

Sample Quick Grant Application

Project Title: QG-06019 Exhibits for Everyone: Creating Audio Exhibits for Non-Reading Visitors

Organization: Windham Textile & History Museum

Project Summary:

Please describe your project and its major components in 2-3 sentences. Please include key information about your project like exhibition and public program dates.

Note: This description will be used both internally to reference the project for which you are seeking funding support, and, if funded, externally by CTH to describe your grant to the public on our website and in press releases.

This project will create ten three-minute "audio exhibits" within the Windham Textile and History Museum, in partnership with CRIS Radio's CRISAccess Program. The audio exhibits will accompany the Museum's traditional history exhibits already in place, but will make those exhibits accessible to sight-impaired and other non-reading visitors, both on-site and on the Museum's website. The audio exhibits will be maintained by CRIS Access, be accessible via QR codes, and can be updated.

Project Description and Details:

Please tell us in more detail about the project for which you are requesting funding.

This is the heart of your grant application and your opportunity to tell us about your project's background, structure, components, and why it should be funded.

If your program has multiple sessions (i.e., a 4-part lecture series), please include a 2-3 sentence description for each program session.

If your project has multiple components (i.e., an exhibition and lecture series), please describe both the project as a whole as well as the individual components.

The Mill Museum's Exhibits for Everyone Project will make some of the Museum's most important traditional history exhibits accessible to blind and sight-impaired persons, people with limited reading ability, and visitors who prefer audio over reading. It will also enhance the museum experience for more traditional, reading visitors (especially on-line visitors), and allow the Museum to cope with an ongoing decline in the number of its volunteer docents. Like many museums, the Windham Textile and History Museum (the "Mill Museum") interprets history mostly through self-guided tours in which visitors encounter displays of artifacts and period rooms augmented by written captions and narrative storyboards in English and Spanish. The Museum also provides visitors with bilingual self-guided tour booklets. It offers a guided tour led by docent on the second Sunday of each month. The Museum also has a considerable amount of historical material on its website. Until ten years ago, the Mill Museum offered regular guided tours; however, like most small museums, the

Museum's "docent pool" of volunteer docents has declined steadily, and it is no longer able to offer guided tours on demand. Unfortunately, most of the Museum's exhibits and web pages are not accessible to the blind and sight-impaired, nor to people with limited reading. Moreover, they appeal mostly to "traditional" museum goers -- well educated adults who enjoy reading exhibit captions and storyboards -- but less so to younger visitors, visitors with limited vision, and visitors with with limited reading or who prefer audio to reading.

This project will provide audio interpretation of five key portions of the Mill Museum's current exhibits in the form of ten audio recordings (five in English and five in Spanish): (1) Why the mills were here; (2) Work on the factory floor -- carding and spinning; (3) Work on the factory floor -- weaving and making spools; (4) A mill worker's kitchen; and (5) A mill manager's parlor.

This project will be a partnership among the Mill Museum, CRIS Radio for the blind (a non-profit organization based in Windsor, CT), and the Willimantic Lions Club to make the Mill Museum more accessible to the blind and sight-impaired, as well as to limited readers. CRIS Radio's CRISAccess program professionally records audio scripts of up to three minutes in its studio, using trained volunteer DJs and engineers. CRIS then maintains the audio recordings on the Cloud. CRIS creates a Quick Response (QR) code for each recording, and edits the recordings from time-to-time as needed. Normally, CRIS charges \$600 per recording (less than most for-profit businesses would charge for the same service), but because it receives a substantial portion of its funding from Connecticut's many local Lions clubs, if the project is sponsored by a Lions club, CRIS charges only \$300 per recording. The Mill Museum approached the Willimantic Lions Club, which enthusiastically agreed to sponsor the project and provide \$600 of funding. The Leo and Rose Pageau Trust, a Willimantic-based charitable foundation, agreed to add another \$900 of funding. The Museum opened discussions with CRIS, which indicated its interest in the project. The Museum will research and write the scripts, and pay CRIS an annual maintenance fee equal to 10% of the total production fees. The Museum is requesting \$1,500 from Connecticut Humanities, so that it can create ten total audio recordings, five in English and five in Spanish. CRIS records in both languages.

CRISAccess describes how it's portion of the project works: "CRIS Radio is integrating QR Code technology to instantly 'link and play' audio files of information posted on signs or other printed materials for people who are blind or print-handicapped. Visitors can access the audio files with any mobile device downloaded with a QR Code Reader application. CRISAccess™ is part of CRIS Radio's new Adaptive Audio Accessibility services initiative that promotes access to information at museums for people who have difficulty reading posted signs. Download a QR Reader onto your smart phone. Visit one of our museum sites (Connecticut Valley Agriculture Museum, Jonathan's Dream, The Mark Twain House & Museum, Mystic Aquarium, New Britain Museum of American Art, New England Air Museum, New England Carousel Museum, Old Sturbridge Village). Open the QR Reader application. Aim your phone at the QR Code so that it 'captures' the code on your phone's screen." CRIS's experience shows that most visitors with limited sight attend museums in the company of sighted friends or family, who can help them "aim" the smart phones at the QR codes. Because they are relatively "low-tech" and easy to maintain, CRIS recommends QR codes over other electronic exhibit formats. CRIS provides devices to blind and sight impaired persons as part of its services to them.

As part of this project, the Museum will offer visitors without smart phones "loaner" tablets with the necessary apps installed.

The scripts will be researched and written in English by Dr. Jamie Eves. Eves is the Mill Museum's Executive Director, a History Instructor at Eastern Connecticut State University, and a specialist in industrial and environmental history. Although he is an employee of the Museum, he will be donating his time writing the scripts. The scripts will be more than simply recycling existing signage -- in order to properly serve visitors with limited sight, the scripts will also describe the physical exhibit and provide additional historical background. They will include audio recordings of mill machinery running, and excerpts from audio recordings of oral history interviews conducted by the Museum in the 1990s. Four Museum volunteers will translate the scripts into Spanish. The Museum will also provide links on its website, so that the recordings will also be accessible remotely. The Willimantic Lions Club will help raise funds to pay CRIS's annual maintenance fee. The Willimantic Lions Club logo, Connecticut Humanities' logo, and the logos of other sponsors will appear on on-site placards along with the QR codes, as well as on the Museum's website.

This project continues the Mill Museum's ongoing efforts to make its exhibits and collections more accessible. We have ramped four of our five floors (including all of our exhibit spaces); translated most of our signage, our self-guided tour booklet, and a portion of our website into Spanish (a project funded in part by Connecticut Humanities); digitized a large portion of our documents and photographs collection; and partnered with the Connecticut Digital Archive at the University of Connecticut to place portions of our digital collection on their portal.

Humanities Goals, Learning Objectives, and Evaluation:

What do you want participants to better understand after having participated in your project?

Please articulate your project's humanities goals and learning objectives--the aspects of human history, culture, values, and beliefs that your project will explore and what people will learn about them.

Please also describe the evaluation techniques you will use to determine if your project has achieved its humanities goals & learning objectives.

The goal of this project is to provide the blind, people with impaired vision, people with limited reading ability, or people who prefer not to read greater access to the history of textiles and the textile industry in Connecticut.

Textiles are central to the human experience (and that of women and girls especially), in the form of clothing, bed covers, table cloths, quilts, fiber arts, etc. Preindustrial Connecticutans spun thread on spinning wheels, wove cloth on floor looms, and stitched with needle and thread. In the 19th century, the Industrial Revolution built a new, modern Connecticut, but the manufacture of thread, cloth, garments, and sewing machines remained central to the state's industries. In the 20th century, industry declined, and a new postindustrial Connecticut emerged, including a resurgence of preindustrial textile production as fiber arts and crafts. The Mill Museum tells the story of Connecticut's textile heritage and culture -- the story of how we got to be who we are, as workers, manufacturers, craters, artists, consumers, and residents of former mill towns. It is important that all Connecticutans have access to this heritage.

This project will provide audio interpretation of five key portions of the Mill Museum's current exhibits in the form of ten audio recordings detailed above: The project will focus on the creation of industrial technology, the culture of industrial work, and class and community at the height of the industrial era. The current physical exhibits include industrial machinery in a "factory floor" setting, along with a reproduction 1890s mill worker kitchen and 1890s mill manager's parlor, complete with furniture, wallpaper, carpets, etc. The audio recordings will include sounds made by working machinery and short snippets from audio recording of oral history interviews the Museum did with former mill workers in the 1990s (and which have already been digitized).

The Spanish translations are vital, considering that Latinos comprise about one-third of the population of the Town of Windham, CT (where the Museum is located), about half of the students in Windham's public schools, and the majority of the residents of the neighborhood around the Museum.

Evaluation: Presently, the Museum has very few visitors with severely limited vision. We will track the number of such visitors to see if an appreciable increase occurs. CRISAccess can track the number of hits for the recordings. The Museum will link the recordings to its website and social media and track the number of "engagements." After the first six months, the stakeholders (the Mill Museum, CRIS, and the Willimantic Lions) will meet to discuss the results and ways to improve in the future. The Museum will create a short evaluation that staff can administer verbally, to get feedback from vision-impaired visitors.

Audience, Marketing, and Relevance:

Who is your target audience for this project?

Please identify the groups you hope will attend your programs and the methods you will use to promote your project to them (e.g., print, broadcast, social media, specific groups).

Why is this project important to your intended audience? Does it fill a community need? How do you know and why?

Audiences: The target audiences for this project are: (a) blind and sight-impaired persons; (b) persons with limited reading ability; (c) persons who prefer audio to reading; (d) younger visitors (who are more familiar with web-based technology, and who prefer or are used to receiving information from audio or video sources); and (e) traditional museum visitors who feel that the addition of an audio component will enhance their museum experience.

Marketing: The Museum will market these audiences in several ways. CRIS will list the Mill Museum on the CRISAccess page of its website and include it in its general CRISAccess marketing. The Willimantic Lions Club (and by extension the District 23-C and Connecticut Lions) will promote the audio exhibits in their media, which connects especially to the blind and vision-impaired communities that the Lions serve. The Museum will promote the project via its newsletter (350 circulation), website, and Facebook page (the normal post reach is around 1,000, but has been as high as 7,000; we expect to achieve a higher than normal reach in this case by sharing o groups), and

in local radio and newspapers. WILI-AM Radio will be especially important. (WILI promotes all Willimantic Lions Club projects.)

Need: This project grew out of discussions between the Mill Museum and the Willimantic Lions Club. Lions Clubs especially serve the blind and sight impaired as central to their mission. It was the enthusiasm of the membership of the Willimantic Lions Club that helped convince the Museum that a need for this project existed.

Total # of Audience Members Anticipated for Entire Project (Total Project Attendance):

1200

Admissions and Other Fees:

\$10 general admission; \$7 seniors and students

Program Location and Audience Capacity:

The Windham Textile & History Museum (the Mill Museum) is located in Willimantic, CT. The Museum attracts around 6,000 visitors a year. We estimate, based on experiments with temporary QR code audio recording used in two exhibits over the past year that about 20% of visitors will listen to the audio recordings.

Dates and Times of Programs OR Open and Close Date of Exhibition:

The audio recordings will accompany permanent exhibits, so there is no close date. They recordings should be available by Nov. 1, 2019.

Exhibits (if applicable):

Exhibition Venue Location and Hours of Operation:

The Mill Museum is located at 411 Main Street, Willimantic, CT. It is open for general tours February through December, Friday, Saturday, and Sunday from 10 a.m. until 4 p.m. School and group tours are by appointment.

Brief Listing of Key Objects, Images, and Other Media to be Included:

Key objects: Carding machine (c. 1890), spinning machine (c. 1950), power loom (c. 1890), power loom (c. 1850), spool tumbler, skein wander, cone/tube winder, Jacquard loom, knitting machine, "mister," tensile testers, stretcher, fire bucket, flying shuttles, creel, reel, preindustrial loom for comparison, preindustrial carding combs for comparison, roving, lap, sliver, scales, etc., along with images (which will be described) of mill interiors; coal stove, children's steel bathtub, sewing machine used by textile worker for "home work," rug beater, flat iron, steel washtub, washboard, roller, Polish Bible, lease, dining table, tool chest, preindustrial spinning wheel used by migrant family from Quebec, plain walls, bare floors, plain dishes and eating utensils, school books, and other items found in a turn-of-the-century crowded workers' kitchen; Victorian parlor furniture, organ, phonograph, carpet, wall paper, high ceilings, lace curtains, parlor spinning wheel (for genteel crafts, not actual use in making yarn for clothing), middle class home sewing machine, wall telephone, and other items found in a mill manager's parlor that contrast to the contents of the mill worker's kitchen. Brief cuts of a record playing on a phonograph will be included in the audio recordings. The house display recordings will be done in "first person" in the (imagined) voice of real people who lived in spaces like these (Conner Prairie in Indiana does something like this).

Media: Audio recordings accessed via QR codes

Presenters, Consultants, and Project Team:

Please list ALL presenters, consultants, scholars, and other key individuals working on the project, indicate if they will be paid with CTH grant funding, and list their major project responsibilities AND qualifications. Be sure to highlight humanities scholarship and expertise that they add to the project and, for presenters, indicate on which programs they are participating/presenting.

(1) Dr. Jamie Eves

Executive Director

Windham Textile and History Museum

Will NOT be paid with CTH grant funds

Dr. Eves will be the chief historian on the project, as well as the project coordinator. He will draft the five English-language original scripts, choose the portions of the oral history interviews, and record the mill machinery. Dr. Eves has a PhD in History from the University of Connecticut and has done years of research in this field. He has also coordinated several CTH grants at the Mill Museum, curated several large exhibits, and published articles and given professional presentations in the field.

(2) Yolanda Negrón

Community Activist, Windham, CT

Will NOT be paid with CTH grant funds

Ms. Negrón will volunteer to translate scripts from English into Spanish. Ms. Negrón has a BA from Eastern Connecticut State University, and is a long-time advocate for Windham-Willimantic's Latino community. She is fluently bilingual.

(3) Catina Caban-Owen

Social Worker, Windham Public Schools (Retired); Adjunct Instructor of Social Work, Eastern Connecticut State University

Will NOT be paid with CTH grant funds

Dr. Caban-Owen will volunteer to help translate scripts from English into Spanish. She has an MSW and doctorate in Social Work from the University of Connecticut. She is fluently bilingual.

(4) Ricardo Perez

Professor of Sociology, Eastern Connecticut State University

Will NOT be paid with CTH grant funds

Dr. Perez will volunteer to help translate scripts from English into Spanish. He has a PhD in Anthropology from the University of Connecticut. As a volunteer, he curated an exhibit at the Mill Museum a few years ago, "The Latino Experience in Willimantic." He is fluently bilingual.

(5) Delia Berlin

Director, Quinebaug Valley Community College, Willimantic Branch (retired)

Will NOT be paid with CTH grant funds

Dr. Berlin will volunteer to help translate scripts from English into Spanish. A native of Argentina, she is fluently bilingual.

(6) Jean deSmet

Community Activist and coordinator of Willimantic Lions Club Community Engagement Projects

Will NOT be paid with CTH funds

Ms. deSmet will volunteer to coordinate Lions activities associated with this project

Budget: *See end of document*

Budget Notes and Justification:

The budget includes \$450 for a tablet, which visitors without smart phones may borrow. The Museum already has one tablet (an i-pad) for such use. The tablets will be loaded with the necessary apps to read QR Codes. Imitating practice at Conner Prairie in Indiana, the Museum will hold the borrower's drivers license pending return of the tablet. The price is based on prices listed on Staples' website. We did not ask for funds for marketing, for two reasons: (1) we are able to get free PSAs and local radio time only if we do not pay for advertising elsewhere (as per station policies), and (2) we are able to get a good "reach" on social media without purchasing additional reach from Facebook by "sharing" to groups, something at which we have become quite adept.

SALARIES & WAGES: Total amount of Salaries & Wages requested in CTHF Funds may not exceed 25% of the total grant request.

Note: Quick Grants cannot fund Salaries & Wages, but it can be used as Matching Funds (Applicant Cash Contributions).

There is no cap on Salaries & Wages used as Applicant Cash Contributions.

NOTE: The total of each item detail must match the total of each source of funds. X indicates a problem.

Item Detail				
	Name/Position	Rate	#	Total
1	Jamie Eves -- Historian/E.D. @ \$20/hr	\$20.00	65	\$1,300
2	Yolanda Negrón -- Translator @ \$20/hr	\$20.00	40	\$800
3	Catina Caban-Owen -- Translator @ \$20/hr	\$20.00	20	\$400
4	Ricardo Perez -- Translator @ \$20/hr	\$20.00	20	\$400
5	Delia Berlin -- Translator @ \$20/hr	\$20.00	20	\$400
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
			Total	\$3,300

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$0.00	\$0.00	\$300.00	\$1,000.00	\$1,300
\$0.00	\$0.00	\$0.00	\$800.00	\$800
\$0.00	\$0.00	\$0.00	\$400.00	\$400
\$0.00	\$0.00	\$0.00	\$400.00	\$400
\$0.00	\$0.00	\$0.00	\$400.00	\$400
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$300	\$3,000	\$3,300

HONORARIA & CONSULTING

NOTE: The total of each item detail must match the total of each source of funds. X indicates a problem.

Item Detail				
	Name/Position	Rate	#	Total
1				\$0
2				\$0
3				\$0
4				\$0
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
Total				\$0

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$0	\$0	\$0

TECHNICAL DESIGN SERVICES

NOTE: The total of each item detail must match the total of each source of funds. X indicates a problem.

Item Detail				
	Name/Position	Rate	#	Total
1	CRIS Radio -- Prepare Audio Recordings	\$300.00	10	\$3,000
2	CRIS Radio -- Annual Maint. Fee	\$30.00	10	\$300
3				\$0
4				\$0
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
			Total	\$3,300

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$3,000
\$0.00	\$300.00	\$0.00	\$0.00	\$300
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$1,500	\$1,800	\$0	\$0	\$3,300

TRAVEL: CTH may cover mileage up to .545 per mile. Enter rate and number of miles below.

Total travel expenses may not exceed 20% of total grant request.

NOTE: The total of each item detail must match the total of each source of funds. X indicates a problem.

Item Detail				
	Name/Position	Rate	#	Total
1				\$0
2				\$0
3				\$0
4				\$0
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
Total				\$0

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$0	\$0	\$0

PRINTING, COPYING & SUPPLIES: Total photocopying or printing expenses may not exceed 40% of total grant request

NOTE: The total of each item detail must match the total of each source of funds. X indicates a problem.

Item Detail				
Description		Rate	#	Total
1				\$0
2				\$0
3				\$0
4				\$0
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
16				\$0
17				\$0
18				\$0
19				\$0
20				\$0
Total				\$0

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$0	\$0	\$0

EQUIPMENT AND ROOM RENTAL OR PURCHASE: Total Equipment expenses may not exceed 40% of total grant request.

NOTE: The total of each item detail must match the total of each source of funds. X indicates a problem.

Item Detail				
	Description	Rate	#	Total
1	Tablet @ \$450 each	\$450.00	1	\$450
2				\$0
3				\$0
4				\$0
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
			Total	\$450

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$450.00				\$450
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$450	\$0	\$0	\$0	\$450

PROMOTION

NOTE: The total of each item detail must match the total of each source of funds. X indicates a problem.

Item Detail				
	Description	Rate	#	Total
1				\$0
2				\$0
3				\$0
4				\$0
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
			Total	\$0

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$0	\$0	\$0

EVALUATION

NOTE: The total of each item detail must match the total of each source of funds. X indicates a problem.

Item Detail				
	Description	Rate	#	Total
1				\$0
2				\$0
3				\$0
4				\$0
5				\$0
Total				\$0

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$0	\$0	\$0

BUDGET SUMMARY: Values fill automatically from the detail pages.

Budget Summary	Source of Funds Summary				
	CTH Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
Salaries & Wages	\$0.00	\$0.00	\$300.00	\$3,000.00	\$3,300
Honoraria	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Technical Design Services	\$1,500.00	\$1,800.00	\$0.00	\$0.00	\$3,300
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Printing, Copying and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Equipment and Room Rental or Purchase	\$450.00	\$0.00	\$0.00	\$0.00	\$450
Promotion	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Evaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Total	\$1,950	\$1,800	\$300	\$3,000	\$7,050