

## CALL FOR APPLICANTS

December 2009

### ***PHILADELPHIA STEWARDSHIP PROGRAM TRACK II: PRESERVATION PLANNING***

*“Every institution has a responsibility to safeguard the collections that are entrusted to it. That responsibility includes incorporating preservation and conservation awareness into all facets of the institution's activities so as to ensure the long-term preservation of its collections. The institution's commitment will be reflected in the accurate assessment of condition, thorough and comprehensive planning, and the assignment of appropriate financial resources.”*

*Position Paper on Conservation and Preservation in Collecting Institutions*

The American Institute for Conservation of Historic and Artistic Works, 2004

The Track II of the Philadelphia Stewardship Program is based on two simple propositions:

- Effective stewardship does not simply happen. It must be thoughtfully planned.
- In order to be successful, a preservation plan must be implemented and evaluated based upon measurable criteria.

Through the Track II of the Philadelphia Stewardship Program, the Conservation Center for Art and Historic Artifacts (CCAHA) is offering expertise and financial support in the area of collections care to museums, libraries, archives, historic houses, and other organizations with historic collections. CCAHA will work with program participants to develop and write a long-range preservation plan, and will provide guidance, assessment tools, and technical information in consultation with the staff at each participating organization. After the organization's Board of Directors has formally approved the preservation plan, CCAHA will continue to work with the organization to accomplish measurable first year goals.

The long-term benefits of participation are considerable. Participating organizations will receive:

- Assistance in writing a long-range (3 to 5 year) preservation plan.
- Assistance in achieving the plan's first year benchmarks.
- Opportunity to apply for 1:1 matching grants of up to \$2,500 for preservation projects.
- Educational opportunities focused on specific aspects of collections care.
- Educational opportunities focused on fundraising for preservation.

#### **Criteria for Participation**

Successful applicants will need to demonstrate that they have laid the groundwork for developing a preservation plan, and that they are firmly committed to participating in this program of collections care activities.

To be considered for participation in Track II of the Philadelphia Stewardship Program, an organization must be located within the counties of **Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia**, and have completed a preservation needs assessment. In addition, the collections at the institution must be available to the public. Preference will be given to organizations that:

- have collections that are unique or of significant historical or artifactual value;
- demonstrate a willingness to develop and maintain a preservation program; and
- commit to attending several educational programs.

The Track II requires an 12-month commitment. Because the elements of the program will involve some staff time, organizations are expected to allocate adequate resources to the program. A staff member who will

coordinate the planning initiative must be identified and staff must attend one educational program offered by CCAHA.

In the sixth month of the program, all organizations participating in the program will be eligible to apply for up to \$2,500 in restricted funding which must be matched 1:1 by the organization. All projects must be related to the organization's preservation plan. Eligible expenses will include fees for consultant services; purchase of storage materials, environmental monitoring equipment, or appropriate exhibition display materials; and conservation treatment of selected items. Up to 30% of the match may be designated for staff salaries covering time restricted to work on the project. Ineligible expenses include organizational overhead costs, building construction or repair, and capital improvements.

In addition to receiving the free preservation plan and grant, staff at participating organizations must attend one educational program offered by CCAHA on such subjects as housekeeping, pest management, environmental monitoring, and basic archival management, as well as fundraising for preservation and conservation. These programs, which are part of the Collections Care Training Series, will be offered at a discount for participants in the Stewardship Program.

The Track II of the Philadelphia Stewardship Program is intended for organizations that have completed a preservation needs assessment survey. Organizations that do not have a preservation needs assessment survey that reflects current conditions should contact CCAHA to discuss participation in Track 1 of the program.

### **Application Process**

We urge you to consider applying for participation in Track II of the Stewardship Program. To apply, please download an application from our website at [www.ccaha.org](http://www.ccaha.org) or request an application package from CCAHA's Preservation Services Office at:

Preservation Services Office  
Conservation Center for Art and Historic Artifacts  
264 South 23rd Street  
Philadelphia, PA 19103  
Tel: (215) 545-0613  
Fax: (215) 735-9313  
E-mail: [psoc@ccaaha.org](mailto:psoc@ccaaha.org)  
Web site: [www.ccaha.org](http://www.ccaha.org)

### **THE DEADLINE FOR APPLICATION IS**

**March 12, 2010**

**All application materials must be received by this date.**

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Established in 1977, the mission of the **Conservation Center for Art and Historic Artifacts** (CCAHA) is to provide expertise and leadership in the preservation of the world's cultural heritage. CCAHA is a non-profit conservation laboratory serving other non-profit cultural, educational, and research institutions, as well as private individuals and organizations. CCAHA specializes in the treatment of works of art and historic artifacts on paper. It also offers on-site consultation services; educational programs and seminars; internships, fellowships, and apprenticeships; and emergency conservation assistance.

The *Philadelphia Stewardship Program* is funded by the **William Penn Foundation** which strives to improve the quality of life in the Greater Philadelphia region through efforts that foster rich cultural expression, strengthen children's futures, and deepen connections to nature and community. In partnership with others, the William Penn Foundations works to advance a vital, just, and caring community.