

Maine Community Heritage Project

promoting community through the exploration of local history

www.mainememory.net/mchp

III. Application Form

Application Deadline: May 9, 2008

Please see Application Guidelines for instructions for completing the application. **Applications must be received by the Maine Historical Society by 5pm on May 9, 2008.**

Instructions:

- All application materials should be typed.
- You can type into the electronic .pdf file of this application form using Acrobat Reader or print the document and type into the forms.
- Please complete the Team Statement and Partner Statements on separate paper.
- Please print and sign the Authorizing Signatures page.
- Please do not staple application materials.
- Additional material will not be accepted.
- Please submit one copy of the completed application materials in the order indicated below.
- Application materials will be accepted by mail only.

Please submit your application to:

Applications
Maine Community Heritage Project
Maine Historical Society
489 Congress Street
Portland, ME 04101

1. Community Information

Name of Community: _____

Approximate population: _____

County: _____

Please check one: City Town Township Plantation

Your State Senator: _____

Your State Representative: _____

Local newspaper: _____

URL(s) of existing local history website(s): _____

2. Local Team

Please list each organization who will be a member of your planning team. (Each team must identify a team leader and include at least one school, one historical organization, and one library.) Please attach extra sheets to list additional partners.

i. Team Leader

Name of Team Leader: _____

Organization: _____

Title: _____

Email Address: _____

Phone: _____

Cell Phone: _____

Mailing Address: _____

ii. Library Partner

Name of Library: _____

Type of Library: _____

Name of Project Contact Person: _____

Email Address: _____

Name of Library Director: _____

Email Address: _____

Telephone: _____

Website: _____

Mailing Address: _____

Is your library a member of the Maine Regional Library System? Yes No

Did your library submit a 2007 Public Library Annual Report? Yes No

Please list the hours you are open to the public: _____

Is your library open year-round? Yes No

No. of paid staff: _____

No. of volunteers: _____

Approximate Budget: _____

iii. Historical Partner

Name of Organization: _____

Type of Organization: _____

Name of Project Contact Person: _____

Email Address: _____

Telephone: _____

Website: _____

Mailing Address: _____

Does your organization have a facility (e.g. a museum, historic house, etc.)? _____

Please list the days and hours you are open to the public: _____

Is your facility open year-round? Yes No

No. of paid staff: _____

No. of members: _____

No. of volunteers: _____

Year founded: _____

iv. School Partner

Name of School: _____

Please check one: Public Private Charter

Grade Levels: _____

School Population: _____

Percentage of students eligible for free or reduced lunches: _____

Current educational initiatives your school participates in (e.g. Great Schools; Gates Foundation Schools; 21st Century Learning; school-based service learning; literacy, etc.): _____

Name of Project Contact Person: _____

Position/Title: _____

Email Address: _____

Telephone: _____

Website: _____

Mailing Address: _____

What other school personnel will be involved in the project? (e.g. school librarian, tech integrator, fellow teacher on your team, etc.)? _____

Principal: _____

Principal's Email Address: _____

School District: _____

Superintendent: _____

v. Other Organizations and Partner(s) (optional)

Name of Organization: _____

Type of Organization: _____

Name of Project Contact Person: _____

Email Address: _____

Telephone: _____

Website: _____

Mailing Address: _____

3. Local Team Statement

This is the heart of your proposal and your opportunity to show why your community should be selected to participate in the MCHP. Please address the following questions in your response and include additional information that you feel is relevant. Your response should reflect the input and understanding of all local partners and convey your team's interest, enthusiasm, and commitment to the project. **(Please limit your response to three pages.)**

- Please explain why your team wants to participate in the project.
- Please provide a brief description of your community.
- Have the project partners worked together in the past? If so, please describe previous or current projects or activities.
- Please provide a brief description of historical themes, topics, events, collections, and resources that your team might be particularly interested in exploring and sharing.
- Please describe how participation in the MCHP might tie into or support other local initiatives (e.g. an anniversary celebration, an oral history project, a preservation effort, a Main Street program, efforts to mobilize the local creative economy, etc.)?

4. Partner Statements

Each partner in your team should include an individual statement that explains their interest in participating in the MCHP. Please address the following questions in your response, depending on the type of your organization. **(Each partner should limit its response to two pages.)**

Library Partner:

- Provide a brief description of your library and its role in the community.
- Please describe your library's strengths and the challenges your institution currently faces.
- Please describe your library's goals for participating in the MCHP.
- What particular interests and resources—in terms of staff, collections, facilities, equipment, etc.—does your library bring to the team?
- Please describe how your library currently promotes or provides access to resources related to local history.

Historical Partner:

- Provide a brief description of your organization's collections, facilities, membership, and role in the community.
- Please describe your organization's strengths and the challenges your institution currently faces.
- Please describe your organization's goals for participating in the MCHP.
- How do you think collaborating with the community, including students, will affect your organization?
- Please acknowledge your willingness to share select items in your collection through the Maine Memory Network (MHS staff are available to discuss how that process works and address any questions you have).
- Please describe how your organization typically makes collections available to the public.

School Partner:

- Please describe your school, its strengths, and challenges your school community currently faces.
- How will participation in the MCHP enhance your teaching?
- What kinds of educational experiences do you hope your students will have?
- What subjects/grade levels do you teach?
- Approximately how many students do you think will participate in the project?
- How often do you meet with your students?
- How much time do you anticipate your students spending on this project during the school year?

Other Organizations and Partners:

- Provide a general description of your organization, mission, focus and scope of activities, and, as appropriate, staff, membership, and volunteers.
- What is your organization's interest in local history and participating in the MCHP?
- What particular resources (time, volunteers, equipment, collections, knowledge, etc.) will your organization bring to the team?

5. Authorizing Signatures

Please have each member of your team and an authorizing official from their organization sign below. By signing the form, each partner acknowledges that their organization supports and is fully committed to participating in the MCHP if selected.

Library Participant

Date

Library Director

Date

Historical Organization Participant

Date

Historical Organization President

Date

School Participant

Date

School Principal

Date

Other Partner

Date

Other Partner

Date