

Sample form, not for offline completion.

Visit <https://groundworkgrants.awardsplatform.com> to apply.

# Groundwork Grants II: Major Projects

Groundwork Grants II: Major Projects, developed in partnership with Myriad Consulting & Training, provides financial support to address significant improvements in disaster preparedness, prioritizing institutions that document the experiences of individuals, groups, and communities whose contributions to California's history and culture have long been underrepresented in mainstream memory institutions. The program aims to assist organizations with costly equipment upgrades, facility renovations, or storage solutions recommended by consultants. Most importantly, this collaborative effort will help to safeguard California's cultural heritage, in its most inclusive form, for generations to come.

Awards will take the form of cash grants to address recommended needs and concerns related to emergency readiness. Matching funds are not required. Maximum awards will be **\$150,000**.



Organization name

## Before You Apply

1. Read the **2025 Major Projects Guidelines**.
2. **Schedule a meeting BEFORE JULY 18TH** with Program Officer Grace Bautista to discuss your project and verify your project eligibility. Book via [Zoom](#) or [Teams](#). *(optional)*
3. **Send a draft** of your application materials **BEFORE JULY 18TH** to [grace@myriadconsultants.org](mailto:grace@myriadconsultants.org) for draft review and guidance. *(optional)*

While optional, we highly encourage applicants to discuss projects with program staff before applying.

**Deadline Reminder:** Applications will be accepted through August 8th, 2025, at 11:59pm PT.

## Eligibility Criteria

To be eligible to apply, your organization must be established in California as one of the following:

- **Nonprofit** organizations classified as a tax-exempt 501(c)(3)
- **Accredited institutions of higher education** (public or nonprofit)
- **Local governments** in California and their agencies
- **Federally recognized Native American Tribal governments** located and administered in the state of California

Additionally, organizations must possess a collection of documents, books, publications, artifacts, recordings, digital materials, and/or other sources relevant to the history and culture of California. The materials should be accessible at

least to their communities of origin, preferably to the broader public. We recognize that in certain contexts, physical or cultural considerations may not allow for full, open use of sources.

**Cities, counties, or other organizations may submit ONLY one application.** Multiple applications for individual departments or sub-units are not allowed. However, single applications may address the needs of more than one sub-entity or location.

I confirm that my organization meets the eligibility criteria for this grant.

Basic information, including your organization's address and tax ID.

## Organization Information

Organization/Institution/Agency Name

Organization Type

  
501(c)(3) Nonprofit  
Higher education institution  
Local government/agency  
Native American Tribal government

Organization Address

Name of Parent Organization/Institution/Agency (if applicable) (optional)

Organization's Employer Identification Number (EIN)

If you are applying through a fiscal agent, please provide their EIN.

**Project Director:** Please list the person who will lead the project and serve as the primary point of contact.

**Grant Administrator:** This is the person who will manage the financial accounting, payments, and reporting. If these duties will be handled by the Project Director, indicate "Same as above."

## Project Director

Project Director name

Project Director email

Phone number

Grant Administrator (optional)

- Same as above (Project Director)
- Different than above (enter details below)

This section asks applicants to determine the activities requested, as well as provide further information on the communities represented by the collection.

Applicants will also be asked if they have received a recent emergency readiness assessment, such as the free assessments provided through the NEDCC's 'Ready—or Not' program. Groundwork Grants highly encourages applicants to receive an assessment before applying.

Project Overview Statement

30 words

Complete the following sentence:

**“We request grant funding to support...”**

- Include the key activities/expenses to be undertaken and the essential goal(s) to be accomplished.

Key Activities

Place a check mark by the category(ies) of eligible activities for which you are seeking support.

- Facility renovations or repairs
- Installation or upgrading of automatic fire suppression systems
- Collection relocation or consolidation efforts
- Advanced planning for new or renovated facilities
- Purchase and installation of shelving and other storage equipment
- Infrastructure enhancements and strategies for safeguarding existing digital sources
- Other (please describe)

Please view grant guidelines for more information on these activities.

Please check all that apply:

- I am a returning applicant who received an award in Round 1.
- My organization submitted an application for Round 2.
- My organization has never received an award from Groundwork Grants.

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 and Pacific Islander
- Hispanic/Latinx

- Native American
- Persons identifying as Lesbian, Gay, Bisexual, Transgender, or Queer
- Persons with disabilities
- Persons experiencing poverty or homelessness
- Veterans
- Farmworkers
- Senior residents
- ...

Note: Please be specific and focus on the communities best represented in your collection.

## Assessment of Emergency Readiness

Place a check mark for the category that pertains to you. For more information on receiving a Ready or Not assessment, please contact [CAready@nedcc.org](mailto:CAready@nedcc.org) or call (855) 501-3020.

- 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.

File Upload: Assessment of Emergency Readiness **(required if received in the past 5 years).** (optional)



### Applicants who received an assessment within the last 5 years must upload the document here. ### If you have more than one assessment you wish to upload, please collate the files into one document.

### APPLICATION TIP:

Applicants may find it advantageous to compose the responses in **a separate document** and copy & paste text into designated boxes on the application template.

### DOWNLOAD A BLANK NARRATIVE FORM

Click the link [here](#) to download a blank copy of the narrative form to use as a template for your responses.

#### 1. Mission & Collection

300  
words

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.

## 2. Under-Represented Communities

500

**Identify the under-represented California community(ies) most substantially reflected in and/or served by the collections**, noting any exemplary sources that advance understanding of this aspect of California's history and culture.

words

- In essence, whose stories would be better protected from potential disasters as a result of your proposed project?

## 3. Public Access

500

Discuss **how your collections are used** and made known to those you want to be aware of them.

words

- Provide some examples of programs, educational activities, community events, research products, or other efforts that reflect the way your organization helps to promote understanding of your connection to California history and culture.

## 4. Disaster Readiness Needs

500

Describe your organization's **most pressing needs as they relate to disaster readiness**, noting any relevant, corroborating information from recent assessment(s).

words

- Identify the primary threats posed for your collections if left unaddressed, noting any previous occurrences of emergencies your organization may have faced.
- Highlight any sources that are particularly at risk of loss or deterioration.

## 5. Disaster Readiness Assessment Steps

300

If you have received a disaster preparedness assessment, **indicate any steps you have taken** to date to address the recommendations.

words

## 6. Project Activities

500

Discuss the **activities you propose to do in the project**.

words

- What steps will you take to accomplish your objectives?
- Note any planning or preliminary work that may be informing the effort.

**If you are a previous Groundwork Grants recipient**, identify any components of your preceding project that might relate to or facilitate the newly proposed activities.

- What evaluation procedures, if any, will you include to ensure successful outcomes?

This section asks applicants to name key project personnel and develop a project workplan. Note that all **project expenditures must be incurred by May 31, 2026**, but **project activities** (such as construction) may continue past the deadline.

## Project Personnel

Identify and briefly describe the roles and qualifications of all key project participants, including, for example, the project director, key consultants, contractors, community elders or knowledge experts, etc. If external personnel are not yet contracted, briefly detail your plan to solicit and select these participants.

Name	Role	Qualifications
1		
2		
3		

**Role** may include project staff, consultants, community partners, or others. Under **Qualifications**, briefly describe the participant's professional experience or relationship with the organization, e.g., "Archivist with 10+ years of experience" or "Contractor with prior experience working with our museum."

## File Upload: Resumes (optional)

For **key project staff**.



Please collate resumes into **one document**.

## File Upload: Letters of Commitment

(optional)

From **consultants** or **contractors** who would provide services supported by the grant program (**Required for any third parties contributing to your projects.**)



Please collate all letters of commitment into **one document**. We may also accept **quotes** as documentation.

## Project Workplan

Provide a timeline, listing key project activities or milestones with projected start and completion dates. **Note that grant expenditures (all purchases for the grant) must be completed by the grant deadline of May 31, 2026.**

Award decisions are anticipated to be made by the end of **September 2025**.

In certain cases, depending on procurement constraints, contractor requirements, or other scheduling circumstances, it is understood that some proposed activities may not, by necessity, be fully accomplished by then. However, in such cases, all grant expenditures must be clearly committed and documented by the above date.

Key Activity	Projected Start Date (MM/DD/YY)	Projected End Date (MM/DD/YY)
1		
2		
3		

## INTRODUCTION

The application form will prompt you to provide amounts requested for each category of eligible activities/costs, along with any additional, brief details on how you plan to use the support.

## PROJECT COSTS EXCEEDING \$150,000

As indicated previously, **no matching funds are required**. However, in some cases, total project costs might exceed the \$150,000 limit that Groundwork Grants can provide. If so, please **identify the anticipated sources for supplemental revenue in the “notes” entry** at the end of the budget section. If total project costs do not exceed \$150,000, no information on other revenue sources is needed.

### IMPORTANT: PLEASE READ!!

**Please ensure that you include specific items, costs, and other details** in your budget for supplies or equipment. We cannot accept general, nonspecific requests for funding equipment. **Tax and shipping** can also add significant costs to your total.

If you do not include specific items, tax, and shipping costs, you will be asked to re-submit your application. Please view our [Application Help](#) page to read sample applications, including successful budgets.

You may find it helpful to create your own spreadsheet with each category to calculate your budget before completing the application form.

### Example Budget: Supplies

	Item	Vendor and/or Website Link	Notes	
1	Archival boxes	Gaylord	Boxes for photo collection.	
2	Sleeves	Gaylord		
3	Artist tape	Gaylord		
4	Tax + shipping (estimated)	Gaylord	Shipping to 92111	
				Total Preserva exceed \$5,000 \$1,550.00

### Special Encouragement: Fire Mitigation

Applications are especially welcome from organizations seeking to plan for, install, or upgrade automatic fire suppression systems.

## Equipment

(optional)

Disaster preparedness assessments often point to immediate, relatively small-scale repairs, adjustments, and equipment replacements that do not require further estimates from a facilities specialist (e.g. window replacement, shelving unit relocation, storage cabinets, door locks, security cameras, etc.). **Items such as vacuums, shelving, fire extinguishers, and similar durable tools may be requested here.**

Item	Vendor/Website Link	Notes	Cost
1			
2			
3			

Ensure you add **\*\*TAX AND SHIPPING\*\*** as a separate line item.

## Supplies

(optional)

These may include archival quality containers, protective enclosures, folders, and other materials that may help safeguard physical collections and/or mitigate their deterioration.

**Note that items such as vacuums, shelving, fire extinguishers, and similar durable tools may be requested in the Equipment section.**

Item	Vendor/Website Link	Notes	Cost
1			
2			
3			

Ensure you add **\*\*TAX AND SHIPPING\*\*** as a separate line item.

## Contracted Services

(optional)

Groundwork Grants may be used to support expenses for consultations and contractors for eligible activities, including facility renovations, installation or upgrading of automatic fire suppression systems, and more. Applicants will be asked to describe the nature of the issue(s) to be addressed and to identify the consultant(s) to be involved.

**Advanced Technical Planning:** Include expenses for any planning team members from outside your organization. Advanced planning may encompass advisors or consultants assisting in developing detailed plans for a major renovation or equipment upgrade initiative, e.g. a new HVAC system or major modifications for earthquake protection.

Name	Service	Rate	Cost
1			
2			
3			

#### **\*\*Example Rate:\*\*** #### "\$250/individual x 5 staff", "\$50 per hour x 200 hours", etc.

## Contracted Services Notes *(required if requesting contracted services)*

(optional) 150 words

Briefly explain the need for each contractor/consultant and how they relate to the project.

## Personnel

(optional)

Not including third-party contractors or consultants (which should be detailed in the **"Contracted Services"** category above), please fill out expenses for additional staff to be hired and/or compensation for existing staff working on the project. **Please ensure that all relevant personnel listed here are also described in the "Personnel & Workplan" section of the application.**

Name	Service	Rate	Cost
1			
2			
3			

#### **Example Rate:** #### "\$50 per hour x 200 hours", etc.

## Total Project Cost

Add up your total costs from the tables above and write this number here.

This number **may** exceed \$150,000. If your project cost exceeds \$150,000, identify the anticipated sources for supplemental revenue in the notes below.

## Total Amount Requested

**Please do not round up.**

If your Total Project Cost is under \$150,000, write the same number here.

This number may **NOT** exceed \$150,000.

## Final Notes (optional)

**If your project cost exceeds \$150,000,** identify the anticipated sources for supplemental revenue.

**Other Supporting Documentation** (*optional*) illustrating the value of the collection in documenting California's diverse cultural history and/or demonstrating why the work is needed such as images of previous damage, current disaster plans, etc.