



# Preservation Grants

North Carolina  
Preservation Consortium

## Grant Program Overview

- NCPC grant application consists of:
  - Application form
  - Supporting documents (project budget, staff resumes, etc.)
  - Three letters of support from outside individuals
- Maximum award is \$2,000
- Application deadline is March 15<sup>th</sup>
- Applications are reviewed by grant committee; committee makes recommendations to NCPC Board
- NCPC Board evaluates recommendations, asks questions, etc.; vote is taken to approve recommendations
- Applicants are notified between May and June (depends on Board meeting schedule)

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## Qualifying Projects

- Preservation Assessments
- Conservation Assessments
- Preservation Consultations
- Preservation Project Work
- Environmental Monitoring Equipment
- Storage Furniture and Enclosures
- Tools and Equipment for Repair and Conservation
- Conservation of Collections
- Reformatting or digitization
- Education and Training
- Multiple Projects

## What Is Not Funded

- No portion of an NCPC grant may be used for any indirect costs of the collection institution or the parent organization. Indirect costs may include:
  - Facilities
  - Administration
  - Overhead

## Who is the NCPC Grant Committee?

- NCPC grant committee consists of four people
- Committee members are individual NCPC members, or staff from institutional members
- Committee members have preservation and/or conservation expertise and understand project management, budgeting, staffing, etc.

<https://ncpreservation.org/about/committees>

# NCPC Grant Application Sections

- Cover page
- Institutional information
- Building information
- Project information
  - Project plan
  - Project budget
  - Project participant resumes
  - Letters of support

## The Successful Grant: What Does the Committee Look For?

- Applicant followed directions
- Application packet is complete
- Well thought out project plan and reasonable timeline
- Detailed project budget that makes sense; include relevant links to vendor information
- Well-chosen consultants; multiple bids for work if appropriate
- Evidence that you have done your homework
- Evidence that this is an impactful project

## The Successful Grant: What Does the Committee Look For?

- Strong letters of support for the project
  - State who you are (submit on letterhead if appropriate)
  - Tell us your relationship to the organization
  - Tell us your relationship to the item/collection/project
  - Explain why this project matters
  - Explain the impact this project will have to the organization and/or the community it serves
  - Letter should go beyond “trust me, it’s important”

Remember: Letters of support cannot come from the institution that is applying for the grant.



## Notice of Grant Application Status

- Applicants are notified by NCPC Executive Director whether you did or did not receive a grant
- Awardees: Getting the grant is **not** the end of the grant process
  - Submit signed “Responsibilities of Preservation Grant Recipient” document
  - Do what you said you would do, in the timeframe you said you would do it
  - Keep NCPC informed of progress
  - Inform NCPC of any changes to project that would impact the completion of the grant
  - Submit project report when project is complete (required)
  - Submit an article for the NCPC Newsletter (required)

## Notice of Grant Application Status

- Non-Awardees
  - “No” doesn’t mean “never”; you can reapply next year for same project or a different project
  - If you did not receive a grant it may not mean there was something wrong with the application, it may simply mean there were many strong applications and difficult choices had to be made
  - Consider asking for feedback, “What would make this a stronger request?”

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## General Rules for Applying for Grants of Any Kind

- Look broadly for funding agencies, especially for smaller projects
- Choose the grant that matches your project
- Give yourself time to research, write and submit documents
- Read through and understand the application, accounting and reporting requirements
- Gather all required information before beginning to fill out the paperwork
- Follow all guidelines and directions

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## General Rules for Applying for Grants of Any Kind

- Answer every question
- Attach every requested document; don't give more or less documentation than what is asked for
- Check spelling and grammar; check again
- Have someone who hasn't seen the document read it through for errors and for comprehension
- Be sure to sign and date the document
- Double check that you have included all requested information, filled in all the blanks, checked all the boxes, etc.

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## General Rules for Applying for Grants of Any Kind

- Send the application in the document format requested (paper copy, PDF, MS Word, etc.)
- If there is a review option prior to submission, take advantage of it
- Know the application deadline and plan to get it there at least 1-2 days in advance of the deadline

NCPC Preservation  
Grant Deadline  
March 15th



## Become a Member

Since 1989, the North Carolina Preservation Consortium has been committed to preserving tangible and intangible heritage for present and future generations. You can help us in this mission by becoming an NCPC member.

Members are eligible for discounts on workshop and conference registration fees. Institutional Members are eligible to apply for grants. For information on other member benefits, please see our website.

<https://ncpreservation.org>