



# 2025 Grant Application

Application form as of May 18, 2025

Full applications must be submitted by June 23, 2025 at <https://form.typeform.com/to/QDzTSAPB>.

The questions below explain the questions and information necessary to apply for a 2025 NRPF Preservation Grant. Applications should be completed and submitted by June 23, 2025.

Details about the opportunity are provided in the full call for proposals at the NRPF website: <https://www.recordingpreservation.org/programs/grants/2025-call-for-proposals/>.

## Structure of the Application

There are four main parts of the application:

1. Applicant information (about you as the project manager)
2. Applicant organization information (about your organization)
3. Application questions (about the collection you will preserve and the preservation actions you will implement)
4. Budget request and line item budget (to be uploaded as an attachment).

Applications should be completed and submitted by June 23, 2025.

## 1. Applicant Information

Awards will be made on the significance of the collection to be preserved, the best practices and planning for the work proposed, and the responsiveness to this call for proposals.

### Information about you (the Primary Person Responsible for the Application)

This person should be knowledgeable about the application and be monitoring their contact channels for information regarding the application. Information to supply:

First name:

Last name:

Email:

Phone number:

Job title:

Organization:

## 2. Information about Your Organization

This information will be used by evaluators to understand your organization, and it may also be used to confirm eligibility of your application. Information to supply:

Name of organization:

Is the organization a nonprofit organization? (Yes/No)

Is the organization a registered 501(c)(3) tax exempt entity? (Yes/No)

What is the mission statement of your organization?

What best describes your organization?

(Library/ Archive/Museum/Educational/Other)

Is your organization located within the United States, its legal territories, or districts?  
(Yes/No)

In what U.S. state, territory, or other locality is your organization located?

In what U.S. Congressional district is your organization located?

Primary Organizational contact address:

## 3. Application

Please limit your response to each prompt to 500 words or less.

### 3a. Describe how the proposed work will benefit audio preservation

If proposing a collection-focused project, explain why the collection is culturally and/or historically important in the context of your community and your organization. Include information about the content of the collection, to the extent it is known (people or artists

represented, genres or work titles, approximate dates, etc). Explain if your organization owns the collection, or if it is under another stewardship arrangement, explain how you have rights and obligations to preserve the collection. Explain why it is important to preserve the collection how its preservation of the audio collection would advance the work of your organization to promote and preserve.

If proposing a professional development project or workshop, explain the impact of the activities and what collections the grant would benefit. For example, how many people will benefit from the training, or describe the collections that your organization stewards and preserves, which would benefit from increased staff capacity. If proposing a workshop, how does the work of your organization benefit audio collections?

### 3b. If proposing preservation actions, explain how they will benefit the collection.

What is the current state of the audio collection, and what are you proposing to do in order to preserve the collection, if you were to receive an NRPF grant? Explain how the collection is threatened and requires preservation. This may include various factors, including organizational capacity, the condition or imminent failure of media carriers, and the general physical condition of the media. Include the approximate size and extent of the collection to be preserved (note types of audio carriers or formats, number of each, approximate time duration of the content if known, and physical condition of the collection, if possible to describe).

If you are proposing professional development or training, a response to this question is not required.

### 3c. Work Plan

What work will be supported through this grant? Include the tasks that would be supported, the timeframe of work (when it will be performed), who will perform the work (please note specific names and qualifications of those identified, whether internal or external to your organization), and how you will know if the work is successful when it is done.

## 4. Budget

The budget has requests two main elements: the total amount requested (enter on next page) and a line-item budget (upload as a file attachment).

4a. Enter the total amount that you are requesting. In 2025, NRPF does not plan to make any grants above \$10,000. In addition to the amount requested, please upload an attachment (at the next prompt) that provides major categories of expense and a line item for each notable activity. Include at the end of the budget an explanation of how amounts were determined.

4b. Upload a line-item budget that explains individual costs. This budget should include narrative explanations of how costs were determined (for example, if you are proposing to purchase rehousing supplies, explain the cost of individual storage housing, how many would be purchased, and the total cost). Please note each amount and provide a line item total as well as a grand total. Include explanation of how each cost was determined.

Attach an excel or spreadsheet file, pdf, or doc file that explains the major cost categories and individual line items to justify the amount you are requesting. A downloadable template is available at

[https://docs.google.com/document/d/186WrgWgucjOoxeZ5aSw7omfsE2Uj\\_RWTeMDjUeH1Lck/edit?usp=sharing](https://docs.google.com/document/d/186WrgWgucjOoxeZ5aSw7omfsE2Uj_RWTeMDjUeH1Lck/edit?usp=sharing).

## Confirmation Page

Thank you for applying to the National Recording Preservation Foundation!

Please visit us at [www.recordingpreservation.org](http://www.recordingpreservation.org) or contact [info@recordingpreservation.org](mailto:info@recordingpreservation.org) for more information.