HUMANITIES
KANSAS

2022 Supplemental Grant Guidelines for Photo Preservation Projects

These guidelines for photo preservation projects are a supplement to the Culture Preservation Grant guidelines. In preparing the grant application, follow the instructions for a Culture Preservation Grant. A document that addresses the following items must be uploaded to the ATTACHMENTS section of the online application.

1. Brief description of the photograph collection and its cultural significance
2. Explain what you want to do with your photograph collection. If you are planning to digitize material, discuss proposed digital formats.
3. Approximate number of photographs and a description of their condition
4. Discussion of your current cataloging system
5. Plan for the housing and storage of the collection after the project is complete
6. Name of the statewide archive that will be offered the opportunity to copy material
7. 2-3 example images from the collection. Include captions.

Before You Write Your Grant….

FIGURE OUT WHAT YOU HAVE
Most photograph projects begin with a review of what you have. Knowing what you have, and how much, will help determine the scope of the grant.

How many and what kinds of photographs are involved? If your photographs are in boxes and have never been surveyed, start by counting the photographs in a sample box and estimate the size of the collection based on the number of boxes. Explain the types of photographs. Glass negatives, digital, photo albums, and other unusual formats may require special attention.

What is the significance of the collection? It is important that your application demonstrates the collection's significance. What stories do the photographs help tell? What time periods and subjects are represented? What makes it distinctive from other collections? Provide details about 2-3 images that are representative of the collection.

Do digital images or print copies of the photographs exist? The purpose of making physical or digital copies of a photograph is to preserve the original and protect it from handling. This can be accomplished by:
- Scanning photographs and making digital versions available to the public
- Creating print copies of photographs from negatives where no print exists

Things to consider when digitizing:
- Do you have the equipment to digitize and store images? Flatbed scanners work best. Grant funds can be used for commercial digitization services. (Grant funds cannot be used exclusively for equipment purchases; however, a small portion of the grant request—less than 25%—can be for equipment if it will enhance the overall goal of cultural preservation.)
- Will back-ups or copies be stored offsite?
- The digital images you create should be of archival quality. Your project consultant can advise on resolution and format.
- Develop criteria to determine which images are of greater historical value and interest to the public. Digital images can enhance public access, but the process can be time-consuming. It is best to focus on the most significant portions of the collection.

ARRANGEMENT AND DESCRIPTION OF THE COLLECTION

Most photo preservation projects include organization of the collection. Is there a cataloging system in place? Are photographs numbered and labeled according to subject headings and classifications? In your grant application, explain your system of cataloging and subject headings. Your project consultant can advise on this. Often, cataloging or indexing projects are completed prior to digitization efforts.

PRESERVATION ISSUES

Prioritize your holdings. This grant may not be able to preserve all of the photographs in the collection. Which photograph will be preserved first? Why?

Storage of Photographs. The conditions under which the collection will be stored at the end of the project are important. The sponsoring organization should strive to provide storage that:

- Has basic climate-control year-round that protects from moisture and temperature extremes
- Stores photographs and digital copies in separate locations (preferably separate buildings) to mitigate the effects of disasters such as fire, flood, and tornado
- Uses archival folders, boxes, or sleeves
- Digital copies can be stored on DVDs, CDs, or external drives

Grant funds may be used to purchase archival folders, boxes, sleeves, CDs, DVDs, or external drives. The improvement of climate controls and the purchase of file cabinets and shelving is the responsibility of the sponsor organization.

WORKING WITH YOUR CONSULTANT

The consultant may be involved with the project at varying levels, depending on the training needs of your organization's staff. Involvement could include:

- Recommending formats and resolution for archival quality digitization
- A site visit to provide training for staff and volunteers on handling, digitizing, identifying, and storing photographs
- Providing ongoing advice throughout the project and an evaluation at the project's conclusion

SHARING THE RESULTS OF YOUR WORK

Public Access. Organizations are encouraged to make digitized photographs available online. This is an excellent way to share the collection. Technology becomes obsolete, so be sure to preserve originals. Creating a website populated with digitized images can be part of this grant.

Photo Displays and Public Events. Organizations are encouraged to create displays that highlight photographs from the project. An open house or special event is also good for informing the media and public. However, Culture Preservation grants are intended for the preservation work itself, so only a portion of the grant should be used for displays or events.

Contact a Statewide Archive. If your project receives HK grant support, you are required to notify a statewide archive and provide them an opportunity to copy materials produced with HK funds. A list of statewide archives is available in the Forms section of the Culture Preservation Grants page: https://www.humanitieskansas.org/grants-programs/culture-preservation-grants.

For More Information
Contact Leslie VonHolten, Director of Grants & Outreach, LVH@humanitieskansas.org