

The New York Preservation Archive Project

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New York Preservation Archive Project

Shelby White & Leon Levy Archival Assistance Grants Initiative

2023 Grant Application Form

The **New York Preservation Archive Project** established this Initiative to assist historic preservation-related not-for-profit organizations and similar institutions in identifying and maintaining their archival resources. Generous assistance from the **Leon Levy Foundation** in 2022 allowed the Initiative to be reinvigorated with a new round of grants, and we are now embarking upon a second year of grants for 2023.

The Archive Project and the **Leon Levy Foundation** hope to promote the importance of safeguarding archival records and support those working in New York City's civic preservation 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; creating collection inventories and finding aids; collections processing; purchasing 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.

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[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 catalog, 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 Executive Director Brad Vogel at bvogel@nypap.org

Deadline: May 20, 2023 (*application must be emailed to info@nypap.org by this date*)

Notification: by July 30, 2023 (*applicants will be notified via email once the review process is complete*)

**Please fill out the form and provide the attachments noted in the subsequent pages of this document.

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Part I

Name of Institution/Organization:

Does your institution/organization have 501(c)(3) status? Y/N

If so, please include a copy of your IRS determination letter of tax-exempt status.

Mission of Institution/Organization (briefly):

Physical Address of Institution/Organization:

Contact: Name:

Telephone:

Email:

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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 publicly accessible?
5. Does your organization have archival policies in place?
(*If so, please include or provide 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.

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Part II, continued

Project Details:

1. Project Title

2. Project Abstract (150 words maximum)

3. Project Description (500 words maximum)

Please address:

- Proposed project and needs to be addressed
- Project goals and expected outcomes
- Expertise and resources required

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4. Project Timeline

Please include: Work schedule, including outline of steps and estimated time of completion

5. Project Budget (*Typical grant awards are \$500-\$2,500*)

- Amount requested
- Proposed project budget detailing 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*)