



CULTURE

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Heritage Collections Care 2011 Guidelines and Process

Who Can Apply

Nonprofit organizations located in King County holding historic collections in the public trust

Nonprofit organizations may submit **one** application annually to the Heritage Collections Care program.

Eligible Applicants Include King County-Based:

- Nonprofit heritage and historical organizations, such as museums, archives, public agencies, and community associations that collect, preserve, and hold in public trust, historic artifacts, photographs, documents, ephemera, etc.

The program gives priority to basic collections issues and provides institutions with support to evaluate collections needs and to implement resulting recommendations.

Eligible Projects Must:

- Focus primarily on the collection, documentation, and/or preservation of King County heritage resources
- Address at least one of the following heritage disciplines, as they relate specifically to King County's past: archaeology; indigenous and traditional cultures; ethnic, community, or regional history and heritage; historic preservation; or folklore
- Demonstrate a public benefit to King County residents and visitors

What Gets Funded

Cataloging, planning, training, assessments, inventories, and materials

Project funds may be used to:

Support projects including, but not limited to:

- Cataloging and improving access to archaeological collections
- Improving archival or artifact collection conservation or access
- Purchasing collections management software
- Training staff and volunteers in preventive maintenance of collections

- Conducting research that documents heritage resources or information access aids
- Performing collections needs assessment surveys and implementing recommendations
- Instituting and improving security methods for safeguarding collections
- Developing emergency preparedness plans to protect collections during catastrophic events
- Hiring trained professionals for collections care projects
- Compensating qualified interns for collections care activities
- Bridging a funding gap to conduct MAP, CAP, or StEPs assessments
- Completing inventories, descriptive catalogs, and/or condition surveys of collections
- Hiring professional assistance in development of comprehensive collections policies
- Preserving historic photos through duplication of images
- Building a collections database for electronic access to minimize handling of original materials

Eligible costs include:

- Fees for conservators, collections care or heritage specialists, professional consultants or services
- Materials and consumable supplies used for collections care purposes
- Direct activities costs, which may include transportation, documentation, and other items and fees specifically described in the application

Program funds may NOT be used for:

- Major equipment purchases, [construction or fabrication projects](#)
- [General operating support](#), indirect or overhead costs and fees, employee benefits or any regular staff salaries
- Elements of projects completed before the awarding of funds
- Services for events in which fundraising is a primary purpose
- Applications from religious institutions
- Applications from schools (schools should contact Heritage 4Culture for information regarding partnerships for projects in the [Cultural Education Program](#))
- Activities lacking a specific focus on King County's history and heritage
- Support of collections that are privately held or not regularly accessible to the public
- Restoration of historic structures, the preservation of the built environment, or the stabilization of archaeological sites

Confused by language we use? Check out our [glossary of terms](#)

When

2011 Program Deadline: June 29, 2011, 5pm PST

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How Awards are Made

Competitive selection process with evaluation criteria

Applications to the Heritage Collections Care program are reviewed by staff for eligibility, accuracy, and completeness. An independent peer review panel, composed of heritage specialists, museum professionals, and other community representatives, meet to review applications. The panel will select and recommend the most highly qualified proposals for funding based on the following criteria:

Quality and Qualifications

- Clarity of proposed project description, including goals, timeline for completion, and significance
- Thoroughness and completeness of responses to application queries, and quality of writing
- Quality of proposal, including its alignment with professional standards, best practices, and methodologies for ensuring successful implementation
- Experience and qualifications of applicant and project personnel in collections care
- Relationship of proposal to the applicant's mission and goals, and to existing or needed resources

Feasibility

- Applicant's preparedness to develop, administer, and complete proposed activities within budgetary, logistical and time constraints described in the application
- Appropriateness of overall budget and request, including applicant's ability to use 4Culture funds to leverage private or other public funding and support for the proposal
- Applicant's presentation of a well-developed plan for raising funds needed to complete the proposed activities

Project Impact and Public Benefit

- Contribution to the development and preservation of the historical record in King County
- Potential to raise the visibility of heritage collections care and preservation
- Ability to preserve heritage resources held in the public trust
- Ability to generate broad and/or lasting public benefit

Heritage Priorities

- Proposed activities which contribute to the protection and preservation of endangered historic and heritage resources
- Proposed activities which address preservation of neglected or unique aspects of King County heritage, such as those defined by theme, ethnicity, or geography

Evidence of Preliminary Planning

- An institutional strategic plan which includes collections care as a key element
- Participation in or completion of a collections needs assessment survey

Note: Priority will be given to projects that serve underrepresented geographic areas or ethnic groups, if above criteria are met.

Questions about your proposal or its eligibility? Contact [Eric Taylor](#) at 206 296.8688.

Funding from 4Culture programs is awarded on a competitive basis. The following opportunities are available to help applicants plan projects and prepare applications:

- **Free workshops** are presented by program staff to identify the types of projects eligible for funding, explain how funding decisions are made, provide a step-by-step review of the application, and offer tips for preparing your proposal.
- **Applications from previous years** are available for review at the 4Culture offices.

Requirements and appeals

Learn about the legal requirements of award recipients, and about the process for appeal of a 4Culture award [here](#).

Ready to Apply

How to prepare your application

STEP 1 - Read all of the above sections

STEP 2 - Prepare your information

You are required to submit your application using the online form. In this section, you will find tools for preparing your information, and the supplemental materials you are required to submit with your application.

Application Preview with Help Notes

The online application will ask you for information that you should prepare before you login to apply. To prepare your information, we suggest you review the Application Preview, a facsimile of the online application with helpful notes and tips from staff. You can access the Application Preview [here](#).

If you do not have the Adobe Acrobat software required to view this document, you can download a free [Adobe® Acrobat viewer](#).

Supplemental Materials Guide

You are **required** to submit the following during the "upload" step of the online application (do not mail):

Project Budget (Required)

Download the budget form provided here. Enter your estimated project costs in the Expenses column. Enter your sources of income for the project in the Income column.



[Project Budget](#)

Board List (Required)

Submit a list of your organization's board members and their affiliations. Preferred file formats are Word and PDF.

Operating Budget (Required)

Submit your organization's most current annual operating budget. Preferred file formats are Word and PDF.

Note: The online application system will not allow uploads of individual files larger than 2MB.

You are **encouraged** to mail us copies of any of the following:

Additional Support Materials (Optional)

- Portion of long range plan showing priorities for collections care (5 pages maximum)
- First five pages of current collections policy
- Resumes of project personnel, including professional consultants
- Letters of support from organizations or individuals providing in-kind contributions to the project, participating in the project as partners, or supportive of project outcomes
- Collection content inventories, descriptions or condition reports (5 pages maximum)
- Samples of standard forms to be used (5 maximum)
- General plan and timeline for implementation of the proposed project

Mail/Deliver Instructions

Mailed materials must have a United States Postal Service postmark of June 29, 2011, or be delivered by 5:00 p.m., June 29, 2011, to:

Eric Taylor
4Culture
101 Prefontaine Place S
Seattle, WA 98104

STEP 3 - Begin your online application

Note: Once you have started the process of applying online, you can hit "save" after completing the required fields in each section, log out, and your application will remain saved as a draft. You can then return to your application any time before the deadline to continue working or to make changes by logging in with the username and password you created. Once you hit "submit," you will still be able to see your application, but you will not be able to make any further changes

For technical questions about the online application system, contact staff member [Brandi Link](#) at 206 296.8707.