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CALL FOR APPLICANTS  
May 2011

## ***The Conservation Center for Art & Historic Artifacts Risk Assessment Program***

It has come to the forefront in recent years that there is great potential for cultural collections to incur damage from large scale disasters, such as fires, hurricanes, and earthquakes. Roof leaks, pest infestations, mold blooms, thefts, aging mechanical systems, and other localized emergencies can also seriously affect collections materials.

Being prepared and identifying the potential threats to one's institution are the best ways of mitigating risks to cultural collections. According to *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions*, published by the Getty Conservation Institute, the first step in creating a disaster plan is "to prepare a report identifying what natural or human-caused emergencies may threaten the institution." This report is usually referred to as a risk assessment. Organizations cannot move ahead to the development of a disaster plan without a clear understanding of the areas where their institution is most vulnerable to loss and damage.

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**The Conservation Center for Art & Historic Artifacts (CCAHA)** is seeking applicants to participate in its Risk Assessment Program. Institutions that are selected through this competitive application process will receive a one day on-site consultation and a written risk assessment, which can become the basis for future disaster planning efforts. In addition, CCAHA staff will review any subsequent disaster planning documents and make suggestions for the successful implementation of the plan.

### ***Eligibility:***

The Risk Assessment Program is intended for small to mid-sized institutions with humanities-based collections in the Mid-Atlantic region, which includes Pennsylvania, New Jersey, Delaware, Maryland, New York, Washington, D.C., Virginia, and West Virginia. Institutions wishing to participate in the program must be willing to make a commitment to developing an Emergency Preparedness and Response Plan, or updating the plan that they currently have in place, and must assign a project manager.

Priority will be given to institutions that would not normally have the resources to pay for this service at full cost, or the staff time or expertise to complete the assessment in-house. Institutions funded by the federal government are not eligible.



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**Process:**

During the on-site consultation, CCAHA staff will review and examine the institution's environment, history, location, structural needs, weather and geographic risks, mold and pest control, fire protection, security procedures, local resources, and training requirements. Insurance considerations, collections documentation, and collections salvage priorities are also addressed. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive disaster plan for the institution.

**Cost:**

Through funding from the National Endowment for the Humanities, CCAHA is able to offer a limited number of subsidized risk assessments for \$350, including the assessor's travel expenses.

**Application Process and Deadline:**

Application forms for the Risk Assessment Program can be found on CCAHA's website: <http://www.ccaha.org/fundraising/grant-calendar/2011/07/15/ccaha-risk-assessment-program>. All applications must be received **by Friday, July 15, 2011**.

If you have questions or want to discuss the suitability of this program for your institution, please contact CCAHA's Preservation Services Office at:

Preservation Services Office  
Conservation Center for Art & Historic Artifacts (CCAHA)  
264 South 23rd Street  
Philadelphia, PA 19103  
Tel: (215) 545-0613  
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Congress created the **National Endowment for the Humanities** in 1965 as an independent agency that supports education, research, preservation projects, and public programs in the humanities.

**CCAHA** is the largest non-profit conservation laboratory serving other non-profit cultural, education, and research institutions, as well as private individuals and organizations, in the United States. Founded in 1977, CCAHA specializes in the treatment of works of art and historic artifacts on paper, photographs, and books, as well as works on parchment and papyrus, and provides state-of-the-art digital imaging services. CCAHA's conservation and preservation services staff develop and present educational programs; conduct preservation assessments; provide assistance with preservation planning; and develop emergency preparedness plans.