

APPLICATION FORM
Risk Assessment and Emergency Preparedness Program

Institution Name: _____ Director: _____

Address: _____ Phone: _____

Email: _____

Institution's Website Address: _____

Contact Person: _____ Phone: _____

Title: _____ Email: _____

Type of Institution: museum historical society historic house
 library archives other _____

Type of Governing Control: federal state municipal
 county private non-profit

Instructions

Please send your completed application form to the Conservation Center for Art & Historic Artifacts (CCAHA), including copies of the following: proof of tax-exempt status; most recent annual financial statement; list of Board members; resumes and position descriptions for staff who will participate in the program; written policy statements; and any relevant background information. **If it is possible to send the application and all attachments electronically, please submit your documents at <https://ccaaha.org/apply-risk-2021>.**

The application form is divided into a narrative and a general information section. Responses to the questions in the narrative section should be provided on a separate sheet. In the general information section, check off all applicable answers to each question. If a question is not relevant to your organization, circle the question number.

CCAHA is available to assist you in completing the application form. Please contact the Preservation Services Office for assistance or additional information, 215-545-0613.

This program is funded by the National Endowment for the Humanities.

Return completed form to: Conservation Center for Art & Historic Artifacts
 Preservation Services
 264 South 23rd Street
 Philadelphia, PA 19103

Deadline: **All application materials must be emailed or postmarked by June 15, 2021.**

Section I – Program Description

This program is open to institutions with humanities collections that are available to the public on a regularly scheduled basis **located anywhere in the United States**. Through funding from the NEH, CCAHA is able to offer a limited number of subsidized assessments for a total of just **\$500 each**.

Participation in this program requires a **two-year commitment**. In the first year, the institution will be assigned an assessor, who will work with the institution over the course of the program. The assessor will require access to institutional policies, procedures, plans, and other information. During the first year, the assessor will schedule a time to visit the institution and conduct a risk assessment. The risk assessment will identify natural or man-made emergencies that may threaten the collections and outline strategies for mitigation. During the on-site consultation, the assessor will review and examine the institution's environment, history, location, structural needs and concerns, 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.

In the second year, the assessor will then work with the institution to develop an Emergency Preparedness and Response Plan for their collections. The emergency plan will include information on essential contacts, emergency response and recovery vendors, emergency communication, insurance, and salvage priorities for the collections. CCAHA staff will be available as a resource and to review the completed plan.

Section II – Application Narrative

Please answer these questions on a separate sheet.

1. Describe the historical significance or uniqueness of your collection.
2. Briefly describe past and any current emergency planning efforts at your institution. If applicable, comment on any previous disasters at your institution and how they impacted the organization.
3. Explain why entering a program to write a risk assessment and develop an emergency plan is appropriate for your institution at this time. Please include the names and titles of staff to be involved in the assessment and planning process.
4. How do you foresee a risk assessment and emergency plan impacting your organization in the long-term?

Section III – General Information

A. Staffing and Collection Use

1. Total Number of Staff: Full Time: Part Time:
Please attach a list of staff including titles.

2. Volunteer Hours Per Week: Total Number of Volunteers:

3. Who is responsible for preservation of the collections?
Please attach staff member's job description.

4. Is your institution open to the public? Y N Hours:

5. Number of researchers per year:

6. Who are the primary users of the collection?

B. Surveys and Policies

1. The institution has received a previous survey or assessment of:

	Surveyor	Date
the collection	_____	_____
the building	_____	_____
heat/cool system	_____	_____
policy/procedures	_____	_____
_____	_____	_____
_____	_____	_____

2. The institution has received financial support for:

	Amount	Funder	Date
collection care	_____	_____	_____
building repair	_____	_____	_____
operational costs	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. The institution has the following policies (indicate year written):

- Mission Statement _____
- Collection Development Policy _____
- Collection Management Policy _____
- Preservation Plan _____
- Emergency Preparedness and Response Plan _____
- Loan Policy _____
- Access Policy _____
- Exhibition Policy _____
- Handling and Use Policies _____
- Housekeeping Policy/Procedures _____
- Registration Procedures _____
- Environmental Monitoring Program (temperature, relative humidity, and light) _____
- Strategic Plan _____
- Digitization/Digital Preservation Plan or Policies _____
- _____
- _____

C. Collections

1. What year was the collection established?
2. Collection materials date from _____ to _____
3. Please indicate which of the following materials are contained in the collection and the approximate size of the collection. (check as many as apply):

<u>Type of Materials</u>	<u>Quantity</u>	<u>Unit of Measurement</u> (Circle one, or specify unit used)		
books (general):	_____	Volumes	Titles	
rare books:	_____	Volumes	Titles	
periodicals:	_____	Volumes	Titles	Subscriptions
archives:	_____	Linear/Cubic Feet	Items	
manuscripts:	_____	Linear/Cubic Feet	Items	
newspapers:	_____	Volumes	Titles	Subscriptions
pamphlets:	_____	Volumes	Titles	
microfilm:	_____	Reels	Titles	
microfiche:	_____	Pieces	Titles	
maps:	_____	Items		
architectural drawings:	_____	Items		
posters:	_____	Items		
photographs:	_____	Items		
prints:	_____	Items		
negatives:	_____	Items		
slides:	_____	Items		
other:	_____	Items		

audio-visuals:	_____	Items
sound recordings:	_____	Items
videotape:	_____	Items
cassettes:	_____	Items
other:	_____	Items
art on paper:	_____	Items
framed art:	_____	Items
furniture:	_____	Items
textiles:	_____	Items
glass and ceramics:	_____	Items
silver:	_____	Items
archaeological materials:	_____	Items
natural history materials:	_____	Items
other three-dimensional objects:	_____	Items
digital materials:	_____	_____
born digital:	_____	_____
other:	_____	_____
other:	_____	_____
other:	_____	_____
other:	_____	_____
other:	_____	_____

4. What percentage of the collection is:

accessioned	%	inventoried	%	cataloged	%
processed (i.e. archival materials with finding aids)			%		

5. The most important part/s of the collections is/are:

6. In how many buildings are the collections stored?

7. Have any of the buildings received historic registration? Y N

Note type of registration:

8. Where are collections housed?

basement	ground floor	first floor
second floor	attic	other: _____

This application was completed by:

Name/Title

Date

Authorization Signatures:

Executive Director

Date

Chair of the Board*

Date

*Note: If the Chair of the Board is not the appropriate title designation, please have the highest-ranking official at your organization sign in this location.

CHECKLIST FOR ATTACHMENTS (ELECTRONIC SUBMISSION)

- Completed application form
- Responses to the narrative section
- Proof of tax-exempt status
- Most recent annual financial statement
- List of Board Members
- Staff list
- Written policy statements
- Summary of preservation needs assessment and/or similar survey(s) (if relevant)
- Other relevant information, such as brochures, survey summaries, etc.

CHECKLIST FOR ENCLOSURES

Please include **two (2) copies** of the following:

- Completed application form with responses to the narrative section

Please include **one (1) copy** of the following:

- Proof of tax-exempt status
- Most recent annual financial statement
- List of Board Members
- Staff list
- Written policy statements
- Summary of preservation needs assessment and/or similar survey(s) (if relevant)
- Other relevant information, such as brochures, other survey summaries, etc.

For Further Information Contact:

Preservation Services Office
Conservation Center for Art & Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103
(215) 545-0613
fax: (215) 735-9313
pso@ccaha.org
www.ccaha.org