

SHELBY WHITE & LEON LEVY ARCHIVAL ASSISTANCE GRANTS INITIATIVE

2024 Grant Application

OVERVIEW

In keeping with our mission to document, preserve, and celebrate the history of historic preservation in New York City, the **New York Preservation Archive Project** established the Shelby White & Leon Levy Archival Assistance Grants Initiative to help historic preservation-related not-for-profit organizations and similar institutions identify and maintain their archival resources related to stories of historic preservation. 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 third year of grants for 2024. 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. Applications from all five boroughs are welcome. Archives that document New York City history but do not tell a historic preservation story do not fall within the qualifications of this grant program. Grants awarded by the Shelby White and Leon Levy Archival Assistance Grants Initiative do not require a matching grant. Applying through a fiscal sponsor is permitted.

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
- creation of new management strategies for operational records

Preservation-related collections may focus on themes including but not limited to:

- landmarking & National Register listing efforts
- preservation policy work
- grassroots efforts to save community sites
- institutional history of preservation organizations
- contributions of prominent preservationists
- work to preserve, restore, or rehabilitate historic resources

DEADLINE: May 1, 2024 at 11:59pm EST

NOTIFICATION: by July 30, 2024 (applicants will be emailed once review process is complete)

GRANT PERIOD: All projects must be completed with a standardized report submitted by November 1, 2025.

INQUIRIES: Please contact Executive Director Emily Kahn or Jeffe Fellow Katie Heiserman at info@nypap.org. We encourage prospective applicants to contact us about any questions, including eligibility and whether your proposed project falls within our grant guidelines.

ABOUT THE FUNDERS

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.

APPLICATION CHECKLIST

Part I: Contact Information & Organization Details

Part II: Collection & Project Details

Part III: Supplementary Materials

Please review this page before beginning your application. Press next below to fill out the application. Please note the maximum word counts at the bottom of long text questions.

APPLICATION PART I

Contact Information & Organization Details

Contact Information

Name *

Title *

Pronouns

Email Address *

example@example.com

Phone Number *

Please enter a valid phone number.

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Organization Details

Institution/Organization Name *

Address (if different from contact address)

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Email Address (if different from contact email)

example@example.com

Phone Number (if different from contact phone number)

Please enter a valid phone number.

Organization Website

Organization Social Media

Organization Mission Statement *

Maximum 200 words:0/200

Does your institution/organization have 501(c)(3) status? If so, please upload a copy of your IRS determination letter of tax-exempt status below. *

Yes

No

Other

Fiscal Sponsor

(if applicable)

Non tax-exempt applicants conducting charitable work are permitted to apply with a fiscal sponsor. The fiscal sponsor must be a tax-exempt organization that assumes the administrative, programmatic, financial, and legal responsibility for purposes of the requirements of this grant.

If you are not using a fiscal sponsor, please skip this page and leave the questions blank

Is another organization serving as a fiscal sponsor for this project? If so, please check the box and upload a copy of the fiscal sponsor's IRS determination of tax-exempt status below.

Yes, we are using a fiscal sponsor

Fiscal Sponsor Name

Fiscal Sponsor Address

Street Address

Street Address Line 2

Fiscal Sponsor Email Address

example@example.com

Fiscal Sponsor Phone Number

Please enter a valid phone number.

Fiscal Sponsor Website

Fiscal Sponsor Social Media

Fiscal Sponsor Mission Statement *

Maximum 200 words:0/200

Please describe the fiscal sponsor's relationship to the project

Maximum 200 words:0/200

Do the financials submitted on the following page pertain to the fiscal sponsor or the applicant?

Applicant

Fiscal sponsor

Organization Financials

Operating Budget *

2023 Revenue *

2023 Expenses *

Grant History

Have you received this grant previously? *

Yes

No

Not sure

If you have received this grant previously, please specify when you received the award(s), for what amount(s), and whether you are applying for the same or a different archival project.

Maximum 250 words:0/250

APPLICATION PART II

Collection & Project Details

Archival Collection Details

What type of materials are included within your collection (e.g. operational records, fieldwork files, photographs, manuscripts, audiovisual materials, digital files, etc.)? *

Maximum 150 words:0/150

What is the approximate size of your collection? *

Maximum 150 words:0/150

Where is your collection held? *

Maximum 150 words:0/150

Is your collection publicly accessible? *

Maximum 150 words:0/150

Does your organization have archival policies in place? *

Maximum 150 words:0/150

What other tools does your organization have to manage its records (e.g. records retention schedules, collection surveys, inventories, finding aids, etc.)? *

Maximum 150 words:0/150

Explain how your organization's archival collections are significant to the story of historic preservation in New York City. *

Maximum 500 words:0/500

Proposal Request

Project Title *

Amount Requested *

Typical grant awards are \$500-\$2,500.

Project Abstract. *

Maximum 150 words:0/200

Project Description (include the project goals, expected outcomes, and the expertise and resources required for completion). *

Maximum 500 Words:0/150

Project Timeline (include your work schedule, including outline of steps and estimated time of completion.) *

Additional Information (optional)

Provide up to three links related to your organization's work or application.

Attach up to five photos below related to your organization's work or application. Please write a brief caption with photo credits for each photo.

Maximum 300 words:0/300

APPLICATION SUBMISSION

USAGE OF MATERIALS

The **New York Preservation Archive Project** and the **Leon Levy Foundation** ("the Funders") may share information about the projects that have received funding. Application materials, including photographs and text, may be used by the Funders for educational and publicity purposes via printed material, public events, and postings online and on social media.

Photographs of the project which have been taken by the Funders may be made available to the public and used for promotional purposes.

By executing this release and consent, I hereby consent to the publication of photographs and other application materials relating to the project for which I receive financial assistance, and I hereby authorize the Funders to print, publish, or post pictures of the project and to make application materials available to the public.

LEGAL AUTHORIZATION

I certify that all the information contained in this application is true and accurate and that I am authorized to apply for this grant on behalf of the institution or organization and to enter into an agreement if the grant is awarded.

Name

Date

Month Day Year