



## LSTA Request for Proposal Conservation/Preservation Grant

### I. Grant Program

The State Library of Ohio in partnership with the Ohio Preservation Council is pleased to announce the availability of LSTA funds for libraries to conserve a single item or preserve a small discrete group of items within their collections. The item(s) selected for conservation/preservation should be unique, valuable (culturally or monetarily), and as a cultural artefact speak to the mission and values of the applying institution. All analog formats, including book and paper, object, and artwork are appropriate.

Under this special program, *prospective applicants must attend a 3 hour class at the State Library of Ohio on June 16<sup>th</sup>* that will prepare them for submitting a successful application. Prospective applicants will leave the class with knowledge of the criteria for selecting materials for conservation/preservation, basic evaluation considerations, finding a conservator, working with conservators, contracts and insurance, and treatment documentation.

Participation in the class, Special Collections Conservation, is part of the application process and is therefore mandatory. The class will be provided free of charge by the Ohio Preservation Council.

Funds may be used for:

- Conservation services (contractual fees) provided by a conservation lab or independent conservator
- Archival supplies for preservation/rehousing of a distinct collection
- Travel for conservation/preservation consultation or material transport
- Packaging and shipping for material transport
- Note: Funds NOT ALLOWABLE for digitization or reformatting projects

### II. Eligibility Requirements

- Public libraries must be eligible to receive Public Library Funds (PLF).
- School libraries must be located in a school that is accredited by the state.
- Academic libraries must be part of an accredited institution of higher learning.
- Special libraries must be willing to share their resources.
- Library Consortia are those library networks, professional associations, and regional library systems identified in "Libraries in Ohio," LSTA Five-Year Plan.

Other types of cultural heritage organizations may participate so long as a library is the lead applicant. For example, if a library is applying to conserve and rehouse important letters in their collection and are also aware that a historical society has complementary holdings that add to the breadth of this resource, the library may include the conservation of the historical societies' letters in their application.

### III. Programmatic Guidelines

Funding available for individual proposals is up to \$4999. Only one grant submission per institution. Conservation/Preservation proposals over \$4999 may be submitted but applying institutions must be able to provide the necessary additional funding. *For example, if a project requires \$6000, the applying institution must be able to provide \$1001 to cover costs.*

Up to 15 potential institutions will be accepted into the mandatory three hour Special Collections Conservation preparatory class. Up to 15 grants, one per institution, may be awarded.

Up to 3 staff members per institution may attend the three hour Special Collections Conservation preparatory class, but only one application per institution may be submitted.

### IV. Format

- The request for funding should address all elements in Section V.
- Be in a font size no smaller than 12.
- Be signed by the appropriate administering official.
- Include a Title Page with all required information in the format indicated on the Title Page Guidelines, <https://library.ohio.gov/documents/sample-title-page/>. This includes:
  - Name and contact information for project coordinator.
  - Name and contact information for fiscal coordinator.
  - Name and signature of administering official and treasurer, and Legislative information for U.S. House, Ohio House, and Ohio Senate.
- Include a budget using the budget form, located at: <https://library.ohio.gov/documents/budget-form/>

### V. Elements to be included in the Application

Title Page: <https://library.ohio.gov/documents/sample-title-page/>

#### Item Description Form

In a brief narrative, not to exceed one page, indicate why you have selected the item(s) for preservation/conservation. Describe how conserving this item will be of benefit and value to the library and the community it serves. Indicate the activities which will be undertaken as part of the conservation, how you selected the conservation services and/or supplies, who will be responsible for the oversight of the project, and a timeline of key dates.

Budget: <https://library.ohio.gov/documents/budget-form/> Only the federal column needs to be completed unless additional funds are being provided for the project).

Appendices:

Each application must include the following:

- A formal quote for conservation services or supplies
- Treatment Proposal for conservation service
- If item is cataloged, copy of bibliographic record
- A letter of support from the institution's administrator with a statement of commitment if any additional funds are necessary.

Additional details and information will be included as part of the workshop curriculum.

## VI. Timeline

Registration for Special Collections Conservation class opens April 5 and closes May 20, 2016 at 5:00 PM, or when the maximum capacity of 15 institutions is reached. Registration will be announced on April 5 and applicants may register at: <https://library.ohio.gov/events/2016-06/>

- The mandatory Special Collections Conservation class will take place on June 16, 2016 at the State Library from 9:30-12:30.
- Grant applications are due to the State Library on August 24, 2016.
- Grant applications will be reviewed by a team of State Library staff and Ohio Preservation Council members.
- Successful grant applicants will be notified on or by September 28, 2016.
- Grant projects will start November 1, 2016 and must be completed by September 30, 2017.

**Questions?** For LSTA questions contact Missy Lodge ([mlodge@library.ohio.gov](mailto:mlodge@library.ohio.gov)) or Cindy Boyden ([cboyden@library.ohio.gov](mailto:cboyden@library.ohio.gov)). For questions regarding the mandatory class or conservation/preservation contact Holly Prochaska ([holly.prochaska@uc.edu](mailto:holly.prochaska@uc.edu)).