



Application Checklist

Note: This checklist can help you prepare to apply for Groundwork Grants. Please refer to the Guidelines for instructions and information, and apply via our online application portal. *This checklist is not an official application.*

Basic Information

- Organization/Institution/Agency Name
- Address
- Tax ID (EIN)
- Name of Parent Organization/Institution/Agency (if applicable)
- Project Director Name and Contact Information
- Grant Administrator Name and Contact Information

Project Detail & Implementation

- Requested Services and/or Fundable Activities - Check all that apply
 - Assistance in the development of disaster plans
 - Disaster recovery & spill kits
 - Preservation supplies
 - Environmental monitoring and alert equipment
 - Staff training opportunities
 - Consultation with local facilities specialists (e.g., engineers, plumbers, electricians, security technicians, or others)
 - Supplies, equipment, or hardware for minor, immediate building maintenance, repairs, storage, or security needs

Underserved/Under-Represented Communities:

Place a check mark by any community category whose contributions to California history and culture would be better preserved by the project:

- African American
- Asian American

- Hispanic/Latinx
 - Native American groups
 - Persons with disabilities
 - Persons experiencing poverty or homelessness
 - Veterans
 - Farmworkers
 - Persons identifying as LGBTQ+
 - Senior residents
 - Immigrants and refugees
 - Rural communities
- Assessment of Emergency Readiness - Check one
- Our organization received an assessment from a *Ready or Not* consultant
 - Our organization did NOT receive a *Ready or Not* assessment but has received a recent preservation assessment (within the past five years) that encompassed emergency readiness
 - Our organization received an assessment of its emergency readiness more than five years ago
 - Our organization has never received an assessment of its emergency readiness
- Project Description - Narrative, 1 paragraph per section
1. Provide your organization's:
 - Mission
 - A broad description of the collection that would be preserved
 - Highlights of materials that illustrate the importance of the sources and the audience(s) they serve
 - Identify the under-served California cultural heritage community(ies) most substantially represented in the collections, noting exemplary sources
 2. Discuss the rationale for the project, including:
 - Key preservation and emergency readiness concerns your organization faces, such as environmental, natural disaster, security, or other threats

- Note any previous disaster-related damage to your collection
- Highlight any sources that are particularly at risk of loss or deterioration
- Project Personnel
 - Identify and briefly describe the roles and qualifications of all key project participants
 - If external personnel are not yet contracted, briefly detail your plan to solicit and select these participants
- Project Workplan
 - List key project activities and projected dates
 - Must end before Dec. 31st, 2024

Budget

Please note the **Budget Worksheet** on page 5, which can serve as a helpful tool when completing the online application.

- Pre-Arranged Goods & Services - Check requested goods/services
 - Assistance with development of a disaster plan with a Myriad consultant, \$3000
 - Environmental monitoring and alert equipment
 - 1) Small (3 sensors; 1 gateway), \$5,325
 - 2) Medium (6 sensors, 2 gateways), \$9,828
 - 3) Large (21 sensors; 3 gateways), \$22,738
 - Disaster recovery & spill kits, \$665
- Other Proposed Goods & Services -Describe if requesting
 - Preservation Supplies
 - Environmental Monitoring and Alert Equipment
 - Staff Training Opportunities
 - Consultation with Local Facilities Specialists
 - Supplies, Equipment, or Hardware
 - Assistance with Development of a Disaster Plan
 - Staff Compensation

- Total Project Cost and Total Amount Requested
 - Total Project Cost (auto-calculated from form)
 - If over \$15,000: Identify anticipated sources for supplemental revenue in notes
 - Total Amount Requested (must be under \$15,000)

Attachments

- Assessment Report(s) *(Required if organization has received a report; include only assessments received within the past five years)*
- Letters of Commitment from consultants or contractors *(Required if using outside consultants)*
- Resumes for key project staff *(Optional)*
- Other Supporting Documentation *(Optional)*

Budget Worksheet

See page 3 for budget information on *pre-arranged* goods & services.

Proposed Goods & Services:	Notes (Names, Items, Vendors, Qualifications, etc.)	Cost Estimate
Preservation Supplies		
Environmental Monitoring and Alert Equipment		
Staff Training Opportunities		
Consultation with Local Facilities Specialists		

Supplies, Equipment, or Hardware		
Assistance with Development of a Disaster Plan		
Staff Compensation		
Total Cost:		\$

Total Cost - <i>Pre-Arranged</i> Goods & Services:	\$
Total Cost - <i>Proposed</i> Goods & Services:	\$
Total Project Cost:	\$
Total Amount Requested:	\$