

The New York Preservation Archive Project

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2017 Archival Assistance Fund Application Form

The Archival Assistance Fund was established by the New York Preservation Archive Project to assist historic preservation-related not-for-profit organizations and other similar institutions in identifying and maintaining their archival resources and organizational documents. With this fund specifically targeted to the preservation community, the Archive Project hopes to instill a lasting archival mindset in the New York City preservation civic sector. Applicants must demonstrate their collection's significance to the history of historic preservation in New York City.

Projects and expenses may include, but are not limited to, hiring an archival consultant; creating an archival policy; performing a survey of archival collections; the creation of collection inventories and finding aids; collections processing; the purchase of archival supplies and materials; increasing public accessibility to collections; scanning and digitization; and the creation of new management strategies for operational records. The Archival Assistance Fund does not require a matching grant.

The New York Preservation Archive Project is a not-for-profit organization dedicated to documenting, preserving, and celebrating the history of historic preservation in New York City. Recognizing the instructive and inspirational importance of this history to the continued health, success, and growth of preservation in our city, the Archive Project hopes to bring these stories to light through public programs, oral histories, and the creation of public access to information.

Inquiries: Please contact Matthew Coody at mcoody@nypap.org.

Deadline: July 31, 2017 (*application must be postmarked by this date*)

Notification: August 31, 2017 (*the review process will be completed within one month of the application deadline, and applicants will be notified via email once the review process is complete*)

Please return completed application to: New York Preservation Archive Project
174 East 80th Street
New York, NY 10075

Part I

Name of Institution/Organization:

1. Does your institution/organization have 501(c)(3) status? ____ If so, please attach IRS determination letter of tax-exempt status.

Mission of Institution/Organization:

Address of Institution/Organization:

Contact: Name:

Telephone:

Email:

Part II

Please respond to the following questions (*attach additional pages as needed*).

Archival Collection Details:

1. What type of materials are included within your collection? (*e.g. operational records, fieldwork files, photographs, manuscripts, audiovisual materials, digital files, etc.*)
2. What is the approximate size of your collection?
3. Where is your collection held?
4. Is your collection publically accessible?
5. Does your organization have archival policies in place? (*If so, please attach*)
6. What other tools does your organization have to manage its records? (*e.g. records retention schedules, collection surveys, inventories, finding aids, etc.*)
7. Explain how your organization's archival collections are significant to the history of historic preservation in New York City.

Project Details:

1. **Project Title**
2. **Project Abstract** (150 words maximum)
3. **Project Description** (500 words maximum)
 - Proposed project and needs to be addressed
 - Project goals and expected outcomes
 - Expertise and resources required
4. **Project Timeline**
 - Work schedule, including outline of steps and estimated time of completion
5. **Project Budget** (*Up to \$10,000 has been set aside for eligible projects. Typical grants will be awarded in the amount of \$500-\$2,500*)
 - Amount requested
 - Proposed budget setting forth estimated expenses

CHECKLIST

- Application Part I:** Institution/Organization Details & Contact Information
- Application Part II:** Collection & Project Details (including Project Timeline & Budget)
- Any supplementary material such as photographs, website links, etc. (*optional*)