

Maine Memory Network Community Mobilization Grants

DIGITIZATION & ONLINE EXHIBIT APPLICATION

I. PROJECT SUMMARY

A. Project Type: Digitization Online Exhibit

B. Project Title: _____

C. Project Summary (50 word maximum). In 2-4 sentences, briefly describe your project, the historical topic and collections it will feature, and project participants.

D. Please provide approximate start and end dates for your project.

Start Date: _____ End Date: _____

II. LEAD ORGANIZATION INFORMATION

A. Organization Name: _____

B. Organization Type (check one):

Historical Society/Museum Library School Town Office/Department/Board
 Other (please explain) _____

Is your institution either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code? Yes No

C. Contact Information

Organization Mailing Address (Street/PO Box): _____

City: _____ Zip: _____ County: _____

Organization Website: _____

Internet Access? Yes No High-speed? Yes No Wireless? Yes No

Project Coordinator/Primary Contact: _____

Role at Organization: _____ Email: _____

Organization Phone: _____ Fax: _____

Home Phone: _____ Cell: _____

Best times to contact: _____

Organization's Authorizing Official: _____

Title: _____ Email: _____

D. Community

Town Population (check one): less than 1,000 1,000-5,000 5,000-10,000 10,000+

Your State Representative: _____

Your State Senator: _____

Local Newspaper: _____

III. PROJECT PARTNERS *(if applicable)*

Please list the name of each organizational partner below. **Each partner, including the lead organization, must complete a separate Project Partner Form (Appendix A) to be included with the application.**

1) _____

2) _____

3) _____

IV. FISCAL AGENT *(Complete only if lead organization is not an eligible non-profit.)*

Name: _____ Title: _____

Organization: _____

Email: _____

Phone: _____ Cell: _____

V. TECHNOLOGY RESOURCES AND EXPERIENCE

A. Please describe your team's skills, experience, and comfort using digital tools and technology.

B. Describe computer and scanning equipment your team currently has access to. (Include brand, model, age of equipment, hard drive capacity, amount of memory, etc.) _____

C. Describe any image editing software you currently use or have access to (e.g. Photoshop 5.5).

D. **MMN Contributing Partner.** Is your organization or any of your project partners currently Maine Memory Network Contributing Partners (CPs)? Yes No

VI. PROJECT NARRATIVE

A. Is participation in the project tied to other community initiatives (e.g. a town anniversary, Main Street revitalization, Museums In the Street, school-based service learning, etc.)? Please list any that apply.

B. Please list the skills your organization's or team's members hope to gain through participation in the project.

C. **Narrative:** Please briefly answer the following questions on separate pages and submit with your application. (**Limit your *total* response to questions in this section to three pages.**)

a. Project Description

- 1) Please describe your project. Describe your topic, the period(s), people, and events it relates to, and its significance to the history of your community and Maine. What are your goals for developing this project?
- 2) Please provide a brief description of your project team and community.

b. Historical Collections

- 1) Please describe the historical collections you will work with and want to share. What type of materials do they include (e.g. photographs, documents, artifacts, etc.)?
- 2) What is the condition of the materials you will work with? How and where are they stored? Have they been cataloged in any way?
- 3) Describe the extent of your team's knowledge about your topic and collections.

c. Partners

- 1) If more than one organization is involved, describe the relationship between partners, the skills, resources, and interests of each, and any previous experience partners have working together.
- 2) If a school is involved in the project, what is the grade level and class size? What role will the students play? How will the teacher incorporate the project into his/her curriculum?

d. Outreach and Evaluation

- 1) Describe how you will promote and share your project with your community.
- 2) Please describe how you will evaluate the project's success. (A short written report is required upon completion of the project.)

VII. BUDGET

Please summarize in the table below the expenses that you *anticipate* incurring while carrying out your project. Suggested categories, with sample expenses, are provided. Only use those categories relevant to your project. Round up to the nearest dollar. Then provide an explanation for each line item (see B. Budget Explanation).

Grant funds may only be used for costs directly related to the project during the grant period. Organizations may request up to \$1,000 for digitization projects or \$1,500 for online exhibit projects, depending on the size and scope of the project, and the team's needs. Amounts of individual line items can be altered slightly, or re-allocated, once the project is underway if the team's needs change. Once awarded, however, the total grant figure cannot be increased.

For suggestions on how to complete this budget section, see **Appendix B**, which provides sample budgets. There is a detailed budget planning document under the Project Planning section of the MMN Resources page (www.mainmemory.net/resources).

A. Budget Summary

<u>CATEGORY</u>	<u>EXPENSE</u>	<u>SOURCE/VENDOR</u>	<u>AMOUNT REQUESTED</u>
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Equipment (computers, scanners, digital cameras, recording equipment, software, etc.)

1)			
2)			
3)			
4)			
5)			

Supplies (white gloves, paper, ink, archival boxes, folders, flash drives, etc.)

1)			
2)			
3)			
4)			
5)			

Staff Support (library staff, substitute teachers, etc.)

1)			
2)			
3)			
4)			

Services (e.g. writing, assessment of collections, technology assistance)

1)			
2)			
3)			
4)			

Travel (including school transportation)

1)			
2)			
3)			

Other (food for events/meetings, etc.)

1)			
2)			
3)			

TOTAL Stipend Requested: \$ _____

VIII. AGREEMENT TO TERMS / AUTHORIZING SIGNATURES

By signing this application form, the applicant organization and all partners (if applicable) hereby indicate agreement with the following terms and conditions:

- 1) The information contained in this application is true and correct to the best of our knowledge.
- 2) Each signer acknowledges that his or her organization supports and is fully committed to participating in and meeting the project's objectives.
- 3) The applying organization is a non-profit, 501(c)(3) federal tax-exempt organization, public school, public agency working for the State of Maine, or an Indian tribal government (or its political subdivision) recognized by the Department of the Interior—OR has a written agreement with a fiscal sponsor that is a 501(c)(3) organization, public school, or agency. Any grant funds received as a result of this application will be returned if the grant recipient loses its exemption from federal income taxation as provided for under section 501(c)(3) of the Internal Revenue Code.
- 4) Any funds received as a result of this application will be used for the purposes specified herein. Funds will be expended within 12 months of the payment date. At the end of this period, any unexpended funds will be returned to Maine Historical Society, or a written request for an extension of time will be submitted to MHS for approval. An evaluation report will be submitted upon completion of the project by the due date specified in the award notification.
- 5) Each historical partner agrees to share digital images of items in their collection on Maine Memory Network. (MHS staff can discuss how that process works and address any questions.)

Please note the required signatures on the form must be original, signed in person (not electronically rendered). However, the entire form may be scanned and submitted electronically.

Lead Organization:

Signature of Project Coordinator: _____ Date _____

Signature of Authorizing Official: _____ Date _____

Partners:

Signature of Representative of Fiscal Agent: _____ Date _____

(if different from Project Coordinator)

Representing: _____

Partner #1 (if applicable): _____ Date _____

Representing: _____

Partner #2 (if applicable): _____ Date _____

Representing: _____

Partner #3 (if applicable): _____ Date _____

Representing: _____

Partner #4 (if applicable): _____ Date _____

Representing: _____

APPENDIX A: PROJECT PARTNERS INFORMATION

*Each partner organization, including the lead organization, must complete its own copy of this form. Please do not submit one form for multiple organizations. **Note to Lead Organization:** Please write "Lead Organization" under Organization Name and skip ahead to Section 2. Additional forms are available for download at www.mainememory.net/grants.*

I. CONTACT INFORMATION

Organization Name: _____

Organization Type:

Historical Organization Library School Town Office/Department/Board

Other (please explain) _____

Organization Mailing Address (Street/PO Box): _____

City/State/Zip/County: _____

Primary Contact: _____ Role: _____

Email Address: _____

Phone: _____ Fax: _____

Organization Website: _____

Internet Access? Yes No High-speed? Yes No Wireless? Yes No

II. PARTNER DEMOGRAPHICS

A. For Libraries

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

Did your library submit a 2010 Public Library Annual Report? Yes No

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

Is your library open year-round? Yes No Approximate Budget: _____

No. paid staff: _____ No. volunteers: _____ No. cardholders: _____

B. For Historical Organizations

Does your organization have a facility (e.g. museum, historic house, etc.)? Yes No

Please describe: _____

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

_____ Is your facility open year-round? Yes No

No. paid staff: _____ No. volunteers: _____ No. members: _____ Year founded: _____

C. For Schools

Please check one: Public Private Charter

Grade Levels: _____ School Population: _____

Name of Principal: _____

Principal's Email Address: _____

Superintendent: _____ District: _____

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; service learning; etc.): _____

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

APPENDIX B: BUDGET SAMPLES

Sample #1:

<u>CATEGORY</u>	<u>EXPENSE</u>	<u>SOURCE/VENDOR</u>	<u>AMOUNT REQUESTED</u>
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Equipment

1) Epson V700 Scanner	Staples.com	\$600
2) Adobe Photoshop Elements 9	Staples.com	\$100
3) High-speed wireless Internet	Unknown	\$250

Supplies

1) Dozen pairs white gloves	Gaylord.com	\$ 15
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TOTAL Stipend Requested: \$965

Equipment

1. Our historical society does not own a scanner. As we will be working independently on this project, we must purchase one to deal with not only photographs and other flat documents, but negatives and slides. We checked this price online. There is no shipping charge.
2. We will need to purchase image software. We checked this price online. There is no shipping charge.
3. Our board has agreed to get the historical society online. \$250 of the grant will go toward start-up costs and initial monthly payments, and the board will cover the remaining monthly payments for the foreseeable future. We will go with the most reliable service within a reasonable price range.

Supplies

1. White gloves from Gaylord.com only come in a 12-pack even though there will only be, at most, four of us working on the project. While the online cost is listed as \$10.59, this factors in shipping costs.

Sample #2:

<u>CATEGORY</u>	<u>EXPENSE</u>	<u>SOURCE/VENDOR</u>	<u>AMOUNT REQUESTED</u>
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Equipment

1) Mac OS X laptop	MLTI program (overstock)	\$ 400
2) Canon PowerShot SX210	Best Buy	\$ 300

Staff Support

1) Extend ref librarian hours	Public Library	\$ 680
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Other

1) Snacks	Hannaford	\$ 120
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TOTAL Stipend Requested: \$1500

Equipment

1. While our library has two scanners and plenty of desktop computers, we would like to purchase a laptop. The school we're working with has some of last year's MLTI laptops that they can make available at a reduced rate. This is the amount they quoted.
2. We have a number of artifacts in the library that the students want to photograph for the exhibit. This high-quality digital camera is available currently for \$299 at WalMart. We are a tax-exempt organization so we won't need to factor in tax.

Staff Support

1. In order to work on this project, the reference librarian will need to put in additional time: 10 hours/month x 6 months x \$15/hour = \$900. As this would put us over the maximum stipend request, the library will cover \$220 of this, so our total request for this line item will be \$680.

Other

1. We will be bringing the 10 students to the library six times over their three months of involvement in the project and want to provide snacks for them during their work sessions: 6 visits x \$20/snacks = \$120. We estimated this based on snacks we generally serve at library programs purchased from Hannaford (cider, cookies, fresh fruit).