporary in Museums* scheduled for 2017-2018 in Los Angeles, CA, organized by the Conservation Center for Art & Historic Artifacts (CCAHA). The Broad may be able to provide a lecture hall which can hold up to 150 attendees and can support all related audio visual equipment, at no charge to the CCAHA. The Broad would also like to provide speakers to present during the conference.

The Broad is honored to have been identified as a host site and looks forward to working with CCAHA on this program.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Rich Cherry', with a stylized, flowing script.

Rich Cherry
Deputy Director



AASLH
American Association
for State and Local History

1717 Church Street
Nashville, TN 37203-2991
Phone: 615/320-3203
Fax: 615/327-9013
membership@aaalh.org
www.aaslh.org

April 28, 2016

Laura Hartz Stanton
Executive Director
Conservation Center for
Art & Historic Artifacts
264 S. 23rd Street
Philadelphia, PA 19103

Dear Laura,

On behalf of the American Association for State and Local History, I am pleased to provide this letter of support for the Center's grant proposal, "Stewardship Programs in Underserved Regions."

I understand this project will provide collections care training and other assistance to small- and mid-sized museums in the underserved areas of the Appalachians, Northern Rockies, and the Gulf States and that CCAHA will utilize AASLH's StEPs program (Standards and Excellence Program for History Organizations) as one of the project's resources. We are excited to be included and we offer our assistance with planning and identification of other potential resources for the project.

Through my work with StEPs, I have witnessed the success that local history organizations can achieve when they have contact over a period of time with a service provider, like CCAHA, in combination with a workshop and other learning opportunities. That extra contact, in a community of practice-like setting, is critical for reinforcement of learning and motivating staff and volunteers to return to their institution and implement the information they learned. And, by meeting with other local history organizations, your project participants will have the opportunity for shared learning and networking which I think is also so important. This type of project is exactly how we had hoped the StEPs program would be used by service providers like CCAHA.

I am pleased to offer AASLH's support for your proposal to the National Endowment for the Humanities.

Sincerely,

Cherie Cook
AASLH Senior Program Manager



April 27, 2016

Samantha Forsko
Preservation Specialist
Conservation Center for Art & Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103

Dear Samantha,

I am writing to confirm my commitment to participate in the proposed two-day program, *A Space Odyssey: Storage Strategies for Cultural Collections* scheduled for 2017 in Philadelphia, PA, organized by the Conservation Center for Art & Historic Artifacts (CCAHA). I will deliver a lecture on the topic of *Preservation through Access: Reimagining Collections Storage*. My institution, the Ohio History Connection, has embarked on a new collections storage facility project, with an emphasis on increased public access and engagement within the physical and intellectual space of collections storage. As a core member of the project team, I hope to bring a unique perspective on the project process and what we're learning along the way.

Thank you for the invitation to participate. I look forward to working with CCAHA on this program.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Crabill".

Jason Crabill
Manager, Curatorial Services
Ohio History Connection



April 14, 2016

Dyani Feige
Director of Preservation Services
Conservation Center for Art & Historic Artifacts
264 S. 23rd Street
Philadelphia, PA 19103

Dear Dyani;

I am pleased to accept your invitation to again work with CCAHA Preservation Services in presenting at a new series of programs focused on collections storage. I would expect to revisit and update my past presentations "Deconstructing Collections Storage" and "Managing Resources for Collections Storage Projects" based on feedback from the sessions in 2010 and in order to assure they are relevant learning opportunities for attendees. In particular I would like to include information I have developed this past year in the 2 chapters I am contributing to a new publication to be issued this October by AIC, SPNHC and the Smithsonian and in the course of my current consultation with GCI for preventative conservation approaches to collections storage.

I wish you success with your NEH application for 2017-18 and will do whatever I can to support your efforts.

With best wishes,

A handwritten signature in black ink, appearing to read "Walt Crimm", is written over a light blue rectangular background.

Walt Crimm, President



HARRY RANSOM
CENTER

P.O. DRAWER 7219 AUSTIN, TX 78713-7219
www.hrc.utexas.edu

THE UNIVERSITY OF TEXAS AT AUSTIN

April 25, 2016

Laura Hartz Stanton
Executive Director
Conservation Center for Art and Historic Artifacts
264 S. 23rd St.
Philadelphia, PA 19103

Dear Laura:

The Harry Ransom Center would be pleased to host CCAHA's proposed workshop *A Space Odyssey: Storage Strategies for Cultural Collections* in 2017-18. We hosted this spring's CCAHA workshop on preserving print ephemera in our Prothro Theater, which seats up to 120 people, and look forward to filling all of those seats with *Space Odyssey* attendees!

With best wishes,

A handwritten signature in blue ink that reads 'Ellen Cunningham-Kruppa'.

Ellen Cunningham-Kruppa, MLIS, PhD
Associate
Director, Head of Preservation and Conservation
512.471.5495
eckruppa@utexas.edu



One Manhattan Square
Rochester, NY 14607
585-263-2700
museumofplay.org

April 21, 2016

Dyani Feige
Director of Preservation Services
Conservation Center for Art & Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103

Dear Ms. Feige,

I am writing to confirm my commitment to participate in the proposed two-day program on the preservation and conservation of modern and contemporary materials in museums scheduled for 2017 in Los Angeles, CA, organized by the Conservation Center for Art & Historic Artifacts (CCAHA). I will deliver a lecture on the topic of exploring challenges, approaches, and best practices for the preservation of electronic games. As Director of The Strong's International Center for the History of Electronic Games (ICHEG), I have led the creation of the world's most comprehensive collection of video game materials and will share insights and lessons we have learned from our efforts to preserve a wide variety of interactive electronic media.

Thank you for the invitation to participate. I look forward to working with CCAHA on this program.

Sincerely,

Jon-Paul C. Dyson, PhD



The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

April 18, 2016

Laura Hartz Stanton, Executive Director
Conservation Center for Art and Historic Artifacts
264 S. 23rd Street
Philadelphia, PA 19103

Dear Ms. Stanton:

I am writing in response to our recent conversation regarding your organization's preservation education programming, and in particular, your proposed initiative to provide preservation education and preservation services to rural and underserved areas.

West Virginia Archives and History would like to partner with CCAHA on this project. Please let me know how we can participate. We are grateful for your efforts to provide these needed services, and hope we can work together to carry out your new initiative.

Sincerely,

A handwritten signature in blue ink, reading "Joseph N. Geiger, Jr.".

Joseph N. Geiger, Jr., Director
West Virginia Archives and History



Smithsonian
National Museum of the American Indian

Museum Assets and Operations
Conservation Department

April 26, 2016

Samantha Forsko
Preservation Specialist
Conservation Center for Art & Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103

Dear Samantha,

I am writing to confirm my commitment to participate in the proposed two-day program, *A Space Odyssey: Storage Strategies for Cultural Collections* scheduled for 2017 in Philadelphia, PA, organized by the Conservation Center for Art & Historic Artifacts (CCAHA). I am delighted that you will be organizing this program. I will deliver a lecture on the topic of the Smithsonian National Museum of the American Indian (NMAI) collections move from New York to Maryland. This five year project finished in 2004, at the same time our museum on the National Mall in Washington DC. I served as Assistant Move Coordinator for Conservation, focusing on the Maryland end of the move while coordinating extensively with our New York end. I was responsible for training and supervision of staff for handling and rehousing the entire collection. As you know, I have given several invited presentations on our move; this presentation will include lessons learned and challenges and improvements to date.

Please find my cv attached.

Thank you for the invitation to participate. I look forward to working with CCAHA on this program.

Sincerely,

Emily Kaplan
kaplane@si.edu

SMITHSONIAN INSTITUTION
National Museum of the American Indian
4220 Silver Hill Road
Suitland MD 20746-2863
301.238.1418 Telephone
301.238.3201 Fax



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April 28, 2016

Laura Hartz Stanton
Executive Director
Conservation Center for Art and Historic Artifacts
264 S. 23rd St.
Philadelphia, PA 19103

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Dear Laura:

The Center for Jewish History would be pleased to host the proposed conference *Meant to Last: Preserving the Modern and Contemporary* organized by the Conservation Center for Art and Historic Artifacts in 2018. We will provide access to the Great Hall, Auditorium and associated audio visual equipment. We ask only that CCAHA reimburse the Center for associated security and maintenance fees of approximately \$880-\$1000. We would be pleased to contribute a speaker from the Center for Jewish History or partner agencies (American Jewish Historical Society, Leo Baeck Institute, YIVO Institute for Jewish Research, Yeshiva University Museum, and American Sephardi Federation).

We look forward to working together on this program.

Regards,

Susan L. Malbin
Director of Library & Archives
American Jewish Historical Society
15 W. 16th St.
New York, NY 10011

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624 WASHINGTON AVENUE · MONTGOMERY, AL 36130-0100

Mailing Address: P.O. BOX 300100

www.archives.alabama.gov

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School Tours	242-4364
Government Records	242-4452
Public Services	242-4364
State Records Center	242-4306
FAX	240-3433

Steve Murray
DIRECTOR

April 27, 2016

Ms. Dyani Feige
Director of Preservation Services
Conservation Center for Art & Historic Artifacts
264 S. 23rd Street
Philadelphia, PA 19103

Dear Dyani,

The Alabama Department of Archives and History is pleased to endorse the CCAHA's application to the National Endowment for the Humanities requesting funding for a pilot program to address the preservation needs of cultural institutions located in rural and underserved regions of the country.

Embedded in our agency's mission is the charge to preserve records and artifacts of historical value. This extends beyond what can be preserved within the confines of our building in Montgomery. To the degree that limited state resources allow, we assist local organizations in becoming more effective stewards of the cultural heritage collections in their care.

Scores of cultural institutions in Alabama are located in rural and underserved areas. They are archives, museums, libraries, historic sites, and historical societies holding a wide range of historical and other culturally important materials. Many are managed entirely by volunteers, but all would benefit from the kind of preservation education and training contemplated by your proposed Gulf Coast Stewardship Program.

To give one example, we have recently provided minor consulting services to a local history museum operated by a historical society in the Black Belt, a rural, high-poverty region of the state. The museum's lone employee, although energetic and a fast-learner, was previously employed in a local paper mill and has had little exposure to standard museum practices. Among the varied holdings in her care is an important collection of late nineteenth-century art photography depicting African American life in Alabama.

The Alabama Department of Archives and History can support CCAHA's Gulf Coast Stewardship Program by promoting it among our constituents, assisting with planning, and connecting staff with local resources, among other activities that will facilitate its success in Alabama. The program will undoubtedly make a substantial difference on its own, reason

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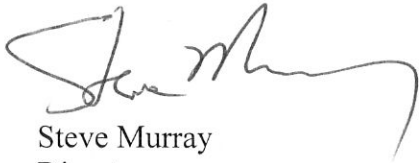
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Ex-officio Member: Governor Robert Bentley

enough for us to be involved. But we also anticipate that the program could provide an impetus for our agency to standardize its services to cultural institutions in Alabama, particularly local history organizations.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Murray", with a long, sweeping horizontal stroke extending to the right.

Steve Murray
Director

Jacob Nadal
**ReCAP: The Research Collections
& Preservation Consortium**
400 Forrestal Road
Princeton, NJ 08540
609-258-1517
jnadal@princeton.edu

April 29, 2016

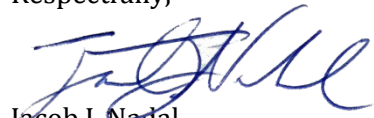
Dyani Feige, Director of Preservation Services
Conservation Center for Art & Historic Artifacts
264 S. 23rd Street
Philadelphia, PA 19103

Dear Ms. Feige

I am pleased to express my commitment to participate in the Conservation Center's proposed conference on collection storage. I would welcome the opportunity to speak about the lessons we have learned at ReCAP in coordination between libraries and offsite storage facilities and building effective partnerships. ReCAP is currently developing new infrastructure, policies, and operational approaches to improve our preservation outcomes and to expand the access we can offer to our partner's holdings, and I would be glad to share these outcomes with our colleagues.

Let me add that I am happy to see CCAHA continuing its attention to this area, building on the 2010 conference in St. Paul and focusing on the storage issues confronting libraries. At present, there is a great deal of attention directed to the problems of establishing and securing a national "collective collection" that can serve multiple roles by preserving the history of the printed book and offering readers the broadest possible access to materials, while also allowing libraries to reallocate resources. The urgency and complexity of this work are both significant, and I am glad to see CCAHA bringing its expertise in conservation and preservation issues to bear on this topic.

Respectfully,



Jacob J. Nadal
Executive Director, ReCAP:
The Research Collections and Preservation Consortium, Inc.





Southeastern Museums Conference
PO Box 550746
Atlanta, GA 30355

April 25, 2016

NEH
Division of Preservation and Access
400 7th Street SW
Washington, DC 20506

To Whom It May Concern:

Southeastern Museums Conference (SEMC) supports the preservation service project by Conservation Center for Art & Historic Artifacts (CCAHA) for a NEH Grant. The project will provide preservation education and needs assessment to small rural museums in the southeast region. These museums have less access to conservation resources and preservation services. CCAHA's preservation services staff will present educational workshops, conduct needs assessments, and develop disaster preparedness plans.

This preservation service project will address specific challenges of small museums in rural and underserved southeast regions that do not have access to educational programs on collections care and preservation best practices. As a partner, SEMC will promote this educational opportunity to small museums in targeted rural regions of Alabama, Mississippi, and the Florida panhandle that have been impacted by recent hurricanes and disasters. In the southeast region, museum collections are at high risk with rising sea levels, climate changes, and lack of emergency plans. SEMC will connect CCAHA with local organizations and resources in the southeast region.

SEMC encourages your support of this preservation service project for a NEH Grant.

Best regards,

Susan S. Perry

Susan S. Perry
Executive Director
SEMC



Dyani Feige
Director of Preservation Services
264 S. 23rd Street
Philadelphia, PA 19103

Dear Dyani,

Thank you for your invitation to speak at a conference on the preservation and conservation of modern and contemporary materials. LYRasis will provide the services outlined in this library to the Conservation Center for Art and Historic Artifacts.

I will provide a 90 minute instructional session on planning for digitization and digital preservation. The session will be aimed at institutions seeking to build digital programs as well as institutions who are improving their digitization or digital preservation practices. Topics covered in the session will include standards, best practices, and strategies for digitization and digital preservation.

I agree to conduct the session for a \$250 stipend provided by CCAHA, and CCAHA will cover all travel expenses associated with the conference. This is contingent upon LYRasis receiving the NEH grant that subsidizes consulting rates for Preservation Services, notice of which will be received in December 2016.

Reviewing the program from a similar conference organized by CCAHA, the topics that were covered are still highly relevant and important to a range of types and sizes of institutions. I will look forward to participating in this conference.

Sincerely,

Annie Peterson
Preservation Services Librarian
LYRasis

4000 Michigan Road
Indianapolis, IN 46208
t 317-923-1331
f 317-920-0399
imamuseum.org



April 19, 2016

Dyani Feige
Director of Preservation Services
Conservation Center for Art & Historic Artifacts
264 S. 23rd Street
Philadelphia, PA 19103

Dear Ms. Feige,

I am pleased to contribute this letter of support and commitment for your workshop on preserving the modern and contemporary in museums. As a researcher who has studied the chemistry of 20th century plastics and dyes used by artists, I have a keen interest in this topic. As part of the workshop, my lecture will address a related topic - new advances in the study of modern materials that are used in exhibition design and in the creation of casework, shipping crates, and storage containers. These materials not only show up in museum as components of construction, but they also comprise many of the artworks housed in our institutions. Creating suitable storage and display environments is critical to the preservation of all cultural heritage materials, but many contemporary artworks are particularly susceptible.

Almost every cultural heritage collection incorporates modern materials in some fashion, and it is incredibly important that the stewards of these artworks and historic artifacts understand the unique environmental issues posed by the use of plastics and other engineered materials in museum construction projects. I am happy to know that CCAHA understands the importance of these issues and is making available the training necessary to ensure the longevity of our newest collections.

Sincerely,

A handwritten signature in blue ink, which appears to read "Gregory Dale Smith", is positioned above the typed name.

Dr. Gregory Dale Smith
The Otto N. Frenzel III Senior Conservation Scientist

Sady Sullivan

(b) (6)

(U) (O)

m

April 29, 2016

Dyani Feige
Director of Preservation Services
Conservation Center for Art & Historic Artifacts
264 S. 23RD STREET
PHILADELPHIA, PA 19103

Dear Dyani,

I look forward to speaking on oral history access, outreach, and exhibition as part of CCAHA's planned two-day conference on the preservation and conservation of modern and contemporary materials.

Topics I will cover include free, user-friendly tools for sharing oral history collections online; engaging communities in oral history archival description, transcript correction, and indexing; revitalizing legacy oral history collections; using oral history in public history exhibitions; using oral history audio/video in the classroom; using oral history audio in walking tours; using oral history audio in podcasts; engaging communities through oral history and public programming; and oral history archives as a hub for dialogue.

Sincerely,

A handwritten signature in dark ink, consisting of a stylized 'S' followed by a 'u' and a final flourish.

Sady Sullivan



April 28, 2016

Preservation and Access Education and Training
Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506

Division of Preservation and Access:

It is my pleasure to write this letter of support, on behalf of the Local History Services office of the Ohio History Connection, for the Conservation Center for Art and Historic Artifact's (CCAHA) proposal for a National Endowment for the Humanities, Preservation and Access Education and Training grant.

We look forward to assisting CCAHA with this important project. Specifically we are eager to provide assistance with planning and to connect CCAHA to our network of local history organizations in southern Ohio.

Local History Services at the Ohio History Connection is fully supportive of this effort to reach underserved audiences in the Ohio River valley region. Providing preservation training and services to organizations in that area is a perennial challenge for us. We are confident that this approach that leverages partnerships and resources while acting regionally and beyond state borders will be effective and beneficial.

State boundaries are often drawn through the heart of regions where people who would otherwise have countless obvious connections are divided. People living in the Ohio River region, no matter which side of the river, have needs that are more aligned to each other than they are to many other people within their own states. It only makes sense to increase cooperative, cross-state efforts to deliver services to this underserved region—we are excited to work with CCAHA to make this a reality.

We are delighted to contribute our knowledge and skills to this worthy project.

Sincerely,

A handwritten signature in black ink, reading "Mark Sundlov".

Mark Sundlov
Manager, Local History Services
Ohio History Connection

April 25, 2016

Samantha Forsko
Preservation Specialist
Conservation Center for Art & Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103

Dear Samantha,

I am writing on behalf of the Philadelphia Museum of Art (PMA) to support the proposed two-day program, *A Space Odyssey: Storage Strategies for Cultural Collections* scheduled for 2017 in Philadelphia, PA, organized by the Conservation Center for Art & Historic Artifacts (CCAHA). The PMA would like to host one day of this program, and will do our very best to accommodate you with a lecture hall and all related audio visual equipment at no charge to the CCAHA. We may also provide a speaker on the topic of storage, and a tour of our newly created storage areas.

The PMA is honored to have been identified as a host site and looks forward to working with CCAHA on this program.

Sincerely,

A handwritten signature in black ink, appearing to read "Irene Taurins". The signature is fluid and cursive, with a large initial "I" and a long, sweeping underline.

Irene Taurins
Director of Registration



The College of Physicians of Philadelphia

BIRTHPLACE OF AMERICAN MEDICINESM

April 26, 2016

Ms. Laura Hartz Stanton
Executive Director
Conservation Center for Art and Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103

Dear Laura,

The College of Physicians of Philadelphia will gladly host the conference, *A Space Odyssey: Storage Strategies for Cultural Collections* in the fall of 2017. We will provide a classroom style set-up for approximately 100 participants at no charge to CCAHA.

The College of Physicians, one of America's oldest professional medical associations, is home to the internationally renowned Mutter Museum, the Historical Medical Library, the Center for Education and Public Initiatives, and HistoryofVaccines.org. Although the College still serves the medical community through its Fellowship of more than 1,300 members, our public programming is of equal import, including online resources; topical exhibitions that combine visual arts, humanities, and science; transformative youth programming; and engaging lectures. Last year we greeted nearly 165,000 visitors to the Mutter Museum—more than triple the attendance of ten years ago.

We are honored to have been identified as a host site and look forward to working with you on this conference.

Sincerely,

George M. Wohlreich, MD, MA, FCPP
President and Chief Executive Officer
The Thomas W. Langfitt Chair

Conservation Center for Art and Historic Artifacts
Preservation Field Services Activities

Attachment 13 (Appendix 8)
Letters of Support

Eryl P. Wentworth
Executive Director
American Institute for Conservation of Historic and Artistic Works

Maud Margaret Lyon
President
Greater Philadelphia Cultural Alliance

Danielle Rice, Ph.D.
Program Director, Museum Leadership
Westphal College of Media Arts and Design
Drexel University

1156 15th Street, NW, Suite 320
Washington, DC 20005
p: 202.452.9545
f: 202.452.9328
www.conservation-us.org



26 April 2016

Review Committee
National Endowment for the Humanities
1100 Pennsylvania Avenue, NW
Washington, DC 20506

Dear Review Committee Members,

I am pleased to write in support of the application being submitted by the Conservation Center for Art and Historic Artifacts (CCAHA) for funding of the critical preservation services and programs it provides. CCAHA's proposed initiatives for 2017 and 2018 will continue the exemplary programs they have developed to address so many of the pressing needs in our field, while continuing to provide a variety of essential print and online resources and phone and email consultation.

CCAHA plans to organize conferences that provide desired professional development opportunities for stewards of our nation's collections. Conference topics being developed include collections storage for museum, library, and archival collections and the preservation of modern and contemporary materials.

While CCAHA will continue their successful Needs Assessment Program and Emergency Planning Program, it also plans to launch a new initiative to create targeted educational programming and one-on-one assistance specifically for underserved areas.

CCAHA is a trusted entity with a proven record of success in serving museums, libraries, archives, and historic sites. NEH support is critical in maintaining CCAHA's capacity to serve the field.

I whole heartedly support CCAHA's application and the benefits it will provide to cultural heritage collections throughout the nation. Thank you for your consideration of their proposal.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Eryl P. Wentworth'.

Eryl P. Wentworth
Executive Director

Laura Hartz Stanton
Executive Director
Conservation Center for Art & Historic Artifacts
264 S. 23rd Street
Philadelphia, PA 19103

April 25, 2016

Dear Laura,

The Conservation Center is an important support for the cultural sector, preserving historical documents and works of art that would otherwise be lost. They are also a critical source of expertise in artifact conservation, at a time when many other centers have closed and there are fewer conservators available. I want to support CCAHA's application for Preservation and Access in the Education and Training category.

Early in my career, I managed historical museum storage, so I know from personal experience how important it is to have well-trained curators, registrars, and collections managers. CCAHA's conference on collection storage for museum, library, and archival collections is much needed. Learning how to preserve modern and contemporary materials is another important issue. Their Needs Assessment and Emergency Planning programs will help historical museums, archives and libraries to avoid costly errors. I particularly like their new initiative to reach underserved areas with targeted educational programming and one-on-one assistance, because it will help smaller organizations with unique and valuable collections to preserve their holdings. There are great gems in those small collections.

Through ongoing phone and email consultations, and the publication of technical bulletins and leaflets, CCAHA's reach will be broad and deep. The one-year 1 year preventive conservation fellowship will also provide training for an emerging professional in the field, building expertise for the future.

CCAHA is leader in the field of preservation in the region and nationally. I can think of no other organization that's better poised to do this important work!

Sincerely,

A handwritten signature in cursive script that reads "Maud Margaret Lyon".

Maud Margaret Lyon
President



DREXEL UNIVERSITY

Antoinette Westphal

College of Media Arts & Design

April 25, 2015

Laura Hartz Stanton
Executive Director
Conservation Center for Art and Historic Artifacts
264 S. 23RD STREET
PHILADELPHIA, PA 19103

Dear Laura,

It gives me great pleasure to write in support of the Conservation Center's application for a grant from the NEH's Preservation and Access in the Education and Training program. The Conservation Center's conferences are essential to training museum professionals throughout the region and nationally. The conferences you are planning on collection storage and preservation of modern and contemporary materials provide unique opportunities for people to learn about important issues. Your initiative to reach underserved areas with programs and assistance is really essential as are your publications, technical bulletins and the interesting information you post on your website.

Having collaborated with you last year on the lively conference "Where Artifact Meets Exhibition: Preservation and Exhibit Design," I am especially aware of the vast diversity of individuals that your programs attract and inform. I am equally excited to be collaborating with you again this year on the Digital Preservation conference.

In short, the Conservation Center for Art and Historic Artifacts provides unique resources that benefit a large group of museum professionals. Your work is relevant to institutions of all shapes and sizes and you are clearly a leader in the region and nationally. I know of no other organization that is better poised to do this important work! I wish you all the best with your proposal to the NEH. Please count me in as an enthusiastic supporter!

Yours sincerely,

Danielle Rice, Ph.D.
Program Director, Museum Leadership
Westphal College of Media Arts and Design
Drexel University

Conservation Center for Art and Historic Artifacts

STATEMENT OF HISTORY OF GRANTS

<u>Support for Preservation Services</u>	<u>Year Received</u>	<u>Amount</u>
IMLS (National Leadership grant)	2000	\$ 92,431
National Endowment for the Humanities	2000	\$ 210,000
National Endowment for the Humanities (pending match)	2000	\$ 130,000
Arcadia Foundation (NEH match)	2001	\$ 10,000
Philadelphia Cultural Fund (NEH match)	2001	\$ 16,748
Andrew W. Mellon Foundation (planning grant)	2001	\$ 47,000
National Endowment for the Humanities	2002	\$ 470,000
Claneil Foundation	2002	\$ 8,000
Gladys Kriebel Delmas Foundation	2002	\$ 20,000
William Penn Foundation (Stewardship Program)	2002	\$ 374,360
National Endowment for the Humanities	2004	\$ 482,000
Claneil Foundation	2004	\$ 10,000
William Penn Foundation (Stewardship Program)	2005	\$ 495,000
Claneil Foundation	2005	\$ 10,000
Graham Foundation	2005	\$ 10,000
IMLS (Laura Bush 21st Century Librarian Grant)	2006	\$ 199,648
Dolfinger-McMahon Foundation	2006	\$ 2,500
Claneil Foundation	2006	\$ 10,000
National Park Service (NCPTT Grant)	2006	\$ 40,000
Gladys Kriebel Delmas Foundation	2007	\$ 10,000
Claneil Foundation	2007	\$ 10,000
Andrew W. Mellon Foundation	2007	\$ 60,000
IMLS (Connecting to Collections Grant)	2008	\$ 40,000
Gladys Kriebel Delmas Foundation (AV Training Program)	2008	\$ 15,000
National Endowment for the Humanities	2008	\$ 500,000
PA Federation of Museums (Connecting to Collections)	2008	\$ 12,500
Pennsylvania Historical and Museum Commission	2008	\$ 12,500
William Penn Foundation (Stewardship Program)	2009	\$ 192,500
National Endowment for the Humanities	2010	\$ 500,000
William Penn Foundation (Stewardship Program)	2010	\$ 280,500
Sovereign Bank (Stewardship Program)	2011	\$ 1,500
IMLS (Connecting to Collections Grant)	2011	\$ 247,968
Gladys Kriebel Delmas Foundation (Preservation Services)	2011	\$ 10,000
Philadelphia Cultural Management Initiative	2012	\$ 143,900
Independence Foundation (Stewardship Program)	2012	\$ 22,500
PA Council on the Arts (PA programs)	2012	\$ 26,740
National Endowment for the Humanities	2012	\$ 290,000
William Penn Foundation (Stewardship Program)	2013	\$ 120,000
Gladys Kriebel Delmas Foundation (Preservation Services)	2013	\$ 10,000
PA Council on the Arts (PA programs)	2013	\$ 25,719
IMLS National Leadership Grant (disaster preparedness)	2013	\$ 189,099
William Penn Foundation (Stewardship Program)	2014	\$ 457,875
PA Council on the Arts (PA Programs)	2014	\$ 27,005
National Endowment for the Humanities	2015	\$ 350,000
Gladys Kriebel Delmas Foundation (Preservation Services)	2015	\$ 10,000
National Endowment for the Humanities supplement	2016	\$ 45,000