

Maine Community Heritage Project

promoting community through the exploration of local history

www.mainememory.net/mchp

II. Application Guidelines

The application process is designed to identify the needs and interests of each local team, and to ensure the full participation of all local partners in the MCHP. Your application should communicate your team's interest, enthusiasm, and commitment to gathering and sharing its history, and your strong desire to work together. **Applications must be received by the Maine Historical Society by 5pm on May 9, 2008.**

1. Community Information Please provide basic information about your community as indicated on the application form.

2. Local Team At a minimum, your application should include a public library, historical organization, and school as project partners. The application should reflect the participation and commitment of each partner organization, not just an individual member, staff person, or teacher. Work in each community will be planned and coordinated by a local planning team, the group that will submit the application. The planning team will meet monthly with MHS staff to plan project activities, monitor progress, and discuss opportunities and issues that arise. Consistent attendance and active participation in planning meetings is essential to the project's success. Your planning team should include at least one representative from each partner organization. The planning team should also include two students who should be identified by the end of September. We encourage you to include representatives from other organizations (e.g. town government, service organizations, etc.) on your team as it seems appropriate.

i. Team Leader: Each local team should identify a team member to serve as the local point person for the MCHP. The team leader will be the primary contact person for the project, help coordinate the activities of the local team, and serve as the liaison between the local team and MHS staff.

ii. Library Partner: Any public library is eligible to be part of the local project team as long as the library is open to the public regularly throughout the year and serves the community at large. The library partner will serve as the fiscal agent for the supporting grant. Public libraries are the crossroads of information in communities, and they will play a key role in this project. They generally bring professional staffs, consistent hours, and a strong orientation to the general public. Librarians may help teach research methods to other project participants, and will provide access to library collections and resources. Libraries might also provide public workspace where local teams and other project participants can meet to conduct interviews, scan documents, etc. The Maine State Library will help cultivate local connections, identify strategic opportunities, support participating libraries, and promote the role of libraries as key sources of information about local history.

iii. Historical Partner: Eligible historical organizations include historical societies, museums, archives, and other public, private, or municipal organizations with an historical collection, educational goal/mission, and a desire and willingness to share that collection with the community. The staff and members of historical organizations will provide access to their collections, share their knowledge about those collections and local history, mentor students, and help write a brief narrative history of their community. Preserving, protecting, increasing awareness of, and providing access to local collections are among the MCHP's highest priorities. All activities that bring students and other community members into contact with collections will be supervised, accompanied by thorough

training, and organized in a manner that respects the practices and policies of the historical organization that holds them and promotes the safe handling of collections.

iv. School Partner: Eligible school partners include public or private middle, junior high, or high schools. Educators and students in grades 6-12 are eligible to participate. At least one educator and two students from the school should participate in the local planning team. We strongly encourage schools to support the participation of both a classroom teacher and school librarian on the planning team. School librarians have an important role to play in this process: they can provide key support to classroom teachers and will serve as a conduit to information about local history to the entire school community. (The teacher and/or librarian should be the school's representative on the application; the students should be identified and included on the planning team by no later than the end of September.) Teachers should plan to have students participate in the project throughout the school year. While the exact form, scope, and pace of student participation is flexible and will vary from community to community, we expect students to be involved in all stages of the MCHP and to have the opportunity to see work they undertake and/or contribute to evolve from concept through the launch and celebration of your community's website.

v. Other Organizations and Partners: Individuals and organizations throughout the community have an interest and role to play in the preservation, sharing, and celebration of the history of Maine communities. Town governments, civic organizations, service clubs, and other organizations who have historical collections or information, or otherwise have an interest in partnering in the community, can provide volunteers, equipment, or other support to local teams, and are more than welcome to be included in a local team. If such an organization is to be part of the local team, they should fill out all relevant sections of the application.

3. Local Team Statement Please follow the instructions on the application form.

4. Partner Statements Please follow the instructions on the application form.

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

Application Help

We intend the application process to be open and supportive, and our project staff are available to help you plan. Please don't hesitate to contact us to discuss your interest, local issues that might impact the makeup of your team, or your application.

For more information:

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Maine Historical Society
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email: sphilbrick@mainehistory.org

Application Deadline: May 9, 2008

Please submit your application to:

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