

WRITING YOUR PAG

MARCH 1,
2017

NORTHEAST DOCUMENT CONSERVATION CENTER

AGENDA

- **Preservation Assistance Grants**
 - Eligibility
- **The Review Process**
 - Who are the reviewers?
 - What is the criteria?
- **The Application**
 - Information Gathering
 - Writing the Narrative
 - Working with Consultants
- **Discussion with Mary Downs, NEH Senior Program Officer, Division of Preservation & Access**

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PRESERVATION ASSISTANCE GRANTS

- Intended for small and medium sized institutions
- Maximum award of \$6,000
- **Application is due : May 2, 2017**
- 18 month grant timeline, beginning January 2018
- Can combine projects in single application
 - Consultation and supplies
 - Supplies and Training
 - Consultation and Training, etc

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PRESERVATION ASSISTANCE GRANTS

<http://www.neh.gov/grants/guidelines/pag.html>



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PRESERVATION ASSISTANCE GRANTS

Who is eligible?

- US nonprofit organizations
- State and local government agencies
- Federally recognized tribal governments

Applicants must:

- Care for and have custody of humanities collections
- Have the equivalent of a full-time staff member (paid or unpaid)
- Make collections available to the public

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PRESERVATION ASSISTANCE GRANTS

What projects are eligible?

- Preservation needs assessments

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PRESERVATION ASSISTANCE GRANTS

What projects are eligible?

- Preservation needs assessments
- Collection-level assessments

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PRESERVATION ASSISTANCE GRANTS

What projects are eligible?

- Preservation needs assessments
- Collection-level assessments
- Consultations to address a specific problem
 - Environmental monitoring
 - Designing new or re-organized storage
 - Integrated pest management

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PRESERVATION ASSISTANCE GRANTS

What projects are eligible?

- Preservation needs assessments
- Collection-level assessments
- Consultations to address a specific problem
- Purchasing supplies and equipment
 - Specialized storage furniture
 - Preservation supplies
 - Environmental monitoring equipment

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PRESERVATION ASSISTANCE GRANTS

What projects are eligible?

- Preservation needs assessments
- Collection-level assessments
- Consultations to address a specific problem
- Purchasing supplies and equipment
- Education and training
 - On-site instruction
 - Attendance at workshops/webinars

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PRESERVATION ASSISTANCE GRANTS

Questions about eligibility?

Contact the NEH Division of Preservation & Access:

202.606.8570

preservation@neh.gov

<http://www.neh.gov/grants/guidelines/pag.html>

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PRESERVATION ASSISTANCE GRANTS

The screenshot shows the Grants.gov homepage. At the top, there is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. A search bar is located on the right with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the navigation bar, there is a "Grants.gov Workspace" section with a video player and a "What is Workspace?" link. To the right, there is a "Grants.gov Updates" section with links to "Grants.gov Calendar", "Grants.gov Notices", "Grants.gov Releases", "Grants.gov Blog", "DATA Act Section 5 Pilot Program Presentation", "Financial Assistance", and "Suspect Fraudulent Activity?". Below these sections, there is a "Find Open Grant Opportunities" section with a table of funding opportunities.

Funding Opportunity Number	Opportunity Title	Agency
USGS-16-FA-0045	Notice of Intent - Gulf Coast Carbon Center Collaboration on Carbon Sequestration Capacity Evaluation	Geological Survey
P16A00044	Hydrologic Control, Formative Geomorphology, and Physical Habitat of Sandbars in the Nidzara River, Nebraska	National Park Service
RFA-16-15-000006	BERSAMA - Gender Based Violence Prevention Program in Eastern Indonesia	Indonesia USAID-Jakarta
RFA-16-15-000001	USAID/Kosovo-Expanding Participation of People with Disabilities Program	Kosovo USAID-Prishtine
ED-GRANTS-020216-001	Office of Postsecondary Education (OPE): Educational Opportunity Centers (EOC) Program CFDA Number 84.006A	Department of Education

www.grants.gov

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THE REVIEW PROCESS

THINK LIKE A REVIEWER!

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THE REVIEW PROCESS

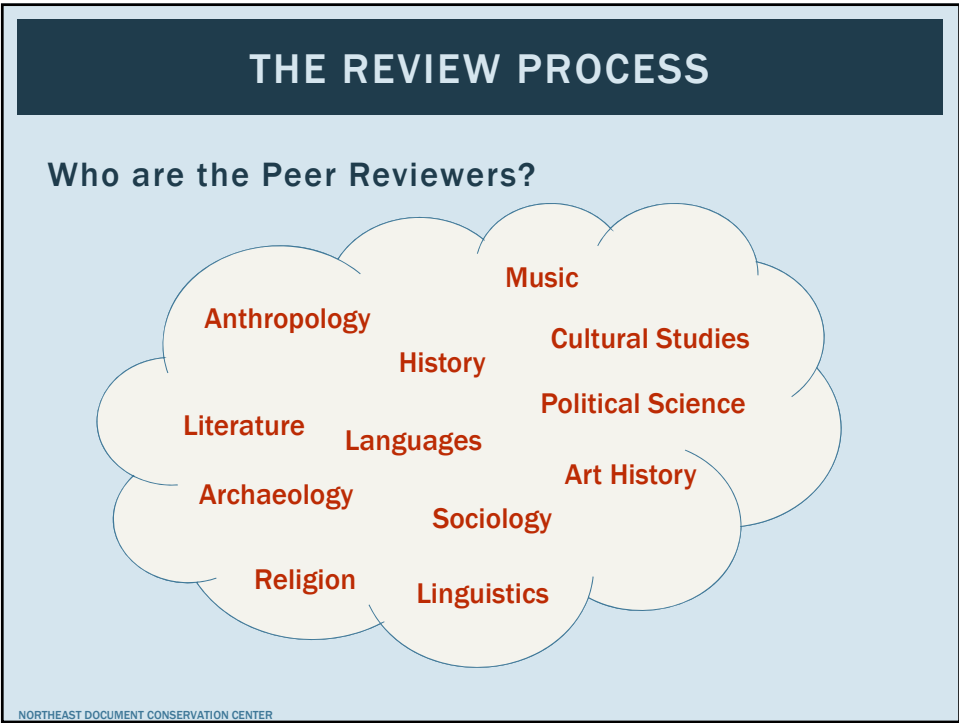


SENIOR PROGRAM OFFICER

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THE REVIEW PROCESS

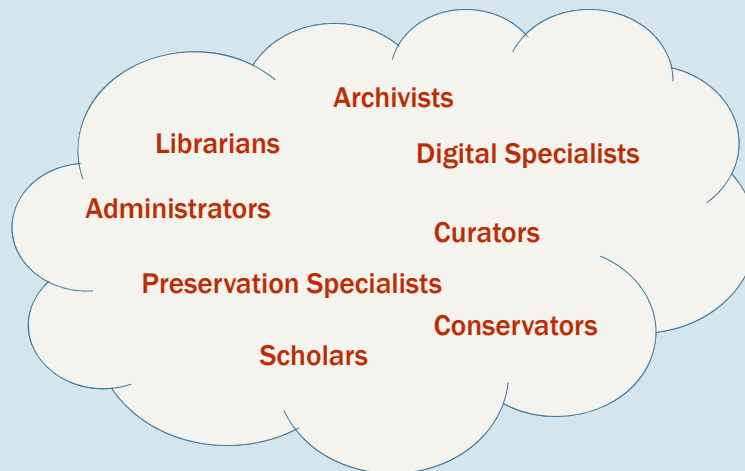
Who are the Peer Reviewers?



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THE REVIEW PROCESS

Who are the Peer Reviewers?



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THE REVIEW PROCESS

THINK LIKE A REVIEWER!

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THE REVIEW PROCESS

What are the Peer Reviewers looking for?

- Quick grasp of context – understand the needs at your institution
- Concise description of the project and goals
- Clear understanding of how this advances the humanities

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INFORMATION GATHERING

- **Who are you?**
 - Mission statement
 - Collecting scope
 - Statistics about staff size, hours
 - Annual operating budget
 - Hours of operation

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INFORMATION GATHERING

- **Who are you?**
- **Who is your audience?**
 - Number of visitors per week, month, year
 - Description of types of visitors/users

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INFORMATION GATHERING

- Who are you?
- Who is your audience?
- How do you serve your audience?
 - Catalogues, finding aids, other reference tools
 - Exhibits, special events and programming

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INFORMATION GATHERING

- Who are you?
- Who is your audience?
- How do you serve your audience?
- How are your collections used?
 - Publications
 - Exhibits and events
 - Other outcomes

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INFORMATION GATHERING

- Who are you?
- Who is your audience?
- How do you serve your audience?
- How are your collections used?
- What steps have you taken to care for your collections?
 - Rehousing and reorganization projects
 - Environmental monitoring
 - Low-cost and no-cost activities count!

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INFORMATION GATHERING

- Who are you?
- Who is your audience?
- How do you serve your audience?
- How are your collections used?
- What steps have you taken to care for your collections?

Build credibility with your examples and data!

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THE APPLICATION

THINK LIKE A REVIEWER!

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WRITING THE NARRATIVE

- A. What activity or activities would the grant support?
- B. What are the content and size of the humanities collections that are the focus of this project?
- C. How are these humanities collections used?
- D. What is the nature and mission of your institution?
- E. Has your institution ever had a preservation or conservation assessment or consultation?
- F. What is the importance of this project to the institution?
- G. What are the names and qualifications of the consultant(s) and staff involved in the project?
- H. What is the plan of work for the project?

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WRITING THE NARRATIVE

A. What activity or activities would the grant support?

THINK: What's your elevator speech?

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WRITING THE NARRATIVE

A. What activity or activities would the grant support?

B. What are the content and size of the humanities collections that are the focus of this project?

THINK: What makes your collection interesting to humanities research and education?

THINK: Play up your strengths

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WRITING THE NARRATIVE

- A. What activity or activities would the grant support?
- B. What are the content and size of the humanities collections that are the focus of this project?
- C. How are these humanities collections used?

THINK: What are you doing to get your collections out there?

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WRITING THE NARRATIVE

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- D. What is the nature and mission of your institution?

**THINK: Is this a small- or mid-sized institution?
Use your data.**

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- E. Has your institution ever had a preservation or conservation assessment or consultation?

THINK: Is this project based on a recommendation from an assessment? What preservation needs have been identified in the past?

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WRITING THE NARRATIVE

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- F. What is the importance of this project to the institution?

THINK: What have you done so far, with existing resources? What is the context of this project?

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- G. What are the names and qualifications of the consultant(s) and staff involved in the project?

THINK: What qualified people do you have signed on to make this project a success?

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- H. What is the plan of work for the project?

THINK: Will you be able to successfully complete this project within the grant period?

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WRITING THE NARRATIVE

WRITE → REVIEW → REWRITE → REVIEW → REWRITE

- Avoid jargon, buzzwords, in-house abbreviations, etc.
- Ask others to review your draft (colleagues, consultants, peers from other institutions, . . .)
- Spell check, grammar check – get the basics right!
- Follow directions!

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THE APPLICATION

Working with Consultants

- Choose the right person for this project
 - Do they understand the preservation needs of your collection?
 - Archival collections vs. museum collections
 - Paper vs. artifacts vs. audiovisual
- Will their education and experience help you achieve your project goals?

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THE APPLICATION

Working with Consultants

- How do you find the right person for the project?
 - Speak with an NEH program officer
 - Talk to colleagues at peer institutions
 - Shop around!
 - Contact regional preservation centers for recommendations: <http://www.rap-arcc.org>

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THE APPLICATION

Working with Consultants

- Discuss your project
- Letter of commitment
 - Specific goals and deliverables
 - Correspond with grant narrative
- Résumé

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THE APPLICATION

Developing a Budget

- Cost sharing isn't required, but may be relevant for larger projects
- Include any services, supplies, etc. that are central to your narrative
 - Fees plus travel costs for consultants
 - Supplies
 - Equipment
 - Training
- Double-check your math!

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THE APPLICATION: REVIEW

Do:

- Write simply
- Be explicit
- Play to your strengths
- Emphasize value to the Humanities
- Double check everything!

Do Not:

- Use jargon, abbreviations
- Make vague claims
- Dwell on weaknesses
- Assume reviewers will know about your collection & it's value
- Rely on spellcheck

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MARY DOWNS
SENIOR PROGRAM OFFICER,
DIVISION OF PRESERVATION &
ACCESS, NEH

NEH Q&A

Preservation Assistance Grants for Smaller Institutions

- NEH's outreach program
- Nearly 2,000 awards since 2000
- Awards up to \$6,000, easy to write, no cost-share
- Deadline: May 2, 2017
- Projects begin: January 2018



Special Encouragements

- Encourage applications from institutions that have never applied to NEH
- Special encouragement for presidentially designated institutions and tribes (HBCUs, Hispanic-serving, tribal colleges)
- Guidelines are posted at: www.neh.gov

New Special Encouragements in 2016

- Develop disaster plans
- Emphasis on emerging professionals: encourage consultants to work with advanced students or recent grads from preservation programs
- Encourage consultants and institutions to employ sustainable strategies for collections care

Types of Humanities Collections

- Books, journals, archives, and manuscripts
- Prints and photographs
- Moving images and sound recordings
- Architectural and cartographic records
- Decorative and fine art objects
- Furniture, textiles, and historical objects
- Archaeological and ethnographic artifacts
- Digital materials

in archives, libraries, special collections, university art museums and galleries, archaeology labs, historic houses, historical societies, public records offices, tribal cultural centers, etc.

What Makes a Good Proposal?

- Make a strong case for humanities significance
- Describe collections in detail
- Bring collections to life with discussions of exhibitions, educational programs, research
- Develop a detailed work plan
- Discuss with consultants or peers beforehand
- Know the review process
- Get reviewers' comments

What Makes a Good PAG Proposal?

- Answers: why is project important at this time?
- Includes recommendations from previous assessment
- Applicant works with consultant to define goals
- Includes letter of commitment from the consultant
- Letter of commitment matches activities in proposal and plan of work
- Leaves no questions unanswered

PAG Evaluation Criteria

- The collections and their use in education, research, or public programming in the humanities
- The proposed activities and the justification of their importance to the institution
- The adequacy of the plan of work

Resources

- NEH Web site - www.neh.gov
- Guidelines
- Sample Narratives
- Funded Projects Database
- Feature Articles - 50 States of Preservation
- General preservation mail - preservation@neh.gov
- Register on grants.gov

Contact Info

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preservation@neh.gov
202-606-8570

www.nedcc.org

<http://www.neh.gov/grants/guidelines/pag.html>

THANK YOU!

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