

## Sample Groundwork Grants Application

All specific identifying information has been redacted from this application excerpt.

**Provide your organization's mission, along with a broad description of the collection that would be preserved. Offer any 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 any exemplary sources.**

Founded in [year], [Organization] is the [...] oldest [museum's subject] museum in the United States. Its mission is to commemorate those who perished, honor those who survived, educate about the [museum's subject], and inspire a more dignified and humane world. Today, [Organization] is home to the West Coast's largest archive of [historic event]-era documents, relics, testimonies, and other primary source materials; its 10,000-piece collection was largely donated by [people who lived through museum's subject] who immigrated to California, liberators, and their descendants. [...] To fully contextualize this period, the collection also extends to the 16th century, as well as [...] up to the present day. This is to provide a better understanding of what [life] was like [in other parts of the world] prior to [historic event], and to explore the fate [of people during a historic event] and the ramifications of [historic event]. The Museum utilizes this unique collection to engage tens of thousands of students (many from Title I schools) and other visitors in meaningful discussions on [museum's subject]. [Organization]'s collection provides a tangible link to those who experienced and bore witness to the events of and surrounding the [museum's subject] – thereby aiding in the understanding and teaching of [museum's subject].

**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 that need to be addressed; note any disaster related damage that your collection has previously experienced; highlight any sources that are particularly at risk of loss or deterioration.**

To safeguard the invaluable cultural artifacts and historical narratives held by [Organization], it is imperative that the Museum establish a comprehensive and up-to-date emergency readiness strategy. In 2023, [Organization] was led to the Ready or Not program to begin addressing risks related to water, fire, earthquake, and other disasters and unforeseen emergencies. Through this program, [Organization] was matched with a Northeast Document Conservation Center (NEDCC) emergency preparedness specialist, who conducted a site visit in April 2023 and put together a full report with recommendations for improvement with regard to preservation and emergency readiness. The proposed project is intended to address the most important needs outlined in this report, by supporting the development of a disaster plan, staff training, environmental monitoring and alert equipment, and disaster recovery and spill kit supplies.

If external personnel are not yet contracted, briefly detail your plan to solicit and select these participants.

[Organization] has been in conversation with California Preservation Program (CPP) [staff member] to lead a Collections Response & Water Salvage training tailored to the findings in [Organization]’s April 2023 NEDCC assessment and including hands-on materials and practice. The training will help the Museum to prepare for a water disaster event. This training will be open to all [Organization] staff and will likely be held in May 2024.

### Sample Key Activities Workplan

Key Activity	Projected Start Date	Projected End Date
[REDACTED] staff training on Disaster Prevention, Preparedness, and Response	05-14-2024	05-15-2024
Engagement with Meriad Consulting & Training to work on developing [REDACTED] disaster plan	04-15-2024	12-31-2024
Purchase disaster recovery and spill kits supplies	04-15-2024	06-15-2024
Obtain equipment (4 sensors and 1 gateway) and service platform access from Conserv and begin environmental monitoring activities, capturing data on temperature and relative humidity	04-15-2024	12-31-2024

## Sample Budget: Pre-Arranged Goods & Services

Description	Amount
Assistance with development of a disaster plan with a Myriad consultant \$3000.00 x 1	\$3000.00
Environmental monitoring and alert equipment : Small (3 sensors; 1 gateway) \$5325.00 x 1	\$5325.00
Total	\$8325.00

## Sample Budget: Preservation Supplies

Supply Type	Vendor	Cost Estimate	Notes
absorbent mat pads (1 box of 100 pads)	New Pig	100.00	Cost estimated in early March 2024
absorbent socks (1 box of 40)	New Pig	156.00	Cost estimated in early March 2024
dust masks (3 boxes of 20 @ \$34/each)	New Pig	102.00	Cost estimated in early March 2024
shipping to 90036 (estimated via vendor website)	New Pig	89.29	Cost estimated in early March 2024
recovery boxes (5 boxes @ \$32.10/each)	Hollinger	160.50	Cost estimated in early March 2024
shipping to [REDACTED] (estimated via vendor website)	Hollinger	52.50	Cost estimated in early March 2024
nitrile gloves, size medium (3 boxes of 100 \$17.92/each)	Amazon	53.76	Cost estimated in early March 2024
nitrile gloves, size large (3 boxes of 100 \$16.29/each)	Amazon	48.87	Cost estimated in early March 2024
poly disposable bags (1 case of 25)	Amazon	128.44	Cost estimated in early March 2024
Ziploc bags (1 bag of 20)	Amazon	23.99	Cost estimated in early March 2024
utility knives (2 packs of 2 @ \$14.99/each)	Amazon	29.98	Cost estimated in early March 2024

flashlights (2 packs of 4 @ \$24.99/each)	Amazon	49.98	Cost estimated in early March 2024
Duracell batteries (1 pack of 24)	Amazon	17.39	Cost estimated in early March 2024
small storage containers (3 packs of 6 @ \$18.99/each)	Amazon	56.97	Cost estimated in early March 2024
storage tubs (2 sets of 2 @ \$59.98/each)	Walmart	119.96	Cost estimated in early March 2024
tarps (3 @ \$18.39/each)	Home Depot	55.17	
buckets (1 pack of 3)	Home Depot	12.10	
wheeled trash can for storage (1)	Home Depot	62.97	
shipping to 90036 (estimated via vendor website)	Home Depot	8.99	

**Total Cost - Preservation Supplies**

1334.86

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**Sample Budget: Environmental Monitoring and Alert Equipment**

Item	Vendor	Cost Estimate	Notes
Additional sensor (\$280/year over three years)	Conserv	840.00	

**Total Cost - Environmental Monitoring and Alert Equipment: 840.00**

**Sample Budget: Staff Training Opportunities**

Training Provider	Cost Estimate	Notes
Disaster Prevention, Preparedness, and Response Training	4500.00	California Preservation Program Consultant Julie Page; May 2024

**Total Cost - Staff Training**

4500.00

**Sample: Total Project Cost and Total Amount Requested**

**Total Project Cost (auto-calculated): 14999.86**

**Total Amount Requested: 14999.86**