

# Maine Memory Network Community Mobilization Grants

## APPLICATION

(Cover Sheet 1)

### I. PROJECT TYPE:

Digitization     Online Exhibit     MCHP

### II. APPLICANT INFORMATION

A. Organization Name: Topsham Historical Society

#### 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

#### B. Contact Information

Organization Mailing Address (Street/PO Box): \_\_\_\_\_

City/State/Zip/County: Topsham, ME 04086

Organization Website: n/a

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

Project Coordinator/Primary Contact: Scott Hanson

Role at Organization: Board Member and Chair of Digital Project Committee

Email Address: \_\_\_\_\_

Organization Phone: N/A Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Best times to contact: Anytime on cell

Organization's Authorizing Official: Dana Cary

Title: President Email: \_\_\_\_\_



#### IV. PROJECT INFORMATION

##### i. Digitization and Online Exhibit Projects

*(Maine Community Heritage Projects skip to the next section.)*

##### A. Please provide approximate start and end dates for your project.

Start Date: November, 2011 End Date: August, 2012

##### B. Project Summary (100 word maximum)

Briefly describe your project, the historical topic and collections it will feature, and project participants.

##### C. 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.

N/A

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

Team members hope to learn the skills necessary for scanning and photographing historic documents, photos, and

artifacts for uploading to the Maine Memory Network, both for this project and for additional exhibits on Topsham's

history in the future.

##### E. Narrative: Please briefly answer the following questions on separate pages and submit with your application. (Limit your responses 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.
- 2) Please provide a brief description of your project team and community.
- 3) What are your goals for developing this project?

###### 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, please describe the relationship between partners, the skills, resources, and interests each brings to the project, 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.)

## V. BUDGET

Please summarize in the table below the expenses that you anticipate incurring in order to carry out your project. Suggested categories, with sample expenses, are provided. Only use those categories relevant to your project. Add additional lines in categories as necessary. Round up to the nearest dollar. On a separate page, attach a detailed justification for each line item.

Grant funds may only be used for costs directly related to the project. Organizations may request up to \$750 for digitization projects, \$1,250 for online exhibit projects, or \$3,000 for Maine Community Heritage Projects. Grant funds may only be used to cover costs incurred during the project period.

For suggestions on how to complete this budget section, see **Appendix B**, which provides sample budgets.

### 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)	Gateway - Laptop	Bestbuy.com	\$299.99 + 14.99 sales tax
2)	Microsoft Office Home & Student 2010	Amazon.com	\$104.99
3)	Adobe Software Photoshop Elements V.9.0	Amazon.com	\$114.93

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

1)	4)Epson Perfection V700 Photo Color Scanner	Amazon.com	\$538.98
2)	5)Nikon Coolpix L22 12.0MP Digital Camera	Amazon.com	\$97.95
3)	6) Western Digital 1 TB External Hard Drive	Amazon.com	\$69.99

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

1)			
2)			
3)			

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

1)			
2)			
3)			

**Travel (including school transportation)**

1)			
2)			
3)			

**Other (food for events/meetings, etc.)**

1)			
2)			
3)			

**TOTAL Stipend Requested: \$ \$1241.82**

### B. Budget Justification

On a separate page, please explain the need for each line item and how the amount requested was arrived at. Please reference the category and number of the line item (e.g. 1, 2, 3, etc.) in your list.

For approximate costs of equipment and other supplies, please explain how you came up with the figure (e.g. called a store, averaged several online quotes). For any figure arrived at using various multipliers, please show the full mathematical breakdown (e.g. 10 students x 2 days/week x 5 weeks x \$20/snacks/week). Staffing rates can be figured on hourly rates, daily rates, or flat fees for services.

## VI. 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 are available to discuss how that process works and address any questions you have.)

Please note the required signatures on the form must be original (not photocopied).

### Lead Applicant:

Signature of Project Coordinator: Scott Iida Date 8/30/11  
Signature of Authorizing Official: Dave Foley Date 8/30/11

### Partners:

Signature of Representative of Fiscal Agent: DMP Date 8/30/11  
(if different from Project Coordinator)

Representing: Topshem Public Library

Partner #1 (if applicable): DMP Date 8/30/11

Representing: Topshem Public Library

Partner #2 (if applicable): Ralph A. Wellman Date 8/30/11

Representing: Team of Topshem History Committee

Partner #3 (if applicable): \_\_\_\_\_ Date \_\_\_\_\_

Representing: \_\_\_\_\_

Partner #4 (if applicable): \_\_\_\_\_ Date \_\_\_\_\_

Representing: \_\_\_\_\_

**APPENDIX A: PROJECT PARTNERS INFORMATION**

Each partner organization, including the lead applicant, must copy and complete this form. **Note to Lead Applicant:** Please write "Lead Applicant" under Organization Name and skip ahead to Section 2.

**I. CONTACT INFORMATION**

Organization Name: Tospham Public Library

Organization Type:

- Historical Organization     Library     School     Town Office/Department/Board  
 Other (please explain) \_\_\_\_\_

Organization Mailing Address (Street/PO Box): 25 Foreside Rd.

City/State/Zip/County: Topsham ME 04086 Sagadahoc

Primary Contact: Susan M. Preece

Role at Organization: Director

Email Address: director@topshamlibrary.org

Phone: 207-725-1727 Fax: 207-725-1735

Organization Website: www.topshamlibrary.org

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

**II. PARTNER INFORMATION**

**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: Tues, Wed, Thurs-9-8; Fri- 9-5; Sat 9-4

Is your library open year-round?  Yes     No    Approximate Budget: \$400,000

No. paid staff: 10    No. volunteers: 123    No. cardholders: 7,670

**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; 21<sup>st</sup> 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 A: PROJECT PARTNERS INFORMATION**

Each partner organization, including the lead applicant, must copy and complete this form. **Note to Lead Applicant:** Please write "Lead Applicant" under Organization Name and skip ahead to Section 2.

**I. CONTACT INFORMATION**

Organization Name: Town of Topsham History Committee

Organization Type:

- Historical Organization     Library     School     Town Office/Department/Board  
 Other (please explain) \_\_\_\_\_

Organization Mailing Address (Street/PO Box): 100 Main Street

City/State/Zip/County: TOPSHAM, ME 04086

Primary Contact: Ralph A Williams

Role at Organization: Town Historian & Chairman of History Committee

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Website: www.topshammaine.com

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

**II. PARTNER INFORMATION**

**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; 21<sup>st</sup> 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.)? \_\_\_\_\_

## **B. Project Summary** (100 word maximum)

*Briefly describe your project, the historical topic and collections it will feature, and project participants.*

This joint project by the Topsham Historical Society, Topsham History Committee, and the Topsham Public Library will develop an online exhibit about the town's extensive, and probably unique in Maine, collection of historic firefighting equipment, artifacts, and documentation related to 19<sup>th</sup> century fire muster competitions. The exhibit will include new photographs of historic artifacts (including the hand-pumper "Androscoggin"), historic photographs from the musters, and scanned documents related to the Androscoggin Fire Company. The Topsham Fire Department will also cooperate in the project, providing access to some of the artifacts and information on their history.

### **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.*

Our project will focus on the town of Topsham's extensive collection of 19<sup>th</sup> century artifacts and documentation related to historic fire department musters in Maine, particularly on Topsham's hand-pumper "Androscoggin", built in 1850 and preserved by the town. The Androscoggin was recognized as a champion pumper in the 19<sup>th</sup> century and was the focus of a good deal of community pride, leading to its preservation. Wheeler's *History of Brunswick, Topsham and Harpswell* (1878) provides a history of the Androscoggin, noting "The engine bought at this time (1850) was the "Androscoggin, No. 2." It is one of the Hunneman make, and is the only one ever bought by the town. It ranks No. 2 in size. It is one of the best engines of its class ever made, and the citizens of Topsham justly feel some pride in the good work it has done."

*2) Please provide a brief description of your project team and community.*

Our team will consist of members of the Topsham Historical Society and the Town of Topsham History Committee, with working space and internet connection support by the Topsham Public Library. Topsham is a community of nearly 10,000 located in the southwestern corner of Sagadahoc County. The town is opposite Brunswick on the Androscoggin River and shares the first falls of the river with that town, an early site for water powered industry. Topsham's historic village is a National Register historic district and includes the Bowdoin Paper Mill in addition to many homes in the Federal, Greek Revival, and later 19<sup>th</sup> century styles.

*3) What are your goals for developing this project?*

Our goals in developing this project are to make an interesting and perhaps unique collection of artifacts and documents available to the public and to train a team of scanners to continue working with other materials in the Town of Topsham collection, making them available to researchers and the public on Maine Memory Network. Currently the town's historical collection is stored in the Town Clerk's vault and cannot be accessed by the public without an employee from the Clerk's office or the Town Historian present, effectively making it inaccessible to the general public.

### **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.)?*

The town of Topsham's historic firefighting collection includes firefighting equipment, documents, photographs, and artifacts related to fire department musters dating back to the 19<sup>th</sup> century. The gem of the collection is the 1850 hand-pumper "Androscoggin", which won numerous muster competitions. Other artifacts include 15 prize cups, 11 prize trumpets, 5 prize coffee pots, 1 prize silver tea service, and one prize clock, all won by the Androscoggin Fire Company between 1875 and 1922. Additionally, the artifact collection includes 8 historic hose nozzles, 5 buckets, and 4 firefighter helmets, and a silk Androscoggin Fire Company banner. Documents include the Androscoggin Fire Company record book for the years 1881-96, 3 ledger books for the company, a minute book from the Androscoggin Engine Company, additional material related to the history of the Androscoggin company, and nearly 100 photographs.

*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?*

The materials are well preserved and fully cataloged by the Topsham History Committee and the Topsham Fire Department. Documents and photographs and some artifacts are primarily stored in the Town Clerk's vault. The Androscoggin pumper and other artifacts are displayed at the Topsham Public Safety building.

*3) Describe the extent of your team's knowledge about your topic and collections.*

The Town Historian is a member of the team and is very knowledgeable about the collection and the town Fire Chief has expressed a great interest in the project and a willingness to help access and understand the collection.

### **c. Partners**

*1) If more than one organization is involved, please describe the relationship between partners, the skills, resources, and interests each brings to the project, and any previous experience partners have working together.*

The Topsham Historical Society (THS) was formed two years ago in part to work on making the town's collection of historical materials more available to researchers and the public. The Town Historian (and Chair of the town's History Committee (THC) has been involved with the formation of the historical society from the beginning, recognizing the need for greater access to Topsham's history. The Topsham Public Library (TPL) has also been involved from the outset, providing space for Board meetings and for our public programming. The library is also serving as fiscal agent for THS for this project. The Historical Society and Library have jointly presented monthly (except July and August) programs related to the history of Topsham, which have been very well attended (with attendance ranging from 20 to 60 people). THS now has more than 60 members.

*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?*

No schools are currently involved in the project, although there has been interest expressed by the local high school in working with THS and THC to develop additional exhibits on MMN in the future.

### **d. Outreach and Evaluation**

*1) Describe how you will promote and share your project with your community.*

We hope to generate publicity about the project in the local press upon receiving the grant to let the community know the project is happening. Also upon receiving the grant, we intend to dedicate one of our monthly presentations to the Maine Memory Network and our project, to let our membership know what the project is about and to identify additional members who would be interested in joining our Digital Projects Committee (the project team). Upon completion of the project we again will contact the local press to announce that the exhibit is available on MMN and again use one of our monthly program nights to show it off to our members and the public.

*2) Please describe how you will evaluate the project's success. (A short written report is required upon completion of the project.)*

We will evaluate the project's success by assessing the feedback we receive from Town of Topsham officials, the Topsham Fire Department, our membership and the general public and using that feedback to inform our approach to addition exhibits on MMN. We will also note if the project inspires additional members to become involved in future exhibits.

## B. Budget Justification

### Equipment

- 1) Gateway - Laptop Model:NV51B15U/ AMD E-Series Processor / 15.6" Display / 4GB Memory / 250GB Hard Drive. Our historical society does not own a computer. As we will be working independently on this project, we must purchase a computer in order to carry out the work of the project. Because the scanning will take place in the Clerk's Vault at Town Hall and the images will be uploaded to MMN at the Public Library, a laptop computer is needed for portability. We checked this price online. There is no shipping charge. This item must ship to the local BestBuy store for pick up and sales tax will have to be paid on it.
- 2) Microsoft Office Home & Student 2010 Product Key Card by Microsoft Software (Jun 15, 2010) - Windows 7 / Vista / XP. The new laptop will need word processing software in order for the text of the exhibit to be written and edited. We checked this price online. There is no shipping charge.
- 3) Adobe Software Photoshop Elements V.9.0 1 User Image Editing Complete Product Retail. We will need to purchase image software. We checked this price online. There is no shipping charge.
- 4) Epson Perfection V700 Photo Color Scanner. Our historical society does not own a scanner. As we will be working independently on this project, we must purchase a scanner in order to carry out the work of the project. We checked this price online. There is no shipping charge.
- 5) Nikon Coolpix L22 12.0MP Digital Camera with 3.6x Optical Zoom and 3.0-Inch LCD. We have a number of artifacts in the subject collection that we want to photograph for the exhibit. We checked this price online. There is no shipping charge.
- 6) Western Digital WD Elements 1 TB USB 2.0 Desktop External Hard Drive. Because the historical society will only have the one new computer, we need an external hard drive to back up the scan and photo files. We checked this price online. There is no shipping charge.