

Guidelines for Awarding Preservation Grants

North Carolina Preservation Consortium

Grant applications are reviewed for complete information and required attachments by the executive director and copies are mailed to all members of the grant committee.

Each application is reviewed by each member of the grant Committee unless there is a conflict of interest.

If an application is submitted from an institution that a member of the committee is employed by or affiliated with, the committee member will not review, comment, or vote on the application.

The chair of the committee submits the committee's recommendations to the board of directors. Final approval is made by the board.

The chair of the committee informs applicants of grant awards and also explains the decision to decline awards with suggestions for improving an application for next year, alternate sources of funding, and other assistance when appropriate.

The committee shall select grant applications for funding based on these guidelines:

The application must include:

Answers to all questions and sections

Copy of preservation policy if the institution has a policy

Project plan

Project staff

Budget

Resumes of project manager, other key staff, and consultants

Letter of commitment from consultants

Signed form *Responsibilities of Preservation Grant Recipients*

Priority is given to NCPC member institutions

The institution must reside in North Carolina.

Only one application may be submitted annually by an institution, although distinct collecting entities of a larger organization may apply in the same year, such as the library and museum of a university or two historic sites within a historical society.

The applicant must have legal custody of the item/collection to be preserved

A designated position with full or part time responsibility for preservation and collection care.

A persuasive case that preservation of the item/collection is important for education, research, history, or cultural heritage.

A feasible and clearly described plan of work, timetable, and budget.

Compliance with established preservation standards, guidelines, and best practices.

Staff and consultants with experience and qualifications appropriate to the project's goals.

The applicant must have a demonstrated financial need for the grant.

The grant should contribute to the institution's capacity to preserve its collections.

Additional funding sources if the project budget exceeds the grant request.

The request may not exceed the established financial limit set for the grant by the board of directors.

Awards should be distributed to a variety of institution types that represent the diversity of NCPC members; public and private, large and small, archives, libraries, museums, historic sites, and other heritage institutions.

Each award should be a good investment of NCPC funds.

Awards should have the anticipated support of NCPC members and stakeholders.

Grant awards should ideally attract additional funding for the applicant and NCPC.

The committee is expected to use good professional judgment in applying these guidelines to the grant selection process and uphold our Code of Ethics.

Approved by the NCPC Board of Directors, December 7, 2007