

# A Guide to Historic Preservation, Arts & Cultural Institutions, & Tourism Funding Opportunities and Incentives

*How to Navigate the Funding Process*

U.S. Senator Kirsten E. Gillibrand

New York



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*\*Note: This document will be continuously updated as information becomes available.*

## Table of Contents

<b>Introduction .....</b>	<b>6</b>
<b>About This Guidebook .....</b>	<b>7</b>
1) Job Opportunities for Low-Income Individuals (JOLI) .....	7
2) New York State Assembly’s <i>Grants Action</i> News .....	7
<b>Section I: National Park Service Loans and Grants .....</b>	<b>8</b>
1) American Battlefield Protection Program (ABPP).....	8
2) Certified Local Government Grant Programs (CLG) .....	9
3) Historically Black Colleges and Universities (HBCUs) Grant Program .....	10
4) National Center for Preservation Technology and Training (NCPTT).....	10
5) Native American Graves Protection and Repatriation Act Program Grants (NAGPRA) .....	11
6) Preserve America Grant Program.....	12
7) Save America’s Treasure’s Grant Program.....	13
8) Tribal Heritage Grants.....	14
9) National Heritage Areas Program (NHA).....	14
10) National Trails System.....	16
11) Rivers, Trails, and Conservation Assistance Program (RTCA).....	17
<b>Section II: National Endowment for the Arts (NEA) .....</b>	<b>18</b>
1) Arts and Artifacts Indemnity Program: Domestic Indemnity.....	18
2) Access to Artistic Excellence Grant Program.....	19
3) NEA New Play Development Program (NPDP) .....	20
4) Universal Design Leadership Program .....	20
5) Challenge America Fast-Track Review Grants .....	21
<b>Section III: National Endowment for the Humanities (NEH) .....</b>	<b>23</b>
1) America’s Historical and Cultural Organizations: Planning and Implementation Grants .....	23
2) Bridging Cultures: Planning and Implementation Grants for Academic Forums and Program Development Workshops.....	24

3) Challenge Grants .....	24
4) Digital Humanities Startup Grants .....	25
5) Humanities Collections and Reference Resources Grant Program .....	26
6) Preservation and Access Education and Training .....	27
7) Preservation and Access Research and Development .....	27
8) Preservation Assistance Grants for Smaller Institutions .....	28
9) Rediscovering Afghanistan Program .....	28
10) Sustaining Cultural Heritage Collections .....	29
<b>Section IV: Institute of Museum and Library Services (IMLS) .....</b>	<b>31</b>
1) Institute of Museum and Library Services Grant Applications Eligibility Requirements .....	31
2) 21st Century Museum Professionals .....	34
3) American Heritage Preservation Grants .....	35
4) Connecting to Collections Statewide Implementation Grants .....	35
5) Conservation Assessment Program (CAP).....	36
6) Conservation Project Support.....	37
7) Museum Assessment Program (MAP).....	37
8) Museums for America .....	39
9) Museum Grants for African American History and Culture.....	40
10) National Medal for Museum and Library Service .....	41
11) National Leadership Grants .....	42
12) Native American Library Services Basic Grants.....	44
13) Native American Library Services Enhancement Grants .....	45
14) Native American Museum Services Program .....	46
15) Sparks! Ignition Grants .....	47
<b>Section V: New York State Office of Parks, Recreation and Historic Preservation (NYS OPRHP).....</b>	<b>49</b>

1) Environmental Protection Fund: State Funded Programs .....	49
2) Acquisition Matching Grants .....	49
3) Heritage Areas Program .....	49
4) Historic Preservation Program.....	50
5) Parks Program .....	50
6) Zoos, Botanical Gardens and Aquariums (ZGBA) Grant Program .....	51
7) Snowmobile Trail Grant Program .....	52
Federally Funded Programs .....	52
8) Recreational Trails Program .....	52
<b>Section VI: New York State Council on the Arts (NYSCA) .....</b>	<b>54</b>
1) Architecture, Planning and Design.....	54
2) Capital Projects .....	55
3) Dance Program.....	56
4) Electronic Media and Film.....	56
5) Museum Program.....	57
6) Special Arts Services .....	57
7) State and Local Partnerships.....	58
8) The Theatre Program .....	59
<b>Section VII: New York State Canal Corporation.....</b>	<b>60</b>
<b>Section VIII: Underground Railroad Network to Freedom Program.....</b>	<b>61</b>
<b>Section IX: Federal Highway Administration Recreational Trails Program (RTP) Grants .....</b>	<b>63</b>
<b>Section X: Transportation and Transit Enhancement (TE) Programs .....</b>	<b>64</b>
<b>Section XI: Letters of Support from Senator Gillibrand .....</b>	<b>66</b>



## Introduction

Dear Fellow New Yorker,

I want to take this opportunity to provide you with some important information on funding opportunities for historic preservation, the arts and cultural tourism. New York has some of the most valuable historical and natural landmarks in the country, as home to over 250 National Historic Landmarks as designated by the National Park Service. This is by no means, however, the extent of New York's cultural and historical significance and every day, New Yorkers are uncovering new pieces of our state's past and looking to highlight another part of our state's natural beauty.

Historic and cultural projects not only preserve our past and educate our children, but also serve as economic opportunities for our communities to take advantage of a robust tourism industry. The development and maintenance of these sites is an important responsibility of our communities and organizations, but during these difficult economic times, it is getting harder to secure the funding necessary for this work. To assist in these efforts, the federal and state governments distribute billions of dollars worth of grants and loans each year for historical preservation, museum upkeep and cultural tourism.

Finding the resources that meet your needs in this complex web of agencies can be an impossible task. For this reason, I have created this guidebook to serve as a starting point in providing information about what resources are available to individuals, businesses, community organizations and local governments.

The guidebook is comprised of several different sections, each providing information about grant funding sources, strategies for writing effective grant proposals and ways in which my office can assist you in this process.

My Senate website ([www.Gillibrand.senate.gov](http://www.Gillibrand.senate.gov)) is continually updated with critical information about various funding opportunities that are available to you, how to access them, and where to apply. As you move forward with any grant opportunities, please contact Abraham Hiatt, my Grants Director, for letters of support. You can reach him in my Washington, D.C. Office at [Grants@Gillibrand.Senate.gov](mailto:Grants@Gillibrand.Senate.gov), or (202) 224-4451.

Sincerely,



Kirsten E. Gillibrand

## **About This Guidebook**

This guidebook provides information about some of the many grant opportunities and incentives available in the areas of historic preservation, arts, cultural institutions, and tourism funding. It consists of information on both state and federal grants, including individual grant eligibility requirements and internet links to more information. Please visit these websites to learn of more opportunities as they are added and contact our office with any assistance that you need.

### **1) Job Opportunities for Low-Income Individuals (JOLI)**

Grants.gov is your source to find and apply for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community.

All applicants must register with Grants.gov before submitting their applications. The multi-step registration process generally cannot be completed in a single day. Applicants who are not already registered should allow at least two weeks to finish the registration process. Step-by-step instructions for registering and submitting applications through Grants.gov are available at [www.grants.gov/GetStarted](http://www.grants.gov/GetStarted). Note that extra time should be allowed for validation of applications by Grants.gov following submission. Applicants who have problems registering, or submitting their applications, should call the Grants.gov help desk at 1-800-518-4726; e-mail [support@grants.gov](mailto:support@grants.gov); or consult the information posted on the Grants.gov Web site at [www.grants.gov/CustomerSupport](http://www.grants.gov/CustomerSupport). The Grants.gov customer service hours are 24 hours a day, 7 days a week; closed on Federal holidays.

For detailed information on how to apply for federal grants through Grants.gov, please visit: <http://www.grants.gov/getstarted/>. In addition, tips for working with Grants.gov are available through the Institute of Museum and Library Service's (IMLS) website at both: <http://www.ims.gov/applicants/grantsgov/tips.shtm>. See also: <http://www.ims.gov/applicants/grantsgov/index.shtm>.

### **2) New York State Assembly's *Grants Action News***

New York State Assembly's *Grants Action News* is a website that announces the most recent grants in New York State. This site has up-to-the-date information on the most recent grants available through the state and federal government.

**Please visit:**

➤ <http://assembly.state.ny.us/gan/>

## **Section I: National Park Service Loans and Grants**

National Park Service grants help protect our nation's significant historic and cultural sites and preserve our diverse cultural heritage. Since its creation, more than \$1 billion has been awarded to Federal, State, and local governments, Native American Tribes, nonprofit organizations and educational institutions for preservation projects in all 50 states and the U.S. Territories.

All grants and loans available through the National Park Service can be found at the following website: <http://www.nps.gov/history/grants.htm>.

### **1) American Battlefield Protection Program (ABPP)**

The National Park Service's American Battlefield Protection Program (ABPP) invites non-profit groups, academic institutions, and local, regional, state, and tribal governments to submit grant applications for the protection of battlefield sites, and sites associated with battlefields, that are located on American soil and/or within U.S. territorial waters.

#### **Additional Information:**

- The purpose of this grant program is to provide seed money for projects that lead directly to the identification, preservation and interpretation of battlefield land and/or historic sites associated with battlefields. Project funding has ranged from \$5,000 to \$80,000.

#### **Eligibility:**

- All grant applications must clearly demonstrate that the proposed activity will contribute directly to the preservation of battlefield land or an associated site. Any project that does not contribute directly to the preservation of battlefield land or an associated site will not be considered for an ABPP battlefield grant.

#### **Contact:**

- Grants Manager  
Kristen McMasters  
Telephone: (202) 354-2037
- Program Chief  
Paul Hawke  
Telephone: (202) 354-2023.

#### **For more information, please visit:**

- <http://www.nps.gov/history/hps/abpp/>

## 2) Certified Local Government Grant Programs (CLG)

The Certified Local Government Grant Program is a preservation partnership between local, state and national governments focused on promoting historic preservation at the grass roots level. The program is jointly administered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs) in each state.

### **Additional Information:**

- By certifying your local community as a CLG, you will be able to access the portion of Federal funds set aside by each SHPO for just CLGs annually. Being a CLG also shows your community's commitment to keeping what is significant from the past for future generations. As a certified town, city, or county seeking other opportunities, it becomes easy to demonstrate a readiness to take on a preservation project and be successful.

### **Eligibility:**

- Most communities are eligible. Contact the NY State representatives below for more information.

### **Contact:**

- Ms. Ruth L. Pierpont, Director  
Field Services Bureau  
NY State Parks, Recreation & Historic Preservation  
Peebles Island P.O. 189  
Waterford, NY 12188-0189  
Phone: 518-237-8643 (x3269)  
Fax: 518-233-9049  
E-mail: [ruth.pierpont@oprhp.state.ny.us](mailto:ruth.pierpont@oprhp.state.ny.us)

### **New York State Contact:**

- Mr. Julian Adams  
CLG Coordinator  
Recreation & Historic Preservation  
Field Services Bureau, Peebles Island  
P.O. Box 189  
Waterford, New York 12188-0189  
Telephone: (518) 237-8643  
Email: [Julian.Adams@oprhp.state.ny.us](mailto:Julian.Adams@oprhp.state.ny.us)

### **For more information, please visit:**

- <http://www.nps.gov/history/hps/clg/index.htm>

### 3) Historically Black Colleges and Universities (HBCUs) Grant Program

In 2009, President Barack Obama signed the American Recovery and Reinvestment Act to jump-start our economy, create or save millions of jobs, and put a down payment on addressing long-neglected challenges so our country can thrive in the 21st century. Included in this Act was \$15 million to be competitively awarded to HBCUs for the preservation of campus buildings listed in the National Register of Historic Places.

#### **Additional Information:**

- Provides matching grants to states, territories, and tribes to preserve historically and culturally significant sites; funding decisions are made by the state historic preservation offices. Sites selected according to 3 basic criteria: historical significance, architectural integrity and threat of structural failure.

#### **Eligibility:**

- All HBCU presidents are provided applications and invited to apply for a grant award. However, only buildings or structures already listed in, or considered eligible by the State Historic Preservation Officer for listing (as evidenced by a letter), in the National Register of Historic Places as of the published deadline for submitting grant applications are eligible for a grant award.

#### **Contact:**

- Linda Hall  
Telephone: 404-507-5779  
Email: [linda\\_hall@nps.gov](mailto:linda_hall@nps.gov)

#### **For more information, please visit:**

- <http://www.nps.gov/history/hps/hpg/HBCU/index.htm>

### 4) National Center for Preservation Technology and Training (NCPTT)

NCPTT seeks innovative projects that advance the application of science and technology to historic preservation. The NCPTT Grants program funds projects that develop new technologies or adapt existing technologies to preserve cultural resources. Projects may include, but are not limited to:

- Laboratory or field research that explores or assesses novel or adaptive methods;
- Training activities, including workshops, and course or curriculum development that promote the use of new or adaptive technologies;
- Documentation using new methods;
- Manuscript or website development that disseminates innovative preservation technologies; and
- Meetings that convene experts to discuss the use of technologies to address preservation problems.

**Additional Information:**

- NCPTT does not fund “bricks and mortar” projects or straight-forward documentation projects using well-established methods.

Grants are awarded competitively with a maximum award of \$25,000 (including indirect costs). All grants require a one-to-one match of cash or in-kind services. Source of the match may be federal or non-federal resources.

**Eligibility:**

- The following organizations are eligible to submit proposals:
  - U.S. universities and colleges,
  - U.S. non-profit organizations: Museums, research laboratories, professional societies and similar organizations in the U.S. that are directly associated with educational or research activity, and
  - Government agencies in the U.S.: National Park Service and other federal, state, territorial and local government agencies, as well as Hawaiian Natives, Native American and Alaska Native tribes and their Tribal Historic Preservation Offices.

Other organizations can participate only as contractors to eligible U.S. partners. Grants funds support only portions of projects that are undertaken or managed directly by U.S. partners. Grant funds can be used in support of projects outside of the U.S., provided the principal organization conducting the work is an eligible U.S. institution and the project’s results address a national preservation need.

**Contact:**

- Sean Clifford  
Telephone: (318) 356-7444  
Email: [sean\\_clifford@nps.gov](mailto:sean_clifford@nps.gov)

For proposal questions, please contact one of the following program chiefs at (318) 356-7444:

- Architecture & Engineering: Andrew Ferrell, ex 256
- Archeology & Collections: Andrew Ferrell, ex 256
- Historic Landscapes: Debbie Smith, ex 259
- Materials Research: Mary Striegel, ex 224

**For more information, please visit:**

- <http://www.ncptt.nps.gov/grants/call-for-proposals-2010/>

## 5) Native American Graves Protection and Repatriation Act Program Grants (NAGPRA)

The National NAGPRA Program awards grants to museums, Indian tribes, and Native Hawaiian organizations for the purposes of assisting in consultation, documentation, and repatriation of Native American human remains and cultural items including funerary objects, sacred objects, and objects of cultural patrimony.

Museums and Federal agencies must consult with known Indian tribes and Native Hawaiian organizations that are, or are likely to be, culturally affiliated or have demonstrated a cultural relationship with the human remains, funerary objects, sacred objects, or objects of cultural patrimony.

**Additional Information:**

- Two types of NAGPRA grants are available: Consultation/Documentation Awards (up to \$90,000) and Repatriation Awards (up to \$15,000).

**Eligibility:**

- The following entities are eligible to apply: An Indian tribe or Native Hawaiian organization, or a museum that has control of Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony and has received Federal funds.

**Contact:**

- Sangita Chari  
Grants Coordinator  
National NAGPRA Program  
Telephone: (202) 354-2203  
Fax: (202) 371-5197  
Email: [Nagpra\\_grants@nps.gov](mailto:Nagpra_grants@nps.gov)

- **For more information, please visit:**  
<http://www.nps.gov/history/nagpra/grants/>

## 6) Preserve America Grant Program

Preserve America grants offer planning funding from the Federal Government to support communities that have demonstrated a commitment to preserving, recognizing, designating, and protecting local cultural resources. Grants are available to assist local economies find self-sustaining ways to promote and preserve their cultural resources through heritage tourism.

**Additional Information:**

- Grants will be awarded through a competitive process and each grant will require a dollar-for-dollar, non-Federal match, which can be in the form of cash or in-kind donated services for grant-assisted work. The grant and the non-Federal match must be expended during the grant period (1 to 2 years). The minimum grant request is \$20,000 Federal share (resulting in a total project cost of \$40,000). The maximum grant request is \$250,000 (resulting in a total project cost of \$500,000).

**Eligibility:**

- Preserve America grants support planning, development, and implementation of innovative activities and programs in heritage tourism such as surveying and documenting historic resources, interpreting historic sites, planning, marketing, and training. Successful applicants will emphasize creative projects that promote and preserve the community's cultural resources. Successful projects will involve public-private partnerships and serve as models to communities nationwide for heritage tourism, education, and economic development.

**Contact:**

- National Park Service  
Telephone: (202) 354-2020  
Email: [nps\\_preserveamerica@nps.gov](mailto:nps_preserveamerica@nps.gov)  
Website: [www.nps.gov/history/hps/hpg/preserveamerica](http://www.nps.gov/history/hps/hpg/preserveamerica)

- **For more information, please visit:**

<http://www.nps.gov/history/hps/hpg/PreserveAmerica/index.htm>

## 7) Save America's Treasure's Grant Program

Save America's Treasures grants provide funding for preservation and/or conservation work on nationally significant intellectual and cultural artifacts and nationally significant historic structures and sites. Intellectual and cultural artifacts include artifacts, collections, documents, sculpture and works of art. Historic structures and sites include historic districts, sites, buildings, structures and objects.

**Additional Information:**

- Grants are awarded through a competitive process to eligible applicants. A dollar-for-dollar, non-Federal match is required. The minimum grant request for collections projects is \$25,000 Federal share; the minimum grant request for historic property projects is \$125,000 Federal share. The maximum grant request for all projects is \$700,000 Federal share. In 2006, the average Federal grant award to collections was \$132,000, and the average award to historic properties was \$223,000.

**Eligibility:**

- This grant is open to everyone, including government agencies.

**Contact:**

- Technical Questions  
Telephone: 202.354.2020 X1  
Email: [NPSGrantHelp@nps.gov](mailto:NPSGrantHelp@nps.gov)

- **For more information, please visit:**

<http://www.nps.gov/history/hps/treasures/index.htm>

Examples of previous grants awarded by the Save America's Treasure's Grant Program in New York State can be found at the following website: <http://grants.cr.nps.gov/treasures/Results.CFM>

## 8) Tribal Heritage Grants

The National Historic Preservation Act of 1966 authorizes grants to federally recognized Indian tribes for cultural and historic preservation projects. These grants assist Indian Tribes, Alaskan Natives, and Native Hawaiian Organizations in protecting and promoting their unique cultural heritage and traditions. Since 1990, more than \$17 million has been awarded to over 460 Indian and Alaskan Native communities.

### **Additional Information:**

- Grants are awarded to assist federally recognized tribes in preserving and protecting their significant cultural and historic resources. The long-term goal is to assist tribes in building sustainable Preservation Programs.

### **Eligibility:**

- Grants are awarded to Federally recognized Indian tribes, Alaskan Native groups, and Native Hawaiian organizations defined as eligible applicants under the National Historic Preservation Act (16 U.S.C. 470w).

### **Contact:**

- New York State Contact:  
Ms. Kathleen Mitchell  
Tribal Historic Preservation Officer  
Seneca-Iroquois National Museum  
Telephone: (716) 945-9427  
Fax: (716) 945-1989  
Email: [bnewsom@penobscotnation.org](mailto:bnewsom@penobscotnation.org)
- National Association of Historic Tribal Preservation Offices:  
Telephone: (202) 628-8476  
Fax: (202) 628-2241  
Email: [info@nathpo.org](mailto:info@nathpo.org)
- **For more information, please visit:**  
<http://www.nps.gov/history/hps/hpg/tribal/index.htm>

## 9) National Heritage Areas Program (NHA)

The National Heritage Areas are individually authorized by Congress and receive funding, technical assistance, and management support from the National Park Service. Heritage area designation provides a vehicle for promoting local economic and cultural vitality by capitalizing on an area's heritage assets, particularly through heritage tourism.

All grants and loans available through the National Heritage Areas Program can be found at the following website: <http://www.nps.gov/history/heritageareas/INDEX.htm>

### **Additional Information:**

- National Heritage Area (NHA) designation begins with a grassroots, community-centered process called a “feasibility study,” rather than with an application or a questionnaire. This is an exciting process that examines a region’s history and resources in depth and also provides a strong foundation for eventual success as a National Heritage Area. Ultimately, it is the United States Congress that designates regions of the country as National Heritage Areas. The National Park Service, as the federal body charged with managing the National Heritage Areas program, frequently testifies as to whether or not a region has the resources and local financial and organizational capacity to carry out the responsibilities that come with designation.

A feasibility study is a report that documents the processes undertaken by the residents of a region to determine whether their landscape has the distinctive resources and local capacity necessary for designation as a National Heritage Area. It examines whether authorization as a NHA is an appropriate strategy for achieving a region’s resource conservation and economic development goals. The feasibility study process explores a number of important factors that inform whether national designation is the best way to achieve a region’s conservation, preservation and economic development goals; it also provides Congress with information regarding the appropriateness of designating the landscape as an NHA.

Funds for the feasibility process can come from a variety of sources. In some cases, Congress will pass a bill directing NPS to complete a study. Under these circumstances, resources are made available as the budget process allows. If a study is undertaken by an entity other than the NPS, funding is often obtained through state or local government, universities or private foundations.

**Contact:**

- Peter Samuel  
National Heritage Areas Program Coordinator  
Northeast Regional Office  
200 Chestnut Street  
Philadelphia, PA 19106  
Telephone: 215.597.1848
- **For more information, please visit:**  
<http://www.nps.gov/history/heritageareas/FAQ/>

## 10) National Trails System

The National Trails System is comprised of eight national scenic trails, 18 national historic trails, and more than 1,050 national recreation trails. Although designated by Congress and administered by federal agencies, ownership may be public or private.

### **Additional Information:**

- Funding for trails is now available from many sources. Some of the operating funds for each of the National Scenic Trails and National Historic Trails can be made available through cooperative agreements to trail partner organizations. Many national trails have access to challenge cost-share project funds for trail projects.

National trails are officially established under the authorities of the National Trails System Act (16 USC 1241-51). There are several types:

**National scenic trails** are 100 miles or longer, continuous, primarily non-motorized routes of outstanding recreation opportunity. Such trails are established by Act of Congress.

**National historic trails** commemorate historic (and prehistoric) routes of travel that are of significance to the entire Nation. They must meet all three criteria listed in Section 5(b)(11) of the National Trails System Act. Such trails are established by Act of Congress.

**National recreation trails**, also authorized in the National Trails System Act, are existing regional and local trails recognized by either the Secretary of Agriculture or the Secretary of the Interior upon application.

### **Eligibility:**

- An amendment to the National Trails System Act requesting a feasibility study. If the feasibility study recommends establishment, an act of Congress adding the trail to the National Trails System.

Once the trail is established, a comprehensive management and use plan, outlining the roles of partners (including the Federal Government) the full length of the trail. This is usually conducted by the trail's administering agency.

Altogether this process has taken anywhere from six to 15 years. Because of the dialogue back and forth between Congress and the administrative agency over many years, a trail is most likely to succeed in this process if there is a strong, well-organized, citizen-based organization at work on behalf of the trail.

### **Contact:**

- National Park Service  
1849 C St., NW (Org. Code 2220)  
Washington, DC 20240  
Telephone: (202) 354-6900

- **For more information, please visit:**  
<http://www.nps.gov/ncrc/programs/nts/index.htm>

## 11) Rivers, Trails, and Conservation Assistance Program (RTCA)

This program provides assistance to local and state agencies and private organizations working on river and trail corridor projects. No grant funding is currently available, but the program assists partners in planning and finding appropriate project funding. Specific assistance is given for river, trail, and greenway planning, regional assessments of potential trail corridors, conservation workshops, and expert consultations on related issues. The program publishes success stories and “best practices.”

### **Additional Information:**

- The mission of the Rivers, Trails and Conservation Assistance program (RTCA) is to assist community-led natural resource conservation and outdoor recreation initiatives. RTCA staff provides guidance to communities so they can conserve waterways, preserve open space, and develop trails and greenways.

### **Eligibility:**

- The project applicant may be a state or local agency, tribe, non-profit organization, or citizens' group. RTCA does not provide financial assistance to support project implementation.

### **Contact:**

- NYC Metro  
NYC/Metro Field Office  
National Park Service, Rivers, Trails, and Conservation Assistance  
28 E 20th Street, New York, NY 10003  
Jerry Willis  
jerry\_willis@nps.gov  
(908) 461-7596

Upstate New York  
National Park Service, Rivers, Trails, and Conservation Assistance  
Roosevelt-Vanderbilt NHS  
519 Albany Post Road, Hyde Park, NY 12538  
Karl Beard  
karl\_beard@nps.gov  
(845) 229-9115 x 34

- **For more information, please visit:**  
[http://www.nps.gov/ncrc/programs/rtca/contactus/cu\\_apply.html](http://www.nps.gov/ncrc/programs/rtca/contactus/cu_apply.html)

## **Section II: National Endowment for the Arts (NEA)**

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts, both new and established; bringing the arts to all Americans; and providing leadership in arts education. Established by Congress in 1965 as an independent agency of the federal government, the Endowment is the nation's largest annual funder of the arts, bringing great art to all 50 states, including rural areas, inner cities, and military bases.

All grants and loans available through the National Endowment of the Arts can be found at the following website: <http://www.neh.gov/>

### **1) Arts and Artifacts Indemnity Program: Domestic Indemnity**

Museums and other non-profit organizations planning temporary exhibitions may be eligible for coverage. The indemnity agreement is backed by the full faith and credit of the United States. In the event of loss or damage to an indemnified object, the Federal Council on the Arts and the Humanities must certify the validity of the claim and request Congress to authorize payment.

#### **Additional Information:**

- Museums and other non-profit organizations planning temporary exhibitions that involve bringing works of art and artifacts from abroad to this country or sending works of art from this country abroad may be eligible for International Indemnity coverage.

#### **Eligibility:**

- Eligible objects include art works, other artifacts or objects, rare documents, books and other printed materials, photographs, films, and videotapes. Such objects must have educational, cultural, historical, or scientific value. If an exhibition is being shown at several institutions, one institution should apply on behalf of all participants.

#### **Contact:**

- Alice M. Whelihan  
Indemnity Administrator  
National Endowment for the Arts  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506  
Telephone: 202-682-5574  
Fax: 202-682-5603  
Email: [whelihaa@arts.gov](mailto:whelihaa@arts.gov)
- Laura Cunningham  
Assistant Indemnity Administrator  
National Endowment for the Arts  
1100 Pennsylvania Ave, NW, Suite 729  
Washington, DC 20506  
Telephone: 202-682-5035

Fax: 202-682-5721

Email: [cunninghaml@arts.gov](mailto:cunninghaml@arts.gov)

➤ **For more information, please visit:**

<http://www.nea.gov/news/news08/DomesticIndemnity.html>

Examples of previous grants awarded by the Arts and Artifacts Indemnity Program: Domestic Indemnity in New York State can be found at the following website:

<http://arts.endow.gov/grants/APPLY/Indemnity/exhibitions.html>

## 2) Access to Artistic Excellence Grant Program

Encourages and supports artistic creativity, preserves our diverse cultural heritage, and makes the arts more widely available in communities throughout the country. While projects in this category may focus on just one of these areas, the Arts Endowment recognizes that many of the most effective projects encompass both artistic excellence and enhanced access.

### **Additional Information:**

- The Arts Endowment is particularly interested in projects that extend the arts to underserved populations -- those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. This is achieved in part through the use of *Challenge America: Reaching Every Community* funds.

### **Eligibility:**

- Funding is available for projects only. A project may consist of one or more specific events or activities; it may be a part of an applicant's regular season or activities. Organizations that undertake a single short-term project in a year -- a ten-day jazz festival, for example -- could apply for that event, or they could identify certain components (such as the presentation of a key artist and the associated activities) as their project. Describe the activities for which Arts Endowment support is requested, and provide specific information on the artists, productions, venues, distribution plans, etc., that will be involved. Organizations may apply for any or all phases of a project, from its planning through its implementation. A project does not have to be new. Excellent existing projects can be just as competitive as new activities. Projects do not need to be large. The Arts Endowment welcomes small projects that can make a difference in a community or field.

### **Contact:**

- Mr. Walls  
Telephone: 202/682-5586  
Email: [wallsd@arts.gov](mailto:wallsd@arts.gov)

➤ **For more information, please visit:**

<http://www.nea.gov/Grants/apply/GAP11/MuseumsAAE.html>

### 3) NEA New Play Development Program (NPDP)

To advance the American nonprofit theater's ability to provide meaningful support for new work, the program will provide financial support for playwrights and institutions developing outstanding new American plays, advance the field's ability to support the development process for new work, and disseminate information on effective models for developing outstanding new American plays.

#### **Additional Information:**

- The NEA New Play Development Program also will support artistic excellence in the theater field by encouraging dialogue around existing and new models for new play development, including the seven selected projects. In partnership with the NEA, Arena Stage will provide a forum that will not only encourage this discussion but will actively support the dissemination of any findings throughout the field.

#### **Eligibility:**

- **Playwrights:** An applicant playwright must be a citizen or a permanent of the United States at the time of the application. **Organizations:** Organizations applying to receive support through the NPDP must meet the Eligibility Requirements of the NEA: Nonprofit; tax-exempt 501(c) (3), U.S. organizations; units of state or local government; or federally organized tribal communities or tribes may apply.

#### **Contact:**

- Paulette Beete  
Telephone: (202) 682-5601  
Email: beetep@arts.gov

Kristin Franko  
Telephone: (202) 554-9066

- **For more information, please visit:**  
<http://www.nea.gov/news/news08/NPDP2.html>

### 4) Universal Design Leadership Program

The NEA seeks to enter into a Cooperative Agreement with an organization that will carry out a project to increase understanding, acceptance, and practice of universal design within the design profession, by design educators, and by the American public. Proposed projects should focus on extending the appeal of universal design from the disability community into the mainstream of American design and American society. The project should educate designers and others including developers, city planners, and consumers on this important issue.

#### **Additional Information:**

- Proposed projects should focus on the design of spaces and/or landscapes and should: involve collaboration with targeted populations; identify, document, and disseminate information on projects that exemplify best practices in universal design and that make connections between designers, decision makers, and the disability community as well as the American public; engage

public policy makers and raising their awareness so that universal design education can be integrated into their identified priorities.

**Eligibility:**

- Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. The applicant organization must meet the Arts Endowment's "Legal Requirements" including nonprofit, tax-exempt status at the time of application. Applicants should have at least three years of experience with the universal design field.

**Contact:**

- Office for Access/Ability  
Room 724  
National Endowment for the Arts  
1100 Pennsylvania Ave, N.W.  
Washington, DC 20506  
Telephone: (202) 682-5733  
Email: [evyk@arts.gov](mailto:evyk@arts.gov) or [terryp@arts.gov](mailto:terryp@arts.gov)

- **For more information, please visit:**  
<http://www.nea.gov/grants/apply/RFP/UnivDesign.html>

## 5) Challenge America Fast-Track Review Grants

These grants offer support to small and mid-sized organizations for projects that extend the reach of the arts to underserved populations. Eligible projects include those focusing on the development of cultural tourism and cultural districts, and assisting local economic development and cultural publicity efforts.

**Additional Information:**

- This category supports focused, distinct projects that take place over limited periods of time and involve limited geographic areas. Such projects generally are smaller in scale and shorter in duration than those in the *Access to Artistic Excellence* or *Learning in the Arts for Children and Youth* categories.

Fast-Track grants are available only for: 1) An arts event or events that will feature one or more guest artists. 2) The creation of professionally directed public art projects such as murals, sculptures, or environmental art that are developed through community engagement. 3) Civic design activities that involve the renovation, restoration, or adaptive reuse of structures to be used as cultural facilities. 4) The unified promotion of community-wide arts activities and resources to enhance cultural tourism or activities in cultural districts.

**Eligibility:**

- Partnerships can be valuable to the success of these projects. While not required, applicants are encouraged to consider partnerships among organizations, both in and outside of the arts, as appropriate to their project.

**Contact:**

- Email: [fasttrack@arts.gov](mailto:fasttrack@arts.gov)  
Telephone: (202) 682-5700

- **For more information, please visit:**

<http://www.nea.gov/news/news08/NPDP2.html>



## **Section III: National Endowment for the Humanities**

### **(NEH)**

The National Endowment for the Humanities (NEH) is an independent federal agency created in 1965. It is one of the largest funders of humanities programs in the United States. NEH serves and strengthens our Republic by promoting excellence in the humanities and conveying the lessons of history to all Americans. The Endowment accomplishes this mission by providing grants for high-quality humanities projects in four funding areas: preserving and providing access to cultural resources, education, research, and public programs.

All grants and loans available through the National Endowment for the Humanities can be found at the following website: <http://www.neh.gov/grants/index.html>

#### **1) America's Historical and Cultural Organizations: Planning and Implementation Grants**

America's Historical and Cultural Organizations grants support projects in the humanities that explore stories, ideas, and beliefs that deepen our understanding of our lives and our world. The Division of Public Programs supports the development of humanities content and interactivity that excite, inform, and stir thoughtful reflection upon culture, identity, and history in creative and new ways. Grants for America's Historical and Cultural Organizations should encourage dialogue, discussion, and civic engagement, and they should foster learning among people of all ages. To that end, the Division of Public Programs urges applicants to consider more than one format for presenting humanities ideas to the public.

##### **Additional Information:**

- America's Historical and Cultural Organizations is part of America's Historic Places Grant Program: Planning and Implementation grants are used for creating plans and refining of the projects main humanities ideas and questions. Implementation grants are for shovel ready projects for which a full walkthrough and presentation of ideas already exists.

##### **Eligibility:**

- Any U.S. nonprofit organization with IRS 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies. Eligible institutions include but are not limited to public, school, academic, and research libraries; museums; disciplinary and professional associations; cultural institutions; state humanities councils; and institutions of higher learning. Individuals are not eligible to apply.

##### **Contact:**

- Division of Public Programs  
National Endowment for the Humanities  
Telephone: 202-606-8269  
Email: [publicpgms@neh.gov](mailto:publicpgms@neh.gov)

- **For more information, please visit:**  
[http://www.neh.gov/grants/guidelines/AHCO\\_ImplementationGuidelines.html](http://www.neh.gov/grants/guidelines/AHCO_ImplementationGuidelines.html)

## 2) Bridging Cultures: Planning and Implementation Grants for Academic Forums and Program Development Workshops

To help Americans better understand our own rich cultural heritage, while enhancing public knowledge of and respect for others both here and abroad, NEH has launched a new initiative, called *Bridging Cultures*. The initiative encourages projects that explore the ways in which cultures from around the globe, as well as the myriad subcultures within America's borders, have influenced American society. With the aim of revitalizing intellectual and civic life through the humanities, NEH welcomes projects that expand both scholarly and public discussion of diverse countries, peoples, and cultural and intellectual traditions worldwide.

### **Additional Information:**

- As part of its *Bridging Cultures* initiative, NEH welcomes proposals to plan and implement a program consisting of a forum and a workshop on one of two humanities themes: "Civility and Democracy" or "The Muslim World and the Humanities."

### **Eligibility:**

- Any U.S. nonprofit organization with IRS 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies. Eligible institutions include but are not limited to public, academic, and research libraries; museums; disciplinary and professional associations; cultural institutions; state humanities councils; and institutions of higher learning. Individuals are not eligible to apply. When two or more institutions or organizations collaborate on a project, one of them must serve as the lead applicant and administer the grant on behalf of the others.

### **Contact:**

- Program Officer for Bridging Cultures  
Telephone: (202) 606-8337  
Email: [bridgingcultures@neh.gov](mailto:bridgingcultures@neh.gov).

- **For more information, please visit:**  
<http://www.neh.gov/grants/guidelines/BridgingCultures.html>

## 3) Challenge Grants

NEH challenge grants are capacity-building grants, intended to help institutions and organizations secure long-term improvements in and support for their humanities programs and resources. Grants may be used to establish or enhance endowments or spend-down funds (that is, funds that are invested, with both the income and the principal being expended over a defined period of years) that generate expendable earnings to support ongoing program activities. Funds may also be used for one-time capital expenditures (such as construction and renovation, purchase of equipment, and acquisitions) that bring long-term benefits to the institution and to the humanities more broadly.

### **Additional Information:**

- Through endowments or spend-down funds, challenge grant funds might be used to support: faculty and staff salaries and benefits; acquisitions for collections; faculty, teacher, and staff development; research fellowships; lecture or exhibition series; visiting scholars or consultants; publishing subventions; and preservation and conservation programs. Through direct expenditure, challenge grant funds might be used to support capital expenditures, such as purchase, construction, or renovation of facilities; acquisitions for collections; purchase of equipment and software; fundraising costs (totaling no more than 10 percent of challenge grant funds); and “bridge” funds to begin an endowed activity while the endowment is being established.

**Eligibility:**

- With the exception of elementary and secondary schools (public or private) or school districts, any U.S. nonprofit institution (public agency, private nonprofit organization, tribal government) working wholly or in part with the humanities may apply for a challenge grant. Affiliated institutions (e.g., university museums) should consult with NEH staff on questions of separate eligibility. Institutions that support research, education, preservation, and public programming in humanities disciplines are eligible to apply for an NEH challenge grant.

**Contact:**

- Office of Challenge Grants  
Telephone: 202-606-8309  
Email: [challenge@neh.gov](mailto:challenge@neh.gov).
- **For more information, please visit:**  
<http://www.neh.gov/grants/guidelines/challenge.html#eligibility>

#### 4) Digital Humanities Startup Grants

This program is designed to encourage innovations in the digital humanities. By awarding relatively small grants to support the planning stages, NEH aims to encourage the development of innovative projects that promise to benefit the humanities.

**Additional Information:**

- Proposals should be for the planning or initial stages of digital initiatives in any area of the humanities.  
Digital startup grants may involve research that brings new approaches or documents best practices in the study of the digital humanities; planning and developing prototypes of new digital tools for preserving, analyzing, and making accessible digital resources, including libraries’ and museums’ digital assets; scholarship that examines the philosophical implications and impact of the use of emerging technologies; and innovative uses of technology for public programming and education utilizing both traditional and new media.

**Eligibility:**

- Eligibility is limited to U.S. nonprofit organizations or institutions with IRS 501(c)(3) tax-exempt status; and state and local governmental agencies and Native American tribal organizations.

Degree candidates may not be project directors.

**Contact:**

- Brett Bobley  
Chief Information Officer  
Office of Digital Humanities  
Telephone: 202.606.8401  
Email: [bbobley@neh.gov](mailto:bbobley@neh.gov)
- Office of Digital Humanities  
National Endowment for the Humanities  
Email: [odh@neh.gov](mailto:odh@neh.gov)
- **For more information, please visit:**  
<http://www.neh.gov/grants/guidelines/digitalhumanitiesstartup.html>

## 5) Humanities Collections and Reference Resources Grant Program

This program supports projects that provide an essential foundation for scholarship, education, and public programming in the humanities. Thousands of libraries, archives, museums, and historical organizations across the country maintain important collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art and material culture, electronic records, and digital objects.

**Additional Information:**

- Funding from this program strengthens efforts to extend the life of such materials and make their intellectual content widely accessible, often through the use of digital technology. Awards are also made to create various reference resources that facilitate use of cultural materials, from works that provide basic information quickly to tools that synthesize and codify knowledge of a subject for in-depth investigation.

**Eligibility:**

- Any U.S. nonprofit organization is eligible, as are state and local governmental agencies and tribal governments. Grants are not awarded to individuals.

**Contact:**

- Nadina Gardner  
Division of Preservation and Access  
Director  
Telephone: 202.606.8442  
Email: [ngardner@neh.gov](mailto:ngardner@neh.gov)
- **For more information, please visit:**  
<http://www.neh.gov/grants/guidelines/HCRR.html>

## 6) Preservation and Access Education and Training

Preservation and Access Education and Training grants help the staff of cultural institutions, large and small, obtain the knowledge and skills needed to serve as effective stewards of humanities collections. Grants also support educational programs that prepare the next generation of conservators and preservation professionals, as well as projects that introduce the staff of cultural institutions to new information and advances in preservation and access practices.

### **Additional Information:**

- Awards normally are for two years. Grants to regional preservation field service organizations typically range from \$50,000 to a maximum of \$250,000 per year. For all other applicants, the maximum award is \$125,000 per year.

### **Eligibility:**

- Any U.S. nonprofit organization is eligible, as are state and local governmental agencies and tribal governments. Individuals are not eligible to apply.

### **Contact:**

- Division of Preservation and Access  
Telephone: 202-606-8570  
Email: [preservation@neh.gov](mailto:preservation@neh.gov)
- **For more information, please visit:**  
<http://www.neh.gov/grants/guidelines/pet.html>

## 7) Preservation and Access Research and Development

Preservation and Access Research and Development grants support projects that address major challenges in preserving or providing access to humanities collections and resources. These challenges include the need to find better ways to preserve materials of critical importance to the nation's cultural heritage—from fragile artifacts and manuscripts to analog recordings and digital assets subject to technological obsolescence—and to develop advanced modes of searching, discovering, and using such materials.

### **Additional Information:**

- Applicants should define a specific problem, devise procedures and potential solutions, and explain how they would evaluate their projects and disseminate their findings. Project results must serve the needs of a significant segment of humanists. The maximum award is \$350,000 for up to three years. Applicants whose projects focus on the three areas of special interest noted above may request up to \$400,000.

### **Eligibility:**

- Any U.S. nonprofit organization is eligible, as are state and local governmental agencies and tribal governments. Individuals are not eligible to apply.

**Contact:**

- Division of Preservation and Access  
Telephone: 202-606-8570  
Email: [preservation@neh.gov](mailto:preservation@neh.gov)

- **For more information, please visit:**  
<http://www.neh.gov/grants/guidelines/PARD.html>

## 8) Preservation Assistance Grants for Smaller Institutions

Preservation Assistance Grants help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials.

**Additional Information:**

- Small and mid-sized institutions that have never received an NEH grant are especially encouraged to apply. Preservation Assistance Grants may be used for purposes like these: General preservation assessments; Consultations with professionals to address a specific preservation issue, need, or problem; Purchase of storage furniture and preservation supplies; Purchase of environmental monitoring equipment for humanities collections; and Education and training.

**Eligibility:**

- Any U.S. nonprofit organization is eligible, as are state and local governmental agencies and tribal governments. Individuals are not eligible to apply.

**Contact:**

- Division of Preservation and Access  
Telephone: 202-606-8570  
Email: [preservation@neh.gov](mailto:preservation@neh.gov)

- **For more information, please visit:**  
<http://www.neh.gov/grants/guidelines/pag.html#eligibility>

## 9) Rediscovering Afghanistan Program

The National Endowment for the Humanities invites applications for projects that focus on Afghanistan's history and culture. The special initiative is designed to promote research, education, and public programs about Afghanistan and to encourage United States institutions to assist Afghanistan in efforts to preserve and document its cultural resources.

**Additional Information:**

- Proposals for the initiative may take the form of projects to preserve and provide access to documents and artifacts; education and training for Afghan archivists, librarians, and museum professionals; new scholarship; scholarly translations; archaeology projects; educational projects in US schools, colleges, and universities for every level, K-16; and public programs conducted by US libraries, museums and historical societies, including exhibitions, film, radio, and Internet-based programs.

**Eligibility:**

- Applications must be submitted to one of the Endowment's existing grant programs at its regular deadline. Proposals will be evaluated through NEH's established review process and will not receive special consideration. Applicants are urged to discuss their project with a program officer or send a preliminary proposal by mail or e-mail. All guidelines contain information about how to contact a program officer.

**Contact:**

- Director, Office of Grant Management  
National Endowment for the Humanities  
Susan Daisey  
Phone: 202.606.8494  
Email: [sdaisey@neh.gov](mailto:sdaisey@neh.gov)

- **For more information, please visit:**  
<http://www.neh.gov/grants/guidelines/afghanistan.html>

## 10) Sustaining Cultural Heritage Collections

Sustaining Cultural Heritage Collections helps cultural institutions meet the complex challenge of preserving large and diverse holdings of humanities materials for future generations by supporting preventive conservation measures that mitigate deterioration and prolong the useful life of collections.

As they strive to be effective stewards of humanities collections, cultural repositories are increasingly interested in sustainable preservation strategies. NEH therefore invites proposals that explore and implement energy-efficient and cost-effective preventive conservation measures designed to mitigate the greatest risks to collections.

**Additional Information:**

- **This program offers two different kinds of grants:**  
The first grant is for planning and helping an institution develop and assess preventive conservation strategies. Grants of up to \$40,000 will support planning and evaluation projects, which may encompass such activities as site visits, planning sessions, monitoring, testing, project-specific research, and preliminary designs for implementation projects. Planning and evaluation grants may be especially helpful to institutions interested in exploring sustainable preventive conservation strategies.

The second grant is for implementation. It is designed to help an institution implement a preventive conservation project; grants of up to \$400,000 are available. Implementation projects should be

based on planning that has been specific to the needs of the institution and its collections within the context of its local environment. It is not necessary to receive an NEH planning and evaluation grant to be eligible for an implementation grant.

**Eligibility:**

- Any U.S. nonprofit organization is eligible, as are state and local governmental agencies and tribal governments. Grants are not awarded to individuals.

**Contact:**

- Sustaining Cultural Heritage Collections, Division of Preservation and Access  
National Endowment for the Humanities  
Telephone: 202-606-8570  
Email: [preservation@neh.gov](mailto:preservation@neh.gov)
- Senior Program Officer, Division of Preservation and Access  
Joel Wurl  
Telephone: 202.606.8570  
Email: [jwurl@neh.gov](mailto:jwurl@neh.gov)
- **For more information, please visit:**  
<http://www.neh.gov/grants/guidelines/SCHC.html>

## **Section IV: Institute of Museum and Library Services** **(IMLS)**

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.

All grants and loans available through the Institute of Museum and Library Services can be found at the following website: <http://www.ims.gov/>. Proposals in response to many of the Institute of Museum and Library Services' (IMLS grants) solicitations must be submitted through Grants.gov, the Federal government's online application system.

To search for all grants previously awarded by the Institute of Museum and Library Services in New York, please visit: <http://www.ims.gov/search.asp>.

### **1) Institute of Museum and Library Services Grant Applications** **Eligibility Requirements**

#### **Museums**

All types of museums, large and small, are eligible for funding. Eligible museums include aquariums, arboretums and botanical gardens, art museums, youth museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums, and zoological parks. Federally operated and for-profit museums may not apply for IMLS funds.

#### **An eligible applicant must be:**

- either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code;
- located in one of the fifty states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated states of Micronesia, or the Republic of Palau; and
- a museum that, using a professional staff, (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) owns or uses tangible objects, either animate or inanimate; (3) cares for these objects; and (4) exhibits these objects to the general public on a regular basis through facilities which it owns or operates.

An organization uses a professional staff if it employs at least one professional staff member, or the fulltime equivalent, whether paid or unpaid primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

An organization "exhibits objects to the general public" if such exhibition is a primary purpose of the institution. Further, an organization which exhibits objects to the general public for at least 120

days a year shall be deemed to exhibit objects to the general public on a regular basis. An organization which exhibits objects by appointment may meet the requirement to exhibit objects to the general public on a regular basis, if it can establish, in light of the facts under all the relevant circumstances, that this method of exhibition does not unreasonably restrict the accessibility of the institution's exhibits to the general public. Please note that an organization which does not have as a primary purpose the exhibition of objects to the general public, but which can demonstrate that it exhibits objects to the general public on a regular basis as a significant, separate, distinct, and continuing portion of its activities, and that it otherwise meets the museum eligibility requirements, may be determined to be eligible as a museum under these guidelines.

A museum located within a parent organization that is a state or local government or multipurpose non-profit entity, such university, historical society, foundation, or a cultural center, may apply on its own behalf, if the museum: (1) is able to independently fulfill all the eligibility requirements listed above; (2) functions as a discrete unit within the parent organization; (3) has its own fully segregated and itemized operating budget; and (4) has the authority to make the application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization.

Prospective applicants that cannot fulfill all of these requirements should contact IMLS to discuss their eligibility before applying. IMLS may require additional supporting documentation from the applicant to determine the museum's autonomy. Each eligible applicant within a single parent organization should clearly delineate its own programs and operations in the application narrative. A parent organization that controls multiple museums that are not autonomous but which are otherwise eligible may submit only one application per grant program; the application may be submitted by the parent organization on behalf of one or more of the eligible museums.

Note: Special conditions of eligibility apply to the 21st Century Museum Professionals program, the Museum Grants for African American History and Culture program, the National Leadership Grants program, and the Native American/Native Hawaiian Museum Services Program. Please see the individual guidelines for these programs for specific eligibility requirements.

## **Libraries**

### **An eligible applicant must be:**

- either a unit of state or local government or private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
  - located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
  - one of the six types of organizations listed below:
1. A library or a parent organization, such as a school district, a municipality, a state agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include public libraries, elementary and secondary school libraries, college and university libraries, research libraries and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available, and private or special libraries that have been deemed eligible to participate in this program by the state in which the library is located.

2. An academic or administrative unit, such as a graduate school of library and information science, which is a part of an institution of higher education through which it would make application.
3. A digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation under the supervision of at least one permanent professional staff librarian.
4. A library agency that is an official agency of a state or other unit of government and is charged by the law governing it with the extension and development of public library services within its jurisdiction.
5. A library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries.
6. A library association that exists on a permanent basis, serves libraries or library professionals on a national, regional, state, or local level, and engages in activities designed to advance the well-being of libraries and the library profession.

Note: Special conditions of eligibility apply to the Grants to States program, some categories of the Laura Bush 21st Century Librarian Program, the National Leadership Grants program, and the Native American and Native Hawaiian Library Services programs. Please see the individual guidelines for these programs for specific eligibility requirements.

### **Tribal Organizations**

For the Native American Library and Museum Services grant programs, Indian tribes and Alaska Native villages and corporations are eligible to apply for funding. Entities such as libraries, museums, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors.

For purposes of funding under these grant programs, “Indian tribe” is defined as any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporations (as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Section 1601 et seq.)) that is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Eligible applicants are listed on the Bureau of Indian Affairs Web site (<http://www.doi.gov/bureaus/bia.cfm>), except for the recognized regional corporations and village corporations (Alaskan entities should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above).

If an Indian tribe has several bands, colonies, rancherias, communities, or other organizational entities listed in parentheses following a tribe name on the Department of Interior’s list of federally recognized tribes, only one of those entities may receive a grant in a fiscal year. For example, if a tribe has four bands, only one of the bands may apply for a grant in a fiscal year. It is the responsibility of the tribal chief executive to determine which entity will apply for the grant.

## 2) 21st Century Museum Professionals

The purpose of the 21st Century Museum Professionals Grants program is to increase the capacity of museums by improving the knowledge and skills of museum professionals in multiple institutions. These grants are intended to reach broad groups of museum professionals throughout a city, county, state, region, or the nation. Grants fund a wide range of activities, including the development and implementation of classes, seminars, and workshops; resources to support leadership development; collection, assessment, development, and/or dissemination of information that leads to better museum operations; activities that strengthen the use of contemporary technology tools to deliver programs and services; support for the enhancement of pre-professional training programs; and organizational support for the development of internship and fellowship programs.

### **Eligibility:**

- Museums that fulfill the eligibility requirements for museums (detailed at the beginning of this section) may apply. Public or private not-for-profit agencies, organizations or associations that engage in activities designed to advance museums and the museum profession may also apply. In addition, institutions of higher education, including public and nonprofit universities are eligible.

- **Grant Amount & Period:** \$15,000-\$500,000 / Up to three years

### **Contact:**

- Christopher J. Reich  
Associate Deputy Director for Museums  
Office of Museum Services  
Institute of Museum and Library Services  
1800 M Street NW, 9<sup>th</sup> Floor  
Washington, D.C. 20036-5802  
Telephone: (202) 653-4685  
Email: [creich@imls.gov](mailto:creich@imls.gov)
- Twinet G. Kimbrough  
Program Specialist  
Telephone: (202) 653-4703  
Email: [tkimbrough@imls.gov](mailto:tkimbrough@imls.gov)
- **For more information, please visit:**  
<http://www.imls.gov/applicants/grants/21centuryMuseums.shtm>

### 3) American Heritage Preservation Grants

Bank of America is partnering with the Institute to provide grants to small museums, libraries, and archives. The grants will raise awareness and fund preservation of treasures held in small museums, libraries and archives. Grants will help to preserve specific items, including works of art, artifacts and historical documents that are in need of conservation. Applicants will build on completed conservation assessments of their collections to ensure that the grants are used in accordance with best practices in the field and underscore the importance of assessment planning.

#### **Eligibility:**

- Museums and libraries that fulfill the eligibility requirements for museums and libraries (detailed at the beginning of this section) may apply.
- **Grant Amount & Period:** Up to \$3,000 / Up to one year

#### **Contact:**

- **Museums:**  
Christine Henry, Senior Program Officer  
Telephone: (202) 653-4674  
E-mail: [chenry@imls.gov](mailto:chenry@imls.gov)
- **Libraries:**  
Kevin Cherry, Senior Program Officer  
Telephone: (202) 653-4662  
E-mail: [kcherry@imls.gov](mailto:kcherry@imls.gov)
- **For more information, please visit:**  
<http://www.imls.gov/collections/grants/boa.htm>

### 4) Connecting to Collections Statewide Implementation Grants

Statewide Implementation Grants, an important component of the *Connecting to Collections* initiative, will fund a limited number of grants to implement the plans or models created with the Statewide Planning grants, addressing issues identified in the *Heritage Health Index*, to: provide safe conditions for their collections; develop an emergency plan; assign responsibility for collections care; and work together to increase public and private support for, and raise public awareness about, collections care.

These grants are designed to encourage people and institutions in each state to cooperate on a plan that will benefit all. Project activities should accommodate needs of institutions in each state; they do not need to address all four recommendations.

#### **Eligibility:**

- Building on a successful Statewide Planning Grant will include multiple partnerships among representatives of libraries, museums, archives, statewide service organizations, and state agencies. Museums and libraries that fulfill the eligibility requirements for museums and libraries (detailed at the beginning of this section) may apply.
- **Grant Amount & Period:** Up to \$250,000 / Up to two years

**Contact:**

- Christine Henry, Senior Program Officer  
Telephone: (202) 653-4674  
E-mail: [chenry@imls.gov](mailto:chenry@imls.gov)
- Mark Feitl, Program Specialist  
Telephone: (202) 653-4635  
E-mail: [mfeitl@imls.gov](mailto:mfeitl@imls.gov)
- **For more information, please visit:**  
<http://www.imls.gov/collections/grants/implementation.htm>

## 5) Conservation Assessment Program (CAP)

The Conservation Assessment Program (CAP) is supported through a cooperative agreement between the Institute of Museum and Library Services and Heritage Preservation. The general conservation assessment (unlike a detailed collection survey) provides an overview of all of the museum's collections as well as its environmental conditions and policies and procedures relating to collections care.

The program supports a two-day site visit by a conservation professional to perform the assessment. For museums located in historic structures, the program supports a two-day site visit by a preservation architect. Assessment reports are then provided. CAP also helps institutions with living animal collections, such as zoos and aquariums, that do not have an assessment of the animals' physical conditions and habitats. Institutions with fully surveyed living animal collections (such as those accredited by the American Zoological Association) may assess the conservation needs of their material collections only. Botanic gardens and arboretums may assess the conservation needs of both their living and material collections.

**Eligibility:**

- Any not-for-profit museum that cares for and owns or uses tangible objects, exhibits them on a regular basis, is open to the public at least 90 days annually, has at least one full-time paid or volunteer staff person or the equivalent, and is located in one of the 50 states of the Union, the District of Columbia, or U.S. territories is eligible to apply.

All types of museums may participate: aquariums; arboreta, botanical gardens and nature centers; art museums/centers; children's museums; historic houses and sites; history, science and natural history museums; science technology centers and planetariums; specialized museums; and zoos. Institutions with fully surveyed living animal collections (such as those accredited by the American Zoo and Aquarium Association) may use CAP to assess the conservation needs of their non-living collections only.

CAP is designed to serve only those museums whose collections and facilities can be assessed in a two-day period. Museums whose collections and/or facilities cannot be surveyed within two days should apply for a general conservation survey grant through the Institute of Museum and Library Services' (IMLS) Conservation Project Support program.

**Contact:**

- Sara Gonzales  
Coordinator, CAP  
1012 14<sup>th</sup> Street, NW, Suite 1200  
Washington, D.C. 20005  
Telephone: (202) 233-0800  
E-mail: [sgonzales@heritagepreservation.org](mailto:sgonzales@heritagepreservation.org)
- **For more information, please visit:**  
<http://www.heritagepreservation.org/CAP/>

## 6) Conservation Project Support

The Conservation Project Support program awards grants to help museums identify conservation needs and priorities, and perform activities to ensure the safekeeping of their collections.

Conservation Project Support grants help museums develop and implement a logical, institution-wide approach to caring for their living and material collections. Applicants should apply for the project that meets one of the institution's highest conservation needs. All applications must demonstrate that the primary goal of the project is conservation care, and not collection management or maintenance.

Grants are available for many types of conservation activities, including surveys (general, detailed condition, or environmental); training; treatment; and environmental improvements.

- **Grant Amount & Period:** Up to \$150,000 / Generally up to two years; three years with strong justification.
- **Matching Requirement:** 1:1 for total project request

**Contact:**

- Christine Henry, Senior Program Officer  
Telephone: (202) 653-4674  
E-mail: [chenry@imls.gov](mailto:chenry@imls.gov)
- Mark Feitl, Program Specialist  
Telephone: (202) 653-4635  
E-mail: [mfeitl@imls.gov](mailto:mfeitl@imls.gov)
- **For more information, please visit:**  
<http://www.imls.gov/applicants/grants/conservProject.shtm>

## 7) Museum Assessment Program (MAP)

The Museum Assessment Program (MAP) is supported through a cooperative agreement between the Institute of Museum and Library Services and the American Association of Museums. It is designed to help museums assess their strengths and weaknesses, and plan for the future.

The program provides technical assistance for a variety of institutional assessments. In all MAP assessments, members of the museum staff and governing authority complete a self-study and

receive a site visit by one or more museum professionals, who tour the museum and meet with staff, governing officials, and volunteers. The surveyors work with the museum and MAP staff to produce a report evaluating the museum's operations, making recommendations, and suggesting resources.

**Eligibility:**

- Eligible institutions include aquariums, arboreta, art museums, botanical gardens, children/youth museums, general museums (having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology museums, specialized museums (museums with collections limited to one narrowly defined discipline—e.g., textiles, stamps, maritime, ethnic group), and zoos.
- An applicant must be a museum that:
  - is organized on a permanent basis for essentially educational or aesthetic purposes;
  - cares for and owns or uses tangible objects, whether animate or inanimate, and exhibits these objects on a regular basis through facilities it owns or operates;
  - is a unit of state or local government or a private nonprofit organization;
  - has at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose responsibilities relate solely to the museum's services and operations;
  - is open and providing museum services to the general public on a regular basis (a museum that exhibits objects to the general public for at least 90 days a year fulfills this requirement);
  - and is located in one of the fifty states of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.
- For applicants applying under the Flexible Participation Program:
  - an applicant can also be a unit of the federal government.

A museum that does not have a full-time professional staff member needs to demonstrate in the application that it has the full-time equivalent of at least one professional staff member and that, if it is selected to participate in the program, one of the part-time professional staff members will serve as a contact and will oversee program activities. Professional museum activities include those responsibilities that relate to the governance, administration, programming, and collections management of the museum.

If a museum is not scheduled to be open to the public 90 days a year, it is still eligible to participate in MAP if it can demonstrate that, in the year preceding the submission of its application, the combination of days it was routinely scheduled to be open and days it was open by appointment equal at least 90 days.

A museum operated within a multipurpose public or private nonprofit organization such as a municipality, university, historical society, foundation, or cultural center may apply on its own behalf if:

- the museum is able to independently fulfill all the requirements for eligibility listed above;
- functions as a discrete unit within the parent organization;
- has its own fully segregated and itemized operating budget;
- and has the authority to apply on its own.

When any of these conditions cannot be met, a museum may apply through its parent organization, and the parent organization may submit an application(s) for one or more of its museums.

**Contact:**

- Jill Connors-Joyner  
Assistant Director, MAP  
American Association of Museums  
1575 Eye Street, NW, Suite 400  
Washington, D.C. 20005  
Telephone: (202) 289-9111  
Email: [map@aam-us.org](mailto:map@aam-us.org)

- **For more information, please visit:**  
<http://www.aam-us.org/museumresources/map/index.cfm>

## 8) Museums for America

Museums for America grants strengthen a museum's ability to serve the public more effectively by supporting high-priority activities that advance the institution's mission and strategic goals. Museums for America grants are designed to be flexible: funds can be used for a wide variety of projects, including ongoing museum activities, research and other behind-the-scenes activities, planning, new programs, purchase of equipment or services, and activities that will support the efforts of museums to upgrade and integrate new technologies. IMLS also welcomes proposals that promote the skills necessary to develop 21st century communities, citizens, and workers, and that encourage broad community access and participation.

Grants are awarded in the following categories:

- Engaging Communities (Education, Exhibitions, Interpretation, and Inclusive Participation): Support projects that represent a broad range of educational activities through which museums share collections, content, and knowledge to support learning.
- Building Institutional Capacity (Management, Policy, and Training): Support projects that serve to improve the infrastructure of museums to better serve their communities.
- Collections Stewardship: Support projects that museums undertake to maintain and improve the management of museum collections in order to fulfill a museum's public service mission.

**Eligibility:**

- Museums that fulfill the eligibility requirements for museums (detailed at the beginning of this section) may apply.

**Contact:**

- Sandra Narva, Senior Program Officer  
Phone: 202/653-4634  
E-mail: [snarva@imls.gov](mailto:snarva@imls.gov)

- Steven Shwartzman, Senior Program Officer  
Phone: 202/653-4641  
E-mail: [sshwartzman@imls.gov](mailto:sshwartzman@imls.gov)
- Allison Boals, Program Specialist  
Phone: 202/653-4702  
E-mail: [aboals@imls.gov](mailto:aboals@imls.gov)
- Reagan Moore, Program Specialist  
Phone: 202/653-4637  
E-mail: [rmoore@imls.gov](mailto:rmoore@imls.gov)
- **For more information, please visit:**  
<http://www.imls.gov/applicants/grants/forAmerica.shtm>

## 9) Museum Grants for African American History and Culture

Museum Grants for African American History and Culture are intended to enhance institutional capacity and sustainability through professional training, technical assistance, internships, outside expertise, and other tools. Successful proposals will focus on one or more of the following three goals: (1) developing or strengthening knowledge, skills, and other expertise of current staff at African American museums; (2) attracting and retaining professionals with the skills needed to strengthen African American museums; and (3) attracting new staff to African American museum practice and providing them with the expertise needed to sustain them in the museum field.

### **Eligibility:**

- Eligible applicants include museums whose primary purpose is African American life, art, history, and/or culture, encompassing the period of slavery; the era of reconstruction; the Harlem Renaissance; the civil rights movement; and other periods of the African Diaspora. Public or private nonprofit organizations whose primary purpose is to support museums identified above may also apply. Historically Black Colleges or Universities (HBCUs) are also eligible. Please see Program Guidelines for specific eligibility criteria.
- **Grant Amount & Period:** \$5,000-\$150,000 / Up to two years

### **Contact:**

- Christopher J. Reich  
Associate Deputy Director for Museums  
Office of Museum Services  
Institute of Museum and Library Services  
1800 M Street NW, 9<sup>th</sup> Floor  
Washington, D.C. 20036-5802  
Telephone: (202) 653-4685  
Email: [creich@imls.gov](mailto:creich@imls.gov)
- Twinet G. Kimbrough

Program Specialist  
Telephone: (202) 653-4703  
Email: [tkimbrough@imls.gov](mailto:tkimbrough@imls.gov)

- **For more information, please visit:**  
<http://www.imls.gov/applicants/grants/AfricanAmerican.shtm>

## 10) National Medal for Museum and Library Service

The National Medal honors outstanding institutions that make exceptional contributions to their communities. Selected institutions demonstrate extraordinary and innovative approaches to public service and inclusiveness, exceeding the expected levels of community outreach, and may also include libraries and museums advancing global cultural understanding. Beginning with the 2011 awards, an honor will be included for libraries and museums that are advancing global cultural understanding.

### **Eligibility:**

- Museums and Libraries that fulfill the eligibility requirements for museums and libraries (detailed at the beginning of this section) may apply. Institutions that have won an award may be re-nominated after 10 years.
- **Award Amount:** \$10,000

The National Medal for Museum and Library Service  
Office of the Director  
Institute of Museum and Library Services  
1800 M St. NW 9th Floor  
Washington, DC 20036-5802

### **Contact:**

- **Program Contact For Libraries:**  
Michele Farrell  
Senior Program officer  
Telephone: (202) 653-4656  
Email: [mfarrell@imls.gov](mailto:mfarrell@imls.gov)
- **Program Contact for Museums:**  
Christopher Reich  
Associate Deputy Director for Museums  
Telephone: (202) 653-4685  
Email: [creich@imls.gov](mailto:creich@imls.gov)
- **For more information, please visit:**  
<http://www.imls.gov/about/medals.shtm>

## 11) National Leadership Grants

National Leadership Grants support projects that have the potential to elevate museum, archival, and library practice within the context of national strategic initiatives. The Institute seeks to advance the ability of museums, archives, and libraries to preserve culture, heritage, and knowledge, contribute to building technology infrastructures and information technology services, and provide 21st century knowledge and skills to current and future generations in support of a world-class workforce.

Successful proposals will have national impact and generate results—new tools, research, models, services, practices, or alliances—that can be widely adapted or replicated to extend the benefit of federal investment and that increase community access and participation. The Institute seeks to fund projects that have the following characteristics:

**National Impact**—Proposals should address key needs and challenges that face libraries, archives, and museums. They should expand the boundaries within which libraries, archives, and museums operate, show the potential for far-reaching impact, influence practice throughout the museum, archival, and/or library communities, and show support of current strategic initiatives in these fields.

**Innovation**—Proposals should demonstrate a thorough understanding of current practice and knowledge about the project area, and show how the project will advance the state of the art of museum, archival, and library service. Innovative projects can implement a new or significantly improved product, process, or program, or a new organizational strategy in museum, archival, and/or library service and practice.

**Collaboration**—While partners are not required in all National Leadership Grant categories, the Institute has found that involving carefully chosen partners with complementary competencies and resources can create powerful synergies that extend project impact. Proposals should show understanding of the challenges of collaboration and propose means for addressing them.

Applications for Project or Collaborative Planning Grants may be submitted in the following categories:

- **Advancing Digital Resources:** Support the creation, use, presentation, and preservation of significant digital resources as well as the development of tools to enhance access, use, and management of digital assets.
- **Research:** Support projects that have the potential to improve museum, archival, and library practice, resource use, programs, and services. Both basic and applied research projects are encouraged.
- **Demonstration:** Support projects that produce a replicable model or practice that is usable by other institutions for improving services and performance.
- **Library-Museum Collaboration Grants:** Support collaborative projects that address the educational, economic, cultural, and social needs of a community.

### Project Grants

Support fully developed projects for which the planning, literature search, and other preliminary research have already been completed.

### **Collaborative Planning Grants**

Enable project teams from more than one institution to work together to plan a project for a National Leadership Grant. Awards are made in two levels:

- Level I Collaborative Planning Grants support activities required to fully develop ideas for a National Leadership Grant project among project partners and should result in such products as plans, prototypes, or proofs of concept, which could lead to a single, subsequent National Leadership Grant proposal.
- Level II Collaborative Planning Grants support workshops, symposia, or other convenings of experts with the purpose of fostering discussion and consideration of nationally important issues to libraries, archives, and/or museums. Grant-supported meetings are expected to actively engage their intended communities and produce white papers (and potentially other publications, print or digital) to be broadly disseminated.

#### **Eligibility:**

- Museums and Libraries that fulfill the eligibility requirements for museums and libraries (detailed at the beginning of this section) may apply. For libraries, see the program guidelines for special conditions of eligibility for this program. For museums, public or private nonprofit agencies, organizations, or associations that engage in activities designed to advance museums and the museum profession may also apply. In addition, institutions of higher education, including public and non-profit universities, are eligible.
- **Grant Amount:** \$50,000 - \$1,000,000
  - Collaborative Planning Grants:
    - Level 1: up to \$50,000
    - Level 2: up to \$100,000
- **Grant Period:** Up to three years for Project Grants. Up to one year for Collaborative Planning Grants.
- **Matching Requirement:** 1:1 for requests over \$250,000, except research projects. Cost sharing of at least one-third is encouraged for requests under \$250,000 and for research projects.

#### **Contact:**

- **Program Contact For Libraries:**  
Charles (Chuck) Thomas  
Senior Program Officer  
Telephone: (202) 653-4663  
E-mail: [cthomas@imls.gov](mailto:cthomas@imls.gov)
- Robert Trio  
Program Specialist  
Phone: (202) 653-4689  
E-mail: [rtrio@imls.gov](mailto:rtrio@imls.gov)

**Program Contact for Museums:**

- Helen Wechsler  
Senior Program Officer  
Telephone: (202) 653-4779  
E-mail: [hwechsler@imls.gov](mailto:hwechsler@imls.gov)
- Tim Carrigan, Program Specialist  
Telephone: (202) 653-4639  
E-mail: [tcarrigan@imls.gov](mailto:tcarrigan@imls.gov)
- **For more information, please visit:**  
<http://www.imls.gov/applicants/grants/nationalLeadership.shtm>
- **For help in developing a project plan for a National Leadership grant, please visit:**  
[http://www.imls.gov/Project\\_Planning/index.asp](http://www.imls.gov/Project_Planning/index.asp)

## 12) Native American Library Services Basic Grants

The Native American Library Services Basic Grant is noncompetitive and distributed in equal amounts among eligible applicants. Basic Grants are available to support existing library operations and to maintain core library services. The Education/Assessment Option is supplemental to the Basic Grant. It also is noncompetitive and must be requested. The purpose of the Education/Assessment Option is to provide funding for library staff to attend continuing education courses and training workshops on- or off-site, for library staff to attend or give presentations at conferences related to library services, and to hire a consultant for an on-site professional library assessment.

**Eligibility:**

- Indian tribes, Alaska Native villages, regional corporations, and village corporations are eligible to apply for funding under the Native American Library Services grant program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible applicant.
- **Grant Amount / Period:** Varies / One Year

**Contact:**

- Alison Freese  
Senior Program Officer  
Telephone: (202) 653-4665  
E-mail: [afreese@imls.gov](mailto:afreese@imls.gov)
- Robert Trio  
Program Specialist  
Telephone: (202) 653-4689  
Email: [rtrio@imls.gov](mailto:rtrio@imls.gov)
- **For more information, please visit:**

<http://www.imls.gov/applicants/grants/nativeAmerican.shtm>

### 13) Native American Library Services Enhancement Grants

Enhancement Grants support projects to enhance existing library services or implement new library services, particularly as they relate to the priorities of the Library Services and Technology Act (LSTA) listed here:

- to expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- to develop library services that provide all users with access to information through local, state, regional, national, and international electronic networks,
- to provide electronic and other linkages between and among all types of libraries,
- to develop public and private partnerships with other agencies and community-based organizations;
- to target library services to help increase access and ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, and individuals with limited functional literacy or information skills, and
- to target library and information services to help increase access and ability to use information resources for persons having difficulty using a library and for underserved urban and rural communities, including children from birth to age 17 from families with incomes below the poverty line (as defined by the Office of Management and Budget).

#### **Eligibility:**

- Indian tribes and Alaska Native villages are eligible to apply for the Enhancement Grant only if they have applied for a Native American Library Services Basic Grant in the same fiscal year. See program guidelines for specific eligibility criteria.
- Indian tribes, Alaska Native villages, regional corporations, and village corporations are eligible to apply for funding under the Native American Library Services grant program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible applicant.
- **Grant Amount / Period:** Up to \$150,000 / Up to two years

#### **Contact:**

- Alison Freese  
Senior Program Officer  
Telephone: (202) 653-4665  
E-mail: [afreese@imls.gov](mailto:afreese@imls.gov)

- Robert Trio  
Program Specialist  
Telephone: (202) 653-4689  
Email: [rtrio@imls.gov](mailto:rtrio@imls.gov)
- **For more information, please visit:**  
<http://www.imls.gov/applicants/grants/nativeEnhance.shtm>

## 14) Native American Museum Services Program

The Native American Museum Services program promotes enhanced learning and innovation within museums and museum related organizations, such as cultural centers. The program provides opportunities for Native American tribes and Native Hawaiian organizations to sustain heritage, culture, and knowledge by strengthened museum services in the following areas:

- **Programming:** Services and activities that support the educational mission of museums and museum related organizations.
- **Professional development:** Education or training that builds skills, knowledge, or other professional capacity for persons who provide or manage museum service activities. Individuals may be paid or volunteers.
- **Enhancement of museum services:** Support for activities that enable and improve museum services.

### **Eligibility:**

- Eligible applicants are:
  - Federally recognized Indian tribes,
  - Alaskan Native Villages and corporations, and,
  - Organizations that primarily serve and represent Native Hawaiians.

Entities such as museums, libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of the program and their staff may serve as project directors, in partnership with eligible applications.

- **Grant Amount / Period:** \$5,000 - \$50,000 / Up to two years
- **Matching:** No matching requirements.

### **Contact:**

- Sandra Narva  
Senior Program officer  
Telephone: (202) 653-4634  
E-mail: [snarva@imls.gov](mailto:snarva@imls.gov)
- Reagan Moore

Program Specialist  
Telephone: (202) 653-4637  
E-mail: [rmoore@imls.gov](mailto:rmoore@imls.gov)

- **For more information, please visit:**  
<http://www.imls.gov/applicants/grants/nativeServices.shtm>

## 15) Sparks! Ignition Grants

The Sparks! Ignition Grants for Libraries and Museums initiative is a new funding opportunity developed by IMLS to expand and test the boundaries of library, archive, and museum services and practices. It provides small, targeted investments in high-risk, innovative responses to the challenges and opportunities facing cultural heritage institutions in a rapidly changing information environment. Innovation is the key to using time, money, and staff more productively, and to helping cultural heritage institutions improve their services, processes, programs, and products. Partnerships are permitted, but not required.

- **Examples of projects that might be funded by this program include:** exploring the potential of highly original, experimental collaborations, testing inventive new workflows or processes that may result in substantial cost savings, rapid prototyping and testing of new types of software tools, or creating useful new ways to link separate software applications used in libraries, archives, or museums, research that involves the deployment, testing, and evaluation of a specific innovation, offering innovative new types of services or new service options to library, archive, or museum visitors.

### **Eligibility:**

- Museums and Libraries that fulfill the eligibility requirements for museums and libraries (detailed at the beginning of this section) may apply.
- **Grant Amount / Period:** Up to \$25,000 / Up to one year
- **Matching:** No matching requirements.

### **Contact:**

- **Program Contact For Libraries:**

Charles (Chuck) Thomas  
Senior Program Officer  
Telephone: (202) 653-4663  
E-mail: [cthomas@imls.gov](mailto:cthomas@imls.gov)

Robert Trio  
Program Specialist  
Phone: (202) 653-4689  
E-mail: [rtrio@imls.gov](mailto:rtrio@imls.gov)

- **Program Contact for Museums:**

Helen Wechsler  
Senior Program Officer  
Telephone: (202) 653-4779  
E-mail: [hwechsler@imls.gov](mailto:hwechsler@imls.gov)

Tim Carrigan, Program Specialist  
Telephone: (202) 653-4639  
E-mail: [tcarrigan@imls.gov](mailto:tcarrigan@imls.gov)

- **For more information, please visit:**  
<http://www.imls.gov/applicants/grants/SparksIgnition.shtm>



## **Section V: New York State Office of Parks, Recreation and Historic Preservation (NYS OPRHP)**

The NYS OPRHP helps communities identify, evaluate, preserve, and revitalize their historic, archeological, and cultural resources. This office administers programs authorized by both the National Historic Preservation Act of 1966 and the New York State Historic Preservation Act of 1980. This office works with governments, the public, and educational and not-for-profit organizations to raise historic preservation awareness, to instill in New Yorkers a sense of pride in the state's unique history and to encourage heritage tourism and community revitalization.

### **1) Environmental Protection Fund: State Funded Programs**

New York State's Environmental Protection Fund (EPF) was created in 1993 and is the state's primary source of funding for a wide range of environmental projects. The EPF protects our open space and farmland, clean drinking water, recreational opportunities, related businesses, and quality of life. The EPF provides our communities recycling programs, waterfront revitalization, municipal parks, solid waste management, zoos, botanical gardens and aquaria, pollution prevention and more.

The EPF protects our natural resources and public health, and also plays an important role in our local economy. EPF programs eliminate solid waste, prevent pollution, provide clean drinking water, and protect natural areas and community character, making our towns and villages desirable places to live, work and visit. The EPF has created or protected thousands of jobs in sectors including, but not limited to tourism, farming, engineering, solid waste management, education, science, land management, and forestry, in every county of New York State.

### **2) Acquisition Matching Grants**

A matching grant program for the acquisition of a permanent easement or fee title to lands, waters or structures for use by all segments of the population for park, recreation, conservation or preservation purposes. It is to be used for all three program areas where acquisition is of more importance than development.

- **For more information, please visit:**  
<http://nysparks.state.ny.us/grants/acquisition/default.aspx>

### **3) Heritage Areas Program**

The Heritage Areas System application is to be used for projects to preserve, rehabilitate or restore lands, waters or structures, identified in a management plan approved by the Commissioner in accordance with section 35.05 of the Parks, Recreation and Historic Preservation Law, for use by all segments of the population for park, recreation or conservation purposes.

#### **Eligibility:**

- To be eligible under this program, a project must fall within a NYS Designated Heritage Areas.

- **For more information, please visit:**  
<http://nysparks.state.ny.us/grants/heritage-areas/default.aspx>

#### 4) Historic Preservation Program

A matching grant program to improve, protect, preserve, rehabilitate or restore properties listed on the National or State Registers of Historic Places. Funds are available to municipalities or not-for-profits with an ownership interest.

**Additional Information:**

- The Historic Preservation application is to be used for projects to improve, protect, preserve, rehabilitate or restore properties on the State or National Register for use by all segments of the population for park, recreation, conservation or preservation purposes, in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.

**Eligibility:**

- This grant is available to all non-profit groups for work within NY State.

- **For more information, please visit:**  
<http://www.nysparks.state.ny.us/grants/historic-preservation/default.aspx>

#### 5) Parks Program

A matching grant program for the acquisition or development of parks and recreational facilities for projects to preserve, rehabilitate or restore lands, waters or structures for park, recreation or conservation purposes. Funds may be awarded to municipalities or not-for-profits with an ownership interest, for indoor or outdoor projects and must reflect the priorities established in the NY Statewide Comprehensive Outdoor Recreation Plan (SCORP), which can be found here: <http://nysparks.state.ny.us/recreation/trails/statewide-plans.aspx>

A CD-Rom of the SCORP in Adobe Acrobat Reader Files is available from the agency contact. Contact Planning Bureau at (518) 486-2909 or write to:

New York State Parks, Recreation and Historic Preservation  
Planning Bureau  
Empire State Plaza, Agency Building 1  
Albany, NY 12238

**Additional Information:**

- The Parks Program application is to be used for such things as playgrounds, courts, rinks, community gardens and facilities for swimming, boating, picnicking, hunting, fishing, camping or other recreational activities.
- **For more information, please visit:**  
<http://www.nysparks.state.ny.us/grants/historic-preservation/default.aspx>

## 6) Zoos, Botanical Gardens and Aquariums (ZGBA) Grant Program

A program for the funding of collections care or special projects at municipal or not-for-profit institutions that house, care for and interpret for the public, systematically organized collections of living things.

### **Additional Information:**

- The Zoos, Botanical Gardens and Aquariums Program (ZBGA) is a program of the Natural Heritage Trust (NHT). Funding for ZBGA is appropriated through the New York State Office of Parks, Recreation and Historic Preservation (NYSOPRHP).

The ZBGA Program provides the stimulus to develop educational, cultural and recreational programs interpreting our natural heritage as well as support for the permanent collections of eligible institutions.

These institutions are referred to as Natural Heritage Institutions.

### **Eligibility:**

- Public or not-for-profit organizations which own, house and care for living or systematically organized collections of objects of natural origin and which primarily provide such services to the general public on a regular and predictable basis are eligible for funding under the Zoos, Botanical Gardens and Aquariums Program.

For narrative purposes within this application, such organizations are referred to as Natural Heritage Institutions, and the collections, which they own, manage and interpret for the public, are referred to as Natural Heritage Collections.

In addition, each program applicant should meet **all** of the following criteria:

- have well-defined program goals; be organized as a public or private non-profit institution and exist on a permanent basis to act as a living museum with, as a primary purpose, ongoing education programs servicing children and adults; maintain a facility from which to operate these programs and interpret the collection; have an organized and systematic program for care of the collection; have absolutely no earnings applied to the benefit of a private stockholder or an individual.

The following are **NOT ELIGIBLE** for funding under the Zoos, Botanical Gardens, and Aquariums Program: natural history or history museums or collections; science-technology centers/museums or collections; planetariums; gardens and plantings which are primarily decorative, ornamental or commercial; programs which deal primarily with interpretation, utilization and/or maintenance of genetically domesticated plants and/or animals; public school districts or their components; archeological or anthropological museums or collections; Federal agencies and their programs; New York State agencies and departments; research projects; land acquisitions; program activities solely restricted to or directed towards an organization's membership or clients; lobbying.

Note: Institutions with collections which include both eligible and ineligible categories and otherwise meet all program eligibility criteria are eligible only for assistance in areas relating to the natural heritage portions of their collections and public service programs.

**Contact:**

- The completed application must be postmarked no later than the date specified in the Program Guidelines for the current application. Whenever possible, an independent field survey of any **new** applicant institution will also be conducted to assist staff in their review process. All final recommendations are transmitted to the Commissioner of Parks for final determination.
- Applications for funding are forwarded to:  
Office of Parks, Recreation and Historic Preservation  
Attention: Mindy Scott  
Grants-in-Aid, 16th Floor  
Agency Building #1  
Empire State Plaza  
Albany, NY 12238
- **For more information, go to:**  
<http://nysparks.state.ny.us/grants/zoos-botanical-gardens/default.aspx>

## 7) Snowmobile Trail Grant Program

A program that allocates funds to local governments that engage in the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System. The authorization for the program is found in Article 27 of NY Parks, Recreation, and Historic Preservation Law. Funding is allocated on a pro-rated basis.

**Contact:**

- NYS OPRHP  
Snowmobile Unit  
Empire State Plaza, Bldg. 1, 13<sup>th</sup> floor  
Albany, NY 12238  
Telephone: (518) 474-0446  
Fax: (518) 486-

**For more information and detailed Eligibility Requirements, please visit:**

- <http://nysparks.state.ny.us/grants/snowmobile-trail/default.aspx>

## **Federally Funded Programs**

### 8) Recreational Trails Program

A matching grant program for the acquisition, development, rehabilitation and maintenance of trails and trail-related projects. Funds are available to non-profit organizations, municipal, state and federal agencies, Indian tribal governments and other public agencies and authorities. Funded projects must be available to the general public. In addition, funded projects must be identified in, or further a specific goal of, the NY Statewide Comprehensive Outdoor Recreation Plan (SCORP), which can be found here:

<http://nysparks.state.ny.us/recreation/trails/statewide-plans.aspx>

A CD-Rom of the SCORP in Adobe Acrobat Reader Files is available from the agency contact. Contact Planning Bureau at (518) 486-2909 or write to:

New York State Parks, Recreation and Historic Preservation  
Planning Bureau  
Empire State Plaza, Agency Building 1  
Albany, NY 12238

**Eligibility:**

- The proposed project must be legally and physically accessible to the public, or be a portion of an identified trailways project which, when completed, will be legally and physically accessible to the public; must be physically and environmentally developable as a trailway; must be planned and developed under the laws, policies and administrative procedures of the State; and, must be identified in, or further a specific goal of, a trail plan referenced in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) required by the Land and Water Conservation Fund Act of 1965, or the State Recreational Trail Plan.
- **For more information, please visit:**  
<http://nysparks.state.ny.us/grants/recreational-trails/default.aspx>



## **Section VI: New York State Council on the Arts** **(NYSCA)**

NYSCA accepts grant proposals each year from nonprofit organizations incorporated in New York State. NYSCA is organized into discipline programs, each of which receives funding requests in a specific arts discipline or field.

**For more information, please visit:**

<http://www.nysca.org/public/grants/index.htm>

**Eligibility:**

- The Council awards grants to nonprofit organizations incorporated in New York State, Indian tribes, and units of local government. New applicants (except municipalities and Indian tribes) must submit proof that they are one of these types of organizations. Returning applicants who have applied in the past three years must certify that their nonprofit status remains valid. Some Programs and some funding categories have additional eligibility requirements, such as artistic audits. Please read the Program guidelines carefully and speak with Program staff before you begin the application process.

### **1) Architecture, Planning and Design**

The purpose of the Architecture, Planning and Design Program is to stimulate and promote excellence in design and planning in the public realm for the benefit of all New Yorkers. The Program aims to increase awareness and appreciation of the designed environment of New York State and to advance innovation in the design and planning fields.

**Additional Information:**

- NYSCA funding is made available for historic preservation documentation projects through a regrant program called Preserve New York . The Preservation League of New York administers the regrant program, which provides support for historic structure reports, historic landscape reports, and cultural resources surveys. Contact the League for application guidelines and the deadline. Applicants to this regrant program may not apply to the Architecture, Design and Planning Program in the same year.

**Contact:**

- Director Anne Van Ingen  
Telephone: (212) 741-7013
- Associate Nancy Cohn  
Telephone: (212) 741-7014

- **For more information, please visit:**

<http://www.nysca.org/public/guidelines/architecture/index.htm>

## 2) Capital Projects

Capital Projects offers support for the improvement, expansion, or rehabilitation of existing buildings owned or leased by nonprofit cultural institutions receiving programmatic funding from the Council. The types of facilities involved in these projects have included theatres, museums, galleries, cinemas, offices, art storage/conservation studios, and historic house museums. Examples of funded projects include roof replacement, HVAC systems, accessible bathrooms, theatrical lighting and sound systems, dance floors, office space renovation, fire safety systems, facade restoration, elevator installation, and electrical and advanced networks wiring.

### **Additional Information:**

- The Council is unlikely to support projects that do not meet **at least one** of the following funding priorities, which are listed in order of importance: Projects that address issues of building stabilization; Projects that address known health and safety deficiencies; Projects that reduce an organization's operating costs; Requests from organizations that further cultural development in rural or minority communities; Projects that improve, expand, or rehabilitate existing buildings to provide for accessibility for people with disabilities; Projects that demonstrate environmental stewardship and/or sustainable building practices; and Projects that increase or assure public access to the arts.

### **Eligibility:**

- To be eligible to apply to Capital Projects, an organization must meet each of the following conditions.
  - NYSCA funding for ongoing programs and activities (not sponsored projects or Decentralization grants) for the previous three consecutive years.
  - Ownership of the facility or leasehold with an unexpired period of at least six years at the time of application. (A renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval)
  - The unexpired period of the lease is equal to or longer than the "useful life" of the project (as excerpted from New York State Finance Law).
  - The completion of any previously supported capital projects before registering for a new capital project

### **Contact:**

- Director Anne Van Ingen  
Telephone: (212) 741-7013
- Associate Nancy Cohn  
Telephone: (212) 741-7014

- **For more information, please visit:**

[http://www.nysca.org/public/guidelines/capital\\_projects/index.htm](http://www.nysca.org/public/guidelines/capital_projects/index.htm)

### 3) Dance Program

The Dance Program seeks to support quality dance programming and to build audiences for the art form throughout the state. It also seeks to bolster the New York State dance community by supporting service organizations that provide administrative and technical assistance to dance artists and organizations. The Program has a long-standing commitment to fund dance in all its diversity and stylistic breadth, to embrace the new, the emerging, and the experimental, to provide support for mid-career choreographers and their companies, and to sustain the major national and international ballet and modern institutions. It is also a priority of the Program to foster the creative process by supporting rehearsal time and space for choreographers, enabling the production of new work.

**Additional Information:**

- The Council must be able to evaluate the applicant's artistic quality on an ongoing basis. In addition to your written application, a NYSCA representative may attend and evaluate your events. Artistic audits are conducted by a Council consultant who is expert in the particular field and whose report of the event becomes part of the evaluation process. To schedule an artistic audit, you must inform the Program of your events at least four weeks in advance. When requesting an artistic audit, please include name of the event, date/time, location, contact person, phone, email, etc.

**Eligibility:**

- New applicants to this Program and those applicants returning after an absence of more than two years are required to have two recent audits of different program seasons before the application deadline to be eligible for funding.

**Contact:**

- Director Beverley D'Anne  
Telephone: (212) 741-3232
- Associate Deborah Lim  
Telephone: (212) 741-3331

- **For more information, please visit:**  
<http://www.nysca.org/public/guidelines/dance/index.htm>

### 4) Electronic Media and Film

The Electronic Media and Film Program is dedicated to furthering artistic growth and public engagement in the media arts. The Program supports a variety of activities that enable diverse constituents in the development, exhibition and appreciation of film, electronic media and sound as an art form.

**Additional Information:**

- The Program offers support for interdisciplinary media art work to enable the creative potential of digital technology. Interdisciplinary work will be considered for support when there is strong evidence of technology as an art form and as a distinct component. The core tools and process must be electronic as an aesthetic, formal and conceptual element of the work. Projects will not be

considered for support when the use of technology is in the service of another discipline or objective.

**Contact:**

- Director Karen Helmersen  
Telephone: (212) 741-3003

- **For more information, please visit:**

[http://www.nysca.org/public/guidelines/electronic\\_media/index.htm](http://www.nysca.org/public/guidelines/electronic_media/index.htm)

## 5) Museum Program

The Museum Program supports the advancement of museums and museum service organizations. The Program believes that clear planning and direction fosters stronger institutions, and that partnerships and collaboration can help broaden an organization's perspective and assist in better serving the public. The Program further values projects that make the arts and culture relevant to contemporary life, and encourage opportunities for museums to engage with living artists. Funding categories underscore these goals and encourage museums and historic sites to be more responsive to diverse visitors and communities.

**Eligibility:**

- Museums must have been open to the public for a minimum of one year prior to the registration deadline. Museums must provide services to the public for a minimum of 120 days per year by the registration deadline. Organizations open to the public by appointment only do not meet this requirement.

**Contact:**

- Director Kristin Herron  
Telephone: (212) 741-3232
- Associate Fabiana Chiu-Rinaldi  
Telephone: (212) 741-7847
- Associate Christine Leahy  
Telephone: (212) 741-7404

- **For more information, please visit:**

<http://www.nysca.org/public/guidelines/museums/index.htm>

## 6) Special Arts Services

The Special Arts Services Program helps to ensure the quality, viability, and productivity of artists and, institutions of color, and the traditions of other specific cultures. The Program celebrates the artistic pluralism of the state by supporting professional arts activities within and serving African/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Native American/Indian communities, as well as activities that perpetuate other distinct ethnic traditions.

**Additional Information:**

- The Program supports both established and emerging community-based organizations that demonstrate potential for artistic growth. The Program welcomes projects from new immigrant communities around the state. In addition, the Program encourages collaborations and innovative projects. The Program supports performing arts, visual arts, media organizations, and multi-arts centers. Organizations applying to the Program should have appropriate representation at the staff and board level reflecting the communities served.

**Eligibility:**

- First-time applicants are strongly advised to consult with Program staff well before the March registration deadline. This consultation provides a valuable interaction between staff and applicant which will help guide you in developing your NYSCA application.

**Contact:**

- Director Helen Cash Jackson  
Telephone: (212) 741-7148
- Associate Barbara Ho  
Telephone: (212) 741-7147

- **For more information, please visit:**  
[http://www.nysca.org/public/guidelines/special\\_arts\\_services/index.htm](http://www.nysca.org/public/guidelines/special_arts_services/index.htm)

## 7) State and Local Partnerships

The State and Local Partnership Program supports the growth and development of organizations operating at the regional, county, and local levels that advance local arts and cultural initiatives and offer comprehensive arts services essential to the state's continued cultural development.

**Additional Information:**

- The Program primarily supports multi-arts centers, local arts councils, and multi-arts service organizations. It places high priority on organizations that demonstrate a commitment to reach out to the full diversity of the communities they serve. The Program focuses on issues that affect organizational stability, professionalism, and effectiveness. Priority is given to professional staff development, catalytic projects that enhance the resources and visibility of the arts, and services that support individual artists.

New applicants to the Program are welcome to present requests in the Workshops, Services to the Field, and Administrative Salaries categories. New applicants are strongly advised to consult with Program staff well before the registration deadline.

The Program also manages Decentralization (DEC), the Council's statewide regrant program. DEC provides support for community-based arts activities through a local decision-making grant process reflecting the unique character of each of the state's communities. Through the efforts of a network of local arts organizations, DEC is available to artists and organizations in each of the state's 62 counties.

**Contact:**

- Associate Steve Jones  
Telephone: (212) 741-7141

- **For more information, please visit:**

[http://www.nysca.org/public/guidelines/state\\_partnerships/index.htm](http://www.nysca.org/public/guidelines/state_partnerships/index.htm)

## 8) The Theatre Program

The Theatre Program offers support to professional theatre companies with ongoing production and development programs. The Program also supports service organizations that build and reinforce administrative and institutional skills, provide resources and information, support the professional development of artists, and enhance education about and access to theatre for audiences.

**Eligibility:**

- Applicants must be able to document payment to professional artistic personnel. Producing organizations must offer no fewer than 24 performances of at least two productions each year. Ensemble or process-based theatre companies that create productions in a non-traditional manner are accepted. In these cases, organizations must have offered a home season of at least eight performances within the year prior to the application deadline. The Program does not support community theatre, commercial or student productions, and generally does not support carnivals, sideshows, parades, and variety shows.

**Contact:**

- Director Robert Zuckerman  
Telephone: (212) 741-7077

- Associate Brenda Brown  
Telephone: (212) 741-7977

- **For more information, please visit:**

<http://www.nysca.org/public/guidelines/theatre/index.htm>

## **Section VII: New York State Canal Corporation**

The New York State Canal Corporation is a subsidiary of the New York State Thruway Authority. It is responsible for the oversight, administration and maintenance of the New York State Canal System, which consists of the Erie Canal, Cayuga-Seneca Canal, Oswego Canal and Champlain Canal. It is also involved with the development and maintenance of the New York State Canalway Trail and with the general development and promotion of the Erie Canal Corridor as both a tourist attraction and a working waterway.

All grants and loans available through the New York State Canal Corporation can be found at the following website: <http://www.canals.ny.gov/corporation/grant.html>

### **Additional Information:**

- The New York State Canal Corporation will give \$30,000 in tourism matching grants to promote the New York State Canal System and Canalway Trail as a year-round recreational resource and tourism destination.

The grants will provide up to \$2,500 for the development of promotional materials that promote the Canal System and/or Canalway Trail, or specific Canal-related events, festivals or attractions.

Special consideration will be given to applications that involve collaborative partnerships among several TPAs and/or private industry to create multi-county, regional thematic canal destinations and self-guided tours consistent with historical, cultural, urban and environmental assets and attractions contained along or within the Canal System and the Erie Canalway National Heritage Corridor.

### **Eligibility:**

The grant program is open to designated Tourism Promotion Agencies (TPAs), Chambers of Commerce, Nonprofit organizations and canal communities in New York State for the development of Canal System promotional material consistent with regional themes set forth in the Canal Recreationway Plan and recommendations contained in the state's "A Report on the Future of New York State Canals".

### **Contact:**

- John L. Buono  
Chairman  
Telephone: (518) 436-2983

- **For more information, please visit:**

<http://www.canals.ny.gov/news/pressrel/2010/2010-03-11-grants-program.html>

## **Section VIII: Underground Railroad Network to Freedom Program**

The National Underground Railroad Network to Freedom Act directs the National Park Service (NPS), to establish a program that tells the story of resistance against the institution of slavery in the United States through escape and flight. This story is illustrative of a basic founding principle of this Nation, that all human beings embrace the right to self-determination and freedom from oppression. Through this National Underground Railroad Network to Freedom Program, NPS is demonstrating the significance of the Underground Railroad not only in the eradication of slavery, but as a cornerstone of our national civil rights movement.

The Program is coordinating preservation and education efforts nationwide, and is working to integrate local historical sites, museums, and interpretive programs associated with the Underground Railroad into a mosaic of community, regional, and national stories.

All grants and loans available through the Underground Railroad Network to Freedom Program can be found at the following website: <http://www.nps.gov/history/ugrr/>

### **Additional Information:**

- In addition to preserving historic sites associated with the Underground Railroad, the NPS, through the Network to Freedom, attempts to tell a comprehensive story of the people and events associated with the struggle for freedom from enslavement. Much of the historic physical evidence of places—the buildings and landscapes—important to the Underground Railroad have been altered or destroyed. To convey the magnitude of this history, it is necessary to recognize commemorative and interpretive efforts, in addition to identifying and preserving the sites that remain. Consequently, the Network was designed to include not only sites, but facilities and programs.

### **Eligibility:**

- Any element nominated to the Network must have a verifiable association to the Underground Railroad. These associations to the Underground Railroad must be verified using professional methods of historical research, documentation, and interpretation. Supporting evidence must be documented in the application through specific citations that would allow the reader to recreate the research.

Any site, facility, or program that applies for inclusion in the Network must have the consent of the owner, manager, or director. Public-owned properties must [also] have consent from the site manager. A letter of consent from the property owner must accompany each application.

Places that are ineligible for the National Register or that do not have a determination yet, may be eligible for the Network if they have a demonstrated and verified association to the Underground Railroad, and some type of interpretation such as a commemorative or interpretive marker, educational program, brochure, or site bulletin. The purpose of this requirement is to provide the public with some sort of contextual reference for understanding the significance of the site. The site must be identified by name and a statement that identifies its Underground Railroad association.

**Contact:**

- Sheri Jackson  
North East Coordinator  
Philadelphia Support Office  
200 Chestnut Street  
Philadelphia, PA 19106  
Telephone: (215) 597-7050



## **Section IX: Federal Highway Administration**

### **Recreational Trails Program (RTP) Grants**

The Recreational Trails Program (RTP) provides funds to the States to develop and maintain recreational trails and trail-related facilities for both nonmotorized and motorized recreational trail uses. The RTP is an assistance program of the Department of Transportation's Federal Highway Administration (FHWA). Federal transportation funds benefit recreation including hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

#### **Additional Information:**

- The RTP funds come from the Federal Highway Trust Fund, and represent a portion of the motor fuel excise tax collected from nonhighway recreational fuel use: fuel used for off-highway recreation by snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks.

#### **Eligibility:**

- The RTP funds are distributed to the States by legislative formula: half of the funds are distributed equally among all States, and half are distributed in proportion to the estimated amount of nonhighway recreational fuel use in each State. Each State administers its own program. Contact your state RTP provider (information below) for guidance on New York State policies and project eligibility requirements.

#### **Contact:**

- Robert W Reinhardt, Director of Planning  
Parks, Recreation, and Historic Preservation  
Agency Bldg #1 17<sup>th</sup> Floor  
Empire State Plaza  
Albany NY 12238  
518-474-0415; Fax 518-474-7013  
[robert.reinhardt@oprhp.state.ny.us](mailto:robert.reinhardt@oprhp.state.ny.us)
- Colleen LaFarr, Grants In Aid Program Assistant 1  
518-474-8477  
[Colleen.lafarr@oprhp.state.ny.us](mailto:Colleen.lafarr@oprhp.state.ny.us)
- Mindy Scott, Chief of Grants  
518-474-0427; [mindy.scott@oprhp.state.ny.us](mailto:mindy.scott@oprhp.state.ny.us)
- **For more information, please visit:**  
<http://www.fhwa.dot.gov/environment/rectrails/>

## **Section X: Transportation and Transit Enhancement**

### **(TE) Programs**

#### **Additional Information:**

- The list of qualifying TE activities provided in 23 U.S.C. 101(a)(35) is intended to be exclusive, not illustrative. That is, only those activities listed therein are eligible as TE activities. They are listed below.

#### **TE Activities Defined:**

- Provision of facilities for pedestrians and bicycles.
- Provision of safety and educational activities for pedestrians and bicyclists.
- Acquisition of scenic easements and scenic or historic sites (including historic battlefields).
- Scenic or historic highway programs (including the provision of tourist and welcome center facilities).
- Landscaping and other scenic beautification.
- Historic preservation.
- Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).
- Preservation of abandoned railway corridors (including the conversion and use of the corridors for pedestrian or bicycle trails).
- Inventory, control, and removal of outdoor advertising.
- Archaeological planning and research.
- Environmental mitigation
  - to address water pollution due to highway runoff; or
  - reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
- Establishment of transportation museums.

#### **Eligibility:**

- To be eligible for consideration of federal-aid Transportation Enhancement funds, a TE project **must meet at a minimum two basic Federal requirements:**
  - Be one of the [12 designated TE activities](#), and
  - [Relate to Surface Transportation](#)

#### **Other Considerations for Project Eligibility**

- A TE project may be a "stand-alone" project or it may be a sub-component to a larger transportation facility.
- Different components of your project may be eligible for TE funds. The more eligible activities you present on your application the more likely it is to receive funds.
- Proximity to a road or transportation facility does not in itself establish eligibility. Additional discussion beyond proximity is needed in the TE project proposal to establish the relationship to transportation.
- The funded activities must be accessible to the general public or targeted to a broad segment of the population.

- It is not necessary to have a TE activity function as an active transportation facility, either past or current, to qualify as an eligible TE activity. For example, a scenic or historic site may have a relationship to transportation but not function as a transportation facility.
- TE funds are available for all phases of projects from planning and design to property acquisition, surveying, preliminary engineering, construction and management. However, TE funds may not be used for routine maintenance or standard environmental mitigation.
- Where a TE activity is for acquisition for scenic preservation purposes, and proposes to contribute to the visual experience of the traveler, but is a substantial distance away with respect to a highway or transportation project, the TE activity must be determined to make a substantial contribution to the scenic viewshed.
- On occasions determining which activities are eligible for funding can be difficult. When questions arise, closer coordination with the FHWA division office and State DOT will assist in the determination of a projects relationship to surface transportation.

**Contact:**

- It is important to become familiar with your state program practices regarding eligibility. Contact your New York State TE Coordinator for specific information on New York's TE process:

Doug Burgey  
Statewide TEP Coordinator  
Department of Transportation  
50 Wolf Road  
6th Floor  
Albany, NY 12232  
Telephone: 518-485-2499

- **For more information, please visit:**  
<http://www.fhwa.dot.gov/environment/te/guidance.htm>

## Section XI: Letters of Support from Senator Gillibrand

While Senator Gillibrand does NOT decide which organizations are awarded grants, there are instances in which it is appropriate for the Senator Gillibrand to write a letter of support for an application. If you wish to request a letter of support for your application, you must supply Senator Gillibrand with the following:

1. A description of your organization,
2. Summary of the application,
3. a description of what the money will be used for, and
4. a draft letter of support

Please forward this information to the nearest regional office:

### **Capitol District**

Senator Kirsten E. Gillibrand  
Leo W. O'Brien Federal Office Building  
1 Clinton Square  
Room 821  
Albany, NY 12207  
Tel: (518) 431-0120  
Fax: (518) 431-0128

### **Buffalo/Western New York**

Senator Kirsten E. Gillibrand  
Larkin at Exchange  
726 Exchange Street, Suite 511  
Buffalo, NY 14210  
Tel: (716) 854-9725  
Fax: (716) 854-9731

### **Long Island**

Senator Kirsten E. Gillibrand  
155 Pinelawn Road  
Suite 250 North  
Melville, NY 11747  
Tel: (631) 249-2825  
Fax: (631) 249-2847

### **New York City**

Senator Kirsten E. Gillibrand  
780 Third Avenue  
Suite 2601  
New York, New York 10017  
Tel. (212) 688-6262  
Fax (212) 688-7444

### **North Country**

Senator Kirsten E. Gillibrand  
PO Box 273  
Lowville, NY 13367  
Tel. (315) 376-6118  
Fax (315) 376-6118

### **Rochester Region**

Senator Kirsten E. Gillibrand  
Kenneth B. Keating Federal Office Building  
100 State Street  
Room 4195  
Rochester, NY 14614  
Tel. (585) 263-6250  
Fax (585) 263-6247

**Syracuse/Central New York**

Senator Kirsten E. Gillibrand  
James M. Hanley Federal Building  
100 South Clinton Street  
Room 1470  
PO Box 7378

**Westchester County**

Senator Kirsten E. Gillibrand  
Tel. (914) 725-9294  
Fax (914) 472-5073

**Washington D.C.**

Senator Kirsten E. Gillibrand  
United States Senate  
478 Russell Senate Office Building  
Washington, DC 20510  
Tel. (202) 224-4451  
Fax (202) 228-0282  
TTY/TDD: (202) 224-6821

