

# The New York Preservation Archive Project

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## New York Preservation Archive Project's

### *Shelby White & Leon Levy Archival Assistance Grants Initiative*

## 2022 Grant Application Form

The **New York Preservation Archive Project** originally established the Initiative in 2013 to assist historic preservation-related not-for-profit organizations and similar institutions in identifying and maintaining their archival resources. Now, with the generous assistance of the Leon Levy Foundation, the Initiative is being revitalized with a new round of grants in 2022.

The Archive Project and the **Leon Levy Foundation** hope to instill a lasting archival mindset in New York City's preservation civic sector. Applicants must demonstrate their project or collection's significance to the story of historic preservation in New York City.

Scope: 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. Grants awarded by the Shelby White and Leon Levy Archival Assistance Grants Initiative do not require a matching grant.

*[The New York Preservation Archive Project](#) is a not-for-profit organization dedicated to documenting, preserving, and celebrating the story of historic preservation in New York City. Recognizing the importance of this history to the continued health, success, and growth of preservation in our city, the Archive Project brings these stories to light through public programs, oral histories, and public access to information. The [Leon Levy Foundation's](#) Archives and Catalogues Program helps humanities and conservation organizations to catalogue, preserve, digitize and help build archives and digital archives to provide critical access to information, documents, letters, photos, correspondence, printed and oral accounts, music, video and countless other treasures in their collections.*

**Inquiries:** Please contact NYPAP Executive Director Brad Vogel at [bvogel@nypap.org](mailto:bvogel@nypap.org)

**Deadline:** May 20, 2022 (application must be emailed to [info@nypap.org](mailto:info@nypap.org) by this date)

**Notification:** August 2022 (the review process will be completed within two months of the application deadline, and applicants will be notified via email once the review process is complete)

## **Part I**

### **Name of Institution/Organization:**

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

### **Mission of Institution/Organization (briefly):**

### **Physical 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, audiovisuals, digital, time period, etc.*)
2. What is the approximate size of your collection?
3. Where is your collection held?
4. Is your collection publicly accessible?
5. Does your organization have archival policies in place? (*If so, please include or link*)
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 story of historic preservation in New York City (*and is there a particular period within your collection you will focus on?*).
8. If applicable, please let us know if this project is urgent and why.

### **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** (project to be completed within one year of award)
  - Work schedule, including outline of steps and estimated time of completion
5. **Project Budget** (*Up to \$12,000 has been set aside for eligible projects this year. Typical grants will be awarded in the amount of \$500-\$2,500*)
  - Amount requested
  - Proposed project 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*)