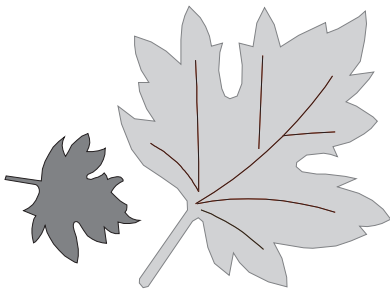


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It's Fall! Have you...

- Weather-stripped windows and doors?
- Cleared nearby tree branches not strong enough to carry a load of snow?
- Changed dirty HVAC filters?

Spotlight on a CAPped Museum

The *USS Constellation* Museum in Baltimore, Maryland, is the custodian of the 150-year-old sloop-of-war *USS Constellation*. In addition to the vessel, the museum cares for artifacts and documents related to the ship and its legacy.

In 2001, the *USS Constellation* Museum went through the Conservation Assessment Program (CAP) process. Nancy Davis conducted the collections assessment while Capt. Paul Haley provided the architectural assessment. According to *Constellation* staff, the reports offered great insight and suggestions on how to improve the conservation and preservation practices for the museum's collections.

Using the CAP reports as a guide, the staff at the *USS Constellation* Museum relocated artifacts and archives to a secure, climate-controlled facility. In addition, exhibits were upgraded to include acid-free mounts and installations, as well as reduced light levels where possible. Finally, in accordance with the assessors' recommendations, the museum completed the installation of a state-of-the-art fire detection and security system aboard *Constellation* and addressed several water intrusion issues in the vessel's wooden decks.

In addition to the recommendations from the assessment reports, other advantages came from the experience. Participating in CAP raised awareness of conservation issues among the *Constellation* staff, especially those not directly involved in curatorial or preservation concerns. The CAP process also reinforced the importance of conservation to the museum's director and board.

Another benefit is the relationship that developed between the museum and assessors. The *Constellation* staff continues to stay in touch with Ms. Davis and Capt. Haley, and consults them when conservation issues arise.

CAP also assisted the *Constellation* with obtaining grants and corporate support and sponsorship. "Having CAP on the application always helps bring a degree of credibility, and is a demonstrative sign that an organization is committed to the long-term care and conservation of its collections and/or historic structures," says Ken Hickman, Curator at the *USS Constellation* Museum.

Currently, the museum is planning the construction of a new building. The design of this structure, from a collections and exhibit standpoint, will be guided in part by the recommendations in the CAP reports. Issues of climate control, light levels, and long-term preservation will be central to the design of the facility.

Thanks to Ken Hickman for his assistance with this article.

Spotlight is a regular feature in CAPabilities. If you have a story about how CAP stimulated collections care efforts in your institution, write us at the address below or e-mail kmars@heritagepreservation.org.

Heritage Preservation moved to a permanent home in July. Please update your records with our new contact information:

Heritage Preservation, 1012 14th Street, NW, Suite 1200, Washington, DC 20005. Phone: 202-233-0800 Fax: 202-233-0807.

A Timely Reminder

Hurricane Charley was one of the worst U.S. natural disasters in recent years, and more tropical storms are expected to make land-fall in the coming months. Forecasters at the National Oceanographic and Atmospheric Administration (NOAA) predict that the 2004 Atlantic hurricane season will be "above normal." From 12 to 15 tropical storms are expected, with a possible 6 to 8 becoming hurricanes. The season, which lasts from June 1 until November 30, reaches its peak in September. Visit www.heritagepreservation.org for tips on how to protect your institution.

In addition, museums across the country should create, review, and practice their disaster plans. Not only will it help to familiarize staff with what to do in an emergency, but discrepancies in the plan can be discovered and addressed before the real emergency occurs.

Send Us Your E-mail Address

CAP would like to collect the e-mail addresses of previously CAPed museums as another way to keep in touch. Please send your e-mail addresses to kmarks@heritagepreservation.org. If you prefer, we can send you CAPabilities electronically.



Collections Care Calendar

Mark your calendar and tell your colleagues about these important dates!

- | | |
|----------------|--|
| October 1 | Conservation Project Support Grant Deadline , Institute of Museum and Library Services, 202-606-8536 or www.imls.gov |
| October 4-8 | "Archaeological Curation, Conservation, and Collections Management," Alexandria, VA, National Preservation Institute, 703-765-0100 |
| October 5 | "Accessibility and Historic Integrity," Anchorage, AK, National Preservation Institute, 703-765-0100 |
| October 6-7 | "Photodocumentation of Cultural Resources," Anchorage, AK, National Preservation Institute, 703-765-0100 |
| October 6-7 | "Consultation with Indian Tribes on Cultural Resource Issues," Denver, CO, National Preservation Institute, 703-765-0100 |
| October 8 | 2005 CAP Applications Available, Heritage Preservation, 202-233-0800, www.heritagepreservation.org |
| October 8 | "Disaster Mitigation for Cultural Collections: Risk Assessment and Crisis Communication," Portland, OR, Conservation Center for Art and Historic Artifacts, 215-545-0613 or www.ccaha.org |
| October 20 | "Protection for the Light Sensitive: Care of Photographic Materials," Philadelphia, PA, Conservation Center for Art and Historic Artifacts, 215-545-0613 or www.ccaha.org |
| October 21 | "Identification and Care of Photographs," Andover, MA, Northeast Document Conservation Center, 978-470-1010 ext. 224 or www.nedcc.org |
| October 28-29 | "Identification and Management of Traditional Cultural Places," Fairbanks, AK, National Preservation Institute, 703-765-0100 |
| November 2 | "Preservation of Scrapbooks," Andover, MA, Northeast Document Conservation Center, 978-470-1010 ext. 224 or www.nedcc.org |
| November 4-5 | "Preservation Maintenance: Understanding and Preserving Historic Buildings," Washington, DC, National Preservation Institute, 703-765-0100 |
| November 15 | Museums for America Grant Deadline , Institute of Museum and Library Services, 202-606-8536 or www.imls.gov |
| November 16-18 | "Using Federal Law to Protect Ancestral Sites," Madison, WI, National Preservation Institute, 703-765-0100 |
| November 19 | Annual Meeting, Heritage Preservation, Washington, DC, 202-233-0800 or www.heritagepreservation.org |
| December 1 | Conservation Assessment Program Grant Deadline , 202-233-0800 or www.heritagepreservation.org |
| December 1 | Museum Assessment Program Grant Deadline , American Association of Museums, 202-289-1818 or www.aam-us.org |

Comments from the Field Requested on Incremental Standards Program for History Organizations

In late 2004, the American Association for State and Local History (AASLH) will submit a planning grant to IMLS for funds to plan, develop, and pilot assumptions for an incremental or graduated standards program for history organizations.

History institutions, many of which are small and isolated, have expressed a desire for a manageable standards program that introduces them to core standards and sets benchmarks for improvement. The goal of the program is to provide museums with a step-by-step approach that complements existing state, professional association, and specialty museum standards programs. This program might also fill the gaps for organizations working toward the American Association of Museum's Accreditation Program.

By working through an incremental program, participating organizations will gain an understanding of the value of operational excellence as it pertains to establishing measurable goals, maintaining an active planning process, engaging in strategic decision making, and moving toward institutional sustainability. Possible administrative areas to be addressed include: collections, interpretation, historic preservation, finance/fund-raising, governance/management, and audience.

AASLH invites comments from the field on the concept of an incremental standards program. Please send your comments to Karla Nicholson, AASLH Director of Programs, 1717 Church St., Nashville, TN 37203-2991; fax 615-327-9013; e-mail nicholson@aslh.org.

IMLS Institutes New Deadlines for FY 2005

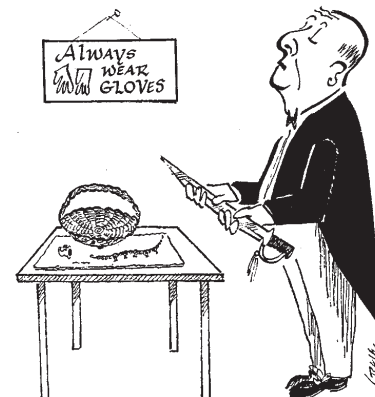
IMLS has changed the deadlines for some of their FY 2005 grant programs so they can better serve grant applicants. A list of the new deadlines can be found on the IMLS Web site at www.imls.gov.

The deadline for Conservation Project Support (CPS) has changed from October 15 to October 1. This is important to keep in mind for CAP museums planning to use their CAP reports to apply for FY 2005 CPS grants. CPS has also had some other changes. Projects can now be up to three years, and awards can be up to \$150,000 or \$250,000 for exceptional projects. Museums should review their CAP reports and consider applying to CPS for projects identified as the highest priority. CPS can fund projects such as detailed condition surveys, environmental surveys, conservation training, treatment of collections, and environmental improvements. For more information contact Steven Shwartzman at sshwartzman@imls.gov or 202-606-4641 or Karen Whitehair at kwhitehair@imls.gov or 202-606-8549.

Staff Changes

This July, Rory House, CAP Coordinator, relocated to Vermont and passed the torch to Katherine (Kate) Marks. Kate comes to CAP from the Historical Electronics Museum in Baltimore, where she has most recently served as the Director. She also serves on the board of the Small Museums Association. Heritage Preservation welcomes Kate and is confident she will be an asset to CAP.

Do's and Don'ts: Metals



Do wear gloves when handling any metal artifact. **Do** use trays or other appropriate supports for metal objects. **Do not** store metal artifacts in proximity to rubber, felt, and unsealed wood.

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The Heritage Health Index Needs You!

If you are one of the 15,000 institutions across the country that received the Heritage Health Index survey, please fill it out! It's vital that data on small institutions be included in the results to help paint a complete picture of the nation's preservation needs. Heritage Preservation is sponsoring this project with IMLS. If you have questions, please call 202-233-0800 and ask to speak with a member of the Heritage Health Index staff.

One Thing You Can Do

Review and update your collections and conservation policies! Not only is it a great reason to re-read and refresh yourself on the museum's policies, but you can update contact information as well as make small changes to ensure that the museum is currently following professional practices. It is also an opportunity to go over and reiterate the policies with staff and volunteers so that everyone abides by the policy!

Heritage Preservation Annual Meeting

Heritage Preservation's 2004 annual meeting will be Friday, November 19, in Washington, D.C. Dr. Robert Martin, Director of IMLS, will be speaking. In addition, attendees will get a preview of results of the Heritage Health Index. Mark your calendar now for 9 a.m.– 12:30 p.m. at the Sumner School Building, 17th and M Streets, NW. Check the Heritage Preservation Web site, www.heritagepreservation.org, for updates and registration information.



Focus on Fund-Raising: Improve your Grant Proposals

If you can't receive grant funding for projects, your proposals might be the reason why. Check to see if you addressed these important points when writing your grant request:

- How does this project fulfill the museum's mission and/or strategic or long-range plan? If you don't have a mission or a long-range plan, then you need to address this before writing one more word. Granters want to know that the museum has determined what it is and where it wants to be in five years.
- Why are you doing this project? How did you identify this project as a need for your institution and why did you make it a priority? What will happen if you get funding? What will happen if you don't?
- What resources do you need to successfully complete the project? Consider staff time as well as materials and equipment to be purchased. Also, is there another contributor to the project? If so, mention it! If other organizations, especially community groups, think it's a worthwhile project to support, then the project looks more appealing to the granter.
- When will you carry this out? What is your schedule? This should be as practical as possible.
- What is your budget? This also needs to be realistic. Nothing sinks a grant proposal like approximations for the project's budget. Also, staff time is usually considered an in-kind donation that can be part of your match for the grant.
- How will this project be assessed and evaluated? How will you determine if it was successful? How will it be sustained? Project evaluation and sustainability, probably the hardest parts of project planning, are two key ingredients that people often forget to include in their grant proposals.

The above list is just a brief outline of information to include in grant proposals. Read your grant application carefully to make sure you address all the questions. Also, there are many resources online that can also help! One great site is the IMLS tutorial for grant writing at http://e-services.imls.gov/project_planning/index1.asp. Although it is marketed for National Leadership Grants, the tutorial is valuable for any grant proposal!

Address & Contact Person Corrections Requested