

Sample Quick Grant Application

Project Title: Wethersfield Heritage Walk Expansion

Organization: Town of Wethersfield, Connecticut – Tourism Commission

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.

The Wethersfield Heritage Commission wishes to expand the Heritage Walk Interpretive Trail and is requesting \$4,999 to cover some of the costs for the fabrication of the new exhibits.

The project will incorporate three (3) additional sites and five (5) interpretive panels:

1. Trinity Episcopal Church, 300 Main Street,
2. The Wood Parcel - Great Meadows Conservation Trust, Middletown Avenue,
3. A new businesses and visitor attractions map, Main/Church Street.

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 Heritage Walk is a free, outdoor, interpretive project in Old Wethersfield that was completed in 2016 with funding from CT Humanities and the Hartford Foundation For Public Giving. The Heritage Walk was created through a community partnership of volunteers and stakeholder organizations who saw the need for a self-guided tour of the historic and cultural sites in the community. The Heritage Walk includes 22 informative markers highlighting Wethersfield's unique history through points of interest that tell the stories of slaves, sea captains, diplomats, shipbuilders, patriots, early settlers and the Native American Wangunks who had lived in Central Connecticut for millennia.

The markers follow Wethersfield's evolution from colonial settlement to thriving port, and track its development as the cradle of the American seed industry, a suburb for Hartford and a reference point for historical preservation.

Some of the many compelling stops include the site of the first English settlement, the old State Prison, Millionaires' Row and a setting caught up in the Pequot War (1636-1638).

Many visitors don't know where to start their visit to Old Wethersfield and the largest historic district in the state so we have created four (4) larger kiosks such as the panel at the Keeney Memorial Cultural Center on Main Street where visitors can pick up a brochure for this three-mile walk.

Amy Wittorf the Director of Wethersfield Historical Society shared the following thoughts with me about the success of the Heritage Walk:

"The Heritage Walk brings the history right out into the community where people are. They do not need to go into a building or consult a map or website, and they reach people who otherwise might not go into a museum. The interpretive panels effectively make our whole historic district an outdoor exhibit. The inclusion of photos with text and eye-catching color make them much more engaging and effective than traditional historic site markers.

We often (before COVID) had people come in to the Old Academy or the Keeney Center and want to know where to go to see historic buildings and sites, and it has been a pleasure to give them the Heritage Walk map and show them which way to walk. Visitors spend more time walking in the village and are therefore more likely to patronize our local businesses or visit our museums.

The Heritage Walk has been especially effective during the pandemic with the dramatic increase in foot traffic in the historic district. Whenever I go out, I see people stopping to read the panels. All of the effort and expense that went into creating the Heritage Walk has proven to be well spent by the value they have brought to the community. "

There is so much history to tell about Wethersfield that we were challenged to limit the number of sites in the original grant request. The Heritage Commission had intended to include a much larger number of sites in the Heritage Walk and would have included these new sites in the original project but had to make budget considerations.

In early 2017 the Commission was first approached by members of the Old Wethersfield Shopkeepers Association expressing the need to create a more comprehensive map/directory of businesses and attractions in the Historic District.

In late 2017 the Great Meadows Conservation Trust reached out to the Town to discuss the potential to include the Wood Parcel and its related subject matter into the Heritage Walk.

In early 2019 Trinity Episcopal Church inquired about the possibility of including the Church site into the Heritage Walk.

The proposed expansion of the Heritage Walk will require that the project team research, design and fabricate five (5) new interpretive exhibits at three (3) new sites. The three (3) additional sites are:

1. Trinity Parish Wethersfield at 300 Main Street,

2. The Wood Parcel on Middletown Avenue, and
3. Public property at the intersection of Main Street and Church Street.

These new exhibits will provide an opportunity for the community to share in a greater understanding of local heritage and cultural themes. The exhibits will incorporate new themes not otherwise covered in other exhibits.

Trinity Parish recently celebrated its 150th Anniversary and in an effort to recognize this community landmark the church desires to create one (1) exhibit that will share multiple themes about the Church, it's members and its role in the history and culture of the community.

The Wood parcel is a nineteen (19) acre property acquired by the Great Meadows Conservation Trust (GMCT) in 2001 from the Wood family. The site is one of many properties acquired over the years by the Trust for open space protection and public education. The property has a unique history which will be portrayed through the creation of three (3) exhibits that will explain the site's natural and cultural history and relationship to the greater community.

At the primary intersection in Old Wethersfield (Main/Church Street) one (1) exhibit will be created that will serve as a detailed visitor's map to orient guests to the location of local cultural attractions, historic buildings and businesses on Main Street and environs.

The overall costs for this project are estimated at \$16,221. The interpretive exhibits will cost (\$7726), partnering organizations will be contributing in-kind services (\$6245) and the graphic design professionals who will design and layout the exhibit panels will be paid (\$2250).

The cash contributions for the project total (\$4977) which includes \$2,477 from the Town of Wethersfield, \$1,500 from the Great Meadows Conservation Trust and \$1,000 from Trinity Parish.

In-kind services will be provided by a team of volunteers and this work is valued at (\$6245).

Each partnering organization has designated a qualified volunteer to work with the Project Director to provide an organizational contact with historical knowledge of the themes to be included in the interpretive panels. These volunteers will also help research, write and edit the interpretive exhibits for their sites through a collaborative process involving all of the other partners and organizations.

Staff from the Town of Wethersfield - Planning Director Peter Gillespie will serve as Project Director and will manage and coordinate the project (\$3300) and staff from the Town's Physical Services Department will assemble and install the signs (\$700).

Tina LaMorte, Vestry member from Trinity Parish (\$420) and James Woodworth, Stewardship Chair from the Great Meadows Conservation Trust (\$700) will head up the work for their individual sites.

Gillie Johnson - Museum Educator at the Wethersfield Historical Society (\$1125) will provide technical assistance, historic expertise and access to the Historical Society collections related to the sites. The Historical Society will be contributing the imagery that will be incorporated into the exhibits.

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.

These new exhibits will provide an opportunity for the community to share in a greater understanding of a variety of local historic and cultural themes.

Trinity Parish has a history that dates back to 1729 and the building was constructed in 1874 and has now celebrated its 150th Anniversary. The Church is considered one of the Town's historical attractions and resources. This site will have one (1) exhibit. The content of this exhibit will touch upon a brief history of the Church, a discussion about the role that the church has played in the religious history of the community, the relationship to the Old Academy building, the unique architecture of the church including the use of Portland brownstone and Tiffany windows, it's architect Edward Tuckerman Potter and relationship to the Mark Twain House in Hartford. Other themes may include a discussion about the impact that the Great Barnum & Bailey Circus Fire in Hartford had upon the parish as many parishioners lives were lost that day.

The Wood parcel is a nineteen (19) acre property located on Middletown Avenue acquired by the Great Meadows Conservation Trust (GMCT) for open space protection and public education from the Wood family. The site's unique history will be portrayed through the creation of (3) exhibits that will explain the site's natural and cultural history and relationship to the greater community.

Interpretation of the site will include: the history of the site as it relates to Native American history and the archaeological discoveries found on the property, the importance of the Great Meadows, farmland preservation and agriculture to the community, the importance of the American elm tree to the community and the ongoing elm tree restoration program underway on the site and lastly a discussion of the history of the property including the Robbins House which was raised to make way for Route 3 and was home to the Wood family one of the few African American families living in Wethersfield at the time.

At the intersection of Main/Church Street one (1) exhibit will be installed to serve as a visitor's map of local cultural attractions, historic buildings and businesses in Old Wethersfield. This exhibit will include a colorful, detailed and illustrated aerial view of the built and natural environment of Main Street. The drawing will depict the existing conditions and locations of all of the buildings on Main Street and environs. The exhibit will identify additional notable sites that are not otherwise included in the Heritage Walk.

It is challenging to provide a proper evaluation of an unsupervised series of outdoor exhibits, however, both the Historical Society and the Conservation Trust offer seasonal guided tours and going forward we will commit to work with these organizations/partners and develop techniques to use these opportunities to gather feedback on the benefits of these exhibits and the educational value to those who attend.

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?

The Heritage Walk has become an important attraction in Wethersfield that has enhanced the history and cultural resources of the community to residents and visitors. During this past year the significance and importance of the Heritage Walk has become even more evident to the Wethersfield community. The Heritage Walk provided an opportunity to learn about Wethersfield's history when all other events and sites are closed and particularly during the Covid 19 pandemic. The Heritage Walk also compliments the community efforts to become a more walkable community.

The Heritage Walk has been designed to benefit both local residents and visitors to the community. The Heritage Commission retained the Pita Group to prepare a Marketing Plan which amongst other things recommended a series of marketing strategies and tactics for the Town. One of the guiding principles of the Plan was to focus upon the promotion of the Town's heritage "Wethersfield Connecticut is a destination where nature and history come alive each and every day."

The Heritage Walk targets the following specific audience groups:

- Residents of Wethersfield,
- School groups/field trippers (within and outside of Wethersfield),
- History buffs,
- Active individuals and families,
- Environmentalists,
- Conservationists,
- Birdwatchers,
- Fishermen that access the Cove from Old Wethersfield.

The Heritage Walk is promoted to our targeted audiences through six (6) social media platforms including:

1. The Historic Wethersfield website at <https://wethersfieldct.gov/visitor-information/>
2. Twitter account <https://twitter.com/WethersfieldCT>, 366 Followers.
3. Instagram <https://www.instagram.com/historicwethersfieldct/>, 2,388 Followers.
4. Facebook <https://www.facebook.com/historic.wethersfield> 3,840 Followers.
5. YouTube channel, a specific video has been created for the Heritage Walk and has been posted at <https://www.youtube.com/watch?v=VfvEEmUv4Tk>
6. An E-Newsletter subscription service is maintained and distributed each month and the Heritage Walk is prominently promoted. 1,003 subscribers.

Additionally, a print brochure for the Heritage Walk has been created which is available at a number of locations in the community including the Keeney Center, the Cove Warehouse, the Webb Deane

Stevens Museum, the Broad Street Green and at stores and restaurants in Old Wethersfield. This brochure will be revised to incorporate the new sites. Although the Heritage Commission is unable to accurately monitor and count visitor traffic due to staff limitations we printed and distributed an additional 2000 brochures during the pandemic to keep up with demand.

During 2020 these combined efforts resulted in over 1,065,000 views and impressions.

Upon completion of the exhibits we will schedule a celebratory unveiling/ribbon cutting with the partnering organizations along with the corresponding invitations and media press release to help spread the news about the expanded Heritage Walk.

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

10000

Admissions and Other Fees:

This is a free, public attraction.

Program Location and Audience Capacity:

The Heritage Walk is a scattered site attraction with 22 locations throughout Old Wethersfield. Three additional sites will be added via this project including Trinity Church at 300 Main Street, the Wood property on Middletown Avenue and public property at the intersection of Main Street and Church Streets.

Audience capacity tends to be limited to small groups of individuals and tour groups.

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

As an outdoor interpretive exhibit all sites are open to the public at all times of the day and all days of the year (weather dependent).

Tours (if applicable):

Please include your tour's itinerary, including a brief statement of significance for each site/stop:

The Wethersfield Heritage Walk is a 3 mile long, self-guided tour consisting of a series of 22 interpretive markers that highlight points of historical significance throughout Old Wethersfield (https://wethersfieldct.gov/filestorage/4560/4973/18879/Heritage_Walk.pdf).

1. Keepers of History: (222 Main St.) Historic preservation.
- 2., 11. and 18. Comstock, Ferre & Co., Cradle of American Seed Companies, Red Onion industry, West Indies Trade, Agriculture, and the Charles C. Hart Seed Co.
3. and 5. First Church and Ancient Burying Ground: (250 Main St.) Public Common, Fundamental Orders, Meetinghouse, Yale College.
4. Hurlbut-Dunham House: (212 Main St.) Prominent families, Captain Hurlbut, China trade, Gravestone art, CT Freedom Trail.
6. Buttolph-Williams House: (249 Broad St.) Colonial architecture, National Historic Landmark, Witch Trials, Witch of Blackbird Pond.
- 7., 8. and 9. First Town, The Wangunk and the Pequot War: (Broad St. Green) First settlement, Ten Adventurers, John Oldham and daughter towns, Wangunk tribe, English settlers, America's first war.
10. Old Academy: (150 Main St.) Rev. Joseph Emerson, High School, Churches, Historical Society.
12. James Francis House, Millionaires' Row (Hartford Ave.) Francis family, homebuilding, Sophia Woodhouse, Inventors, Suburbanization, homebuilders, trolleys and estates.
14. and 15. State Prison and Cemetery: (220 Hartford Ave.) and Solomon Welles House.
16. and 17. Cove Warehouse and Hanmer Park: (533 Main St.) 17th century warehouse, maritime trade museum, Neighborhood of residents who made their living from the river and the sea.
- Orientation Kiosks with Maps - Keeney Center: (200 Main St.), Webb-Deane-Stevens Museum: (211 Main St.), Cove Park: (533 Main St.) and the Broad St. Green:(Broad St./Constitution Way).

Exhibits (if applicable):

Exhibition Venue Location and Hours of Operation:

Not Applicable

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

The new Heritage Walk interpretive exhibits will be designed and formatted similarly to the panels that presently exist along the existing Heritage Walk. The exhibits will include the Wethersfield Red Onion graphic that is used as the identifying logo for the project, will include a map that illustrates the site location in relationship to the other Heritage Walk sites, will be interspersed with historic photos and images from the archives of the Wethersfield Historic Society or from the resources of the partnering organizations, will include the logo of all of the partnering organizations and will include a narrative of the stories and history of the site. The combination of historic imagery, photos and text and eye-catching color will make them much more engaging and effective than traditional historic site markers.

At this time we have not made any decisions about the imagery as the design and layout of the panels will be conducted in a collaborative manner.

It is likely that one of the Wood parcel exhibits will include imagery of the Native artifacts recovered from the site.

We have however made some progress with our graphic artist to design and layout the visitors map and illustration of the visitors attraction exhibit on Main Street. This one of a kind, color, hand drawn, bird's eye view of Main Street includes individual illustrations of the existing buildings and built environment and an associated legend and directory of the existing attractions and businesses.

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.

The proposed expansion of the Wethersfield Heritage Walk will be implemented through a cooperative partnership between a number of stakeholder groups and individual volunteers and professionals. In-kind services will be donated by several volunteers representing stakeholder groups. Design professionals will be compensated to assist with the exhibit design by the partnering organizations. Sign vendors will be paid to manufacture the signs with a combination of funds from the grant and from the partnering organizations.

We are requesting that a portion of the costs for the sign manufacturing will be covered by the grant (\$4999).

In-kind services will be volunteered by:

Team Member 1 Peter Gillespie
Team Member 1 Town Planner
Team Member 1 Town of Wethersfield
Not Paid with CTH grant funds

Major Responsibilities AND Qualifications - Mr. Gillespie will serve as the Project Director, Mr. Gillespie has managed numerous projects for the Town and multiple grants including acting as the project director for the Heritage Walk in 2016. Mr. Gillespie will curate the project as he did for the existing Heritage Walk exhibits to ensure that the images, narrative and design of the new panels are consistent. Mr. Gillespie will also be responsible for coordinating amongst the various stakeholders to make sure that the content of the panels contribute to the themes identified in this grant application and the overall themes of the Heritage Walk. Mr. Gillespie will be responsible for overseeing the editing of the panels through a collaborative process amongst all of the stakeholders.

Team Member 2 Name
Team Member 2 Title - Physical Service Department Maintainers
Team Member 2 Organization - Town of Wethersfield
Not paid with CTH grant funds
Major Responsibilities AND Qualifications - Will install the exhibit signs.

Team Member 3 - Tina LaMorte

Team Member 3 Title - Vestry member, .

Team Member 3 Organization - Trinity Parish Wethersfield

Not paid with CTH grant funds

Major Responsibilities AND Qualifications - Tina has a degree in American Studies from Tufts University where she conducted her thesis on oystering in Connecticut. Tina also has experience in conducting oral histories. Tina will be coordinating the written narrative of the Trinity parish exhibit. Tina will be assisted by the leadership of the church including the Rev, Thomas J. Furrer and Co-Wardens Rebecca Scruton, Connie Harasymiw and Warren Blessing.

Team Member 4 - Jim Woodworth

Team Member 4 Title - Stewardship Chair and Past President,

Team Member 4 Organization - Great Meadows Conservation Trust.

Not paid with CTH grant funds

Major Responsibilities AND Qualifications - Jim will be the principal author and coordinator for the Wood Parcel exhibits. Jim, a retired high school English teacher, has written and edited the GMCT semi-annual newsletter, the Meadow View, for 15 years, and has supervised habitat restoration efforts on the Trust's Wolf parcel with an NRCS WHIP grant, as well as trail building, native and invasive plant inventory, invasive control, and habitat restoration on the Wood parcel. Jim leads a series of "Brisk Winter Walks" in areas of the Great Meadows, including the Wood parcel and adjacent farmland. On CT Trails day each year, Jim also leads a "little kids nature hike" in the Wood parcel, and has collaborated with the Wethersfield Historical Society on several Native American "foraging walks."

Team Member 5 - Gillie Johnson,

Team Member 5 Title Museum Educator,

Team Member 5 Organization - Wethersfield Historical Society.

Not paid with CTH grant funds

Major Responsibilities AND Qualifications - Mr. Johnson received a Bachelor's Degree in History and English and a Master's Degree in History from Brown University. He has written numerous essays on Connecticut History including the depiction of Native Peoples on Hartford's Corning Fountain, the historiography of Wethersfield resident Silas Deane, and the history and legend of Connecticut State hero Nathan Hale. At Wethersfield Historical Society, he has run numerous successful school programs on a variety of historical topics. In 2020, he researched and wrote the scripts for the Women of Wethersfield Lantern Light Tour video series, a virtual program that presented the history of some of the town's noteworthy female residents with the general public. Gillie will provide technical assistance, historic expertise and writing and editing responsibilities for all of the panels. Mr. Johnson will also conduct research into the Historical Society collections related to the sites. The Historical Society has a significant collection of history and imagery that will be researched and incorporated into the exhibits.

Team Member 6 - Phil Lohman

Team Member 6 Title - Graphic Artist

Team Member 6 Organization - Consultant

Not paid with CTH grant funds

Major Responsibilities AND Qualifications - The project will also require the assistance of several paid design professionals These services will be paid for by cash contributed by the partnering organizations.

Graphic artist Phil Lohman will be compensated (\$1000) for his services. Phil Lohman had a 23 year career with the Hartford Courant's Graphics Department. In retirement, he has drawn a guide to trees on Broad Street Green for the Village Improvement Association. For the Wethersfield Library he illustrated locations described in Elizabeth George Speare's award-winning book "The Witch of Blackbird Pond", a story of colonial life in Wethersfield. Phil is a member of Wethersfield Historical Society's Volunteer Hall of Fame. Phil's major responsibility in this project will be to provide the illustration for the aerial map to be included in the visitor attractions exhibit at Main and Church Streets and minor graphics on the other panels.

Team Member 7 - David Wolfram

Team Member 7 Title - Graphic Designer

Team Member 7 Organization - Consultant

Not paid with CTH grant funds

Graphic designer David Wolfram will be compensated (\$1250) for his services. Mr. Wolfram has worked on similar projects for the communities of Middletown, Manchester, and the CT portion of the Washington/Rochambeau Trail plus smaller area projects in Essex, Old Saybrook, and East Hartford, working with their historical societies. For this project Mr. Wolfram will be involved from concept to finish and will help set parameters for design and research to create a cohesive set of interpretive sign designs.

Team Member 8 - WS Sign Design Corporation

Team Member 8 Title - Sign Manufacturer

Team Member 8 Organization - Consultant

Paid with CTH grant funds - Yes - \$4,330

WS Sign Design Corporation, Springfield, Mass (\$4330) will be paid from the grant for their services. WS Sign Design manufactured the original Heritage Walk signs. W.S. Sign Design Corporation has been a leader in the national signage industry for over 35 years. Designers and fabricators of custom wayfinding, kiosks, banners, LED lit signage, interior signs, architectural, transit signage, regulatory signs and consolidation units.

Team Member 9 - Pannier Graphics

Team Member 9 Title - Sign Manufacturer

Team Member 9 Organization - Consultant

Paid with CTH grant funds - Yes - \$669

Pannier Graphics, Gibsonia, Pennsylvania (\$3396) is the leading manufacturer of outdoor signs, panels, exhibit bases and frames, used in a full range of applications – from interpretive panels to historical signs to custom durable signage. <https://panniergraphics.com/> A portion of these costs will be paid from the grant and the remaining balance of \$2727 will be paid for with cash contributed by the partnering organizations.

This team of professionals was responsible for much of the work done on the existing Heritage Walk.

The Team will also benefit from the work being performed by the various experts and members of the Environmental Review Team (ERT) as they are presently assisting the Trust in developing a management plan for the Wood parcel.

Budget: *See end of document*

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 | Peter D. Gillespie, Town Planner | \$55.00 | 60 | \$3,300 |
| 2 | Gillie Johnson, WHS Museum Educator | \$45.00 | 25 | \$1,125 |
| 3 | Physical Services Maintainer | \$28.00 | 25 | \$700 |
| 4 | Jim Woodwoth, GMCT Historian | \$28.00 | 25 | \$700 |
| 5 | Tina LaMorte, Trinity Parish Warden | \$28.00 | 15 | \$420 |
| 6 | | | | \$0 |
| 7 | | | | \$0 |
| 8 | | | | \$0 |
| 9 | | | | \$0 |
| 10 | | | | \$0 |
| 11 | | | | \$0 |
| 12 | | | | \$0 |
| 13 | | | | \$0 |
| 14 | | | | \$0 |
| 15 | | | | \$0 |
| | | | Total | \$6,245 |

| CTHF Funds Requested and Matching Funds (Source of Funds) | | | | |
|---|-----------------------------|------------------------------|-----------------------|---------|
| CTHF Funds | External Cash Contributions | Applicant Cash Contributions | In-Kind Contributions | Total |
| | | | \$3,300.00 | \$3,300 |
| | | | \$1,125.00 | \$1,125 |
| | | | \$700.00 | \$700 |
| | | | \$700.00 | \$700 |
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| | | | | \$0 |
| \$0 | \$0 | \$0 | \$6,245 | \$6,245 |

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 |
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| \$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 | Phil Lohman, Graphic Artist - Illustr. | \$50.00 | 20 | \$1,000 |
| 2 | David Wolfram, Graphic Design | \$50.00 | 25 | \$1,250 |
| 3 | | | | \$0 |
| 4 | | | | \$0 |
| 5 | | | | \$0 |
| 6 | | | | \$0 |
| 7 | | | | \$0 |
| 8 | | | | \$0 |
| 9 | | | | \$0 |
| 10 | | | | \$0 |
| | | | Total | \$2,250 |

| CTHF Funds Requested and Matching Funds (Source of Funds) | | | | |
|---|-----------------------------|------------------------------|-----------------------|---------|
| CTHF Funds | External Cash Contributions | Applicant Cash Contributions | In-Kind Contributions | Total |
| | | \$1,000.00 | | \$1,000 |
| | \$1,250.00 | | | \$1,250 |
| | | | | \$0 |
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| | | | | \$0 |
| | | | | \$0 |
| \$0 | \$1,250 | \$1,000 | \$0 | \$2,250 |

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 |
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| \$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 | WS Sign Design | \$2,165.00 | 2 | \$4,330 |
| 2 | Pannier Graphics | \$1,132.00 | 3 | \$3,396 |
| 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 | \$7,726 |

| CTHF Funds Requested and Matching Funds (Source of Funds) | | | | |
|---|-----------------------------|------------------------------|-----------------------|---------|
| CTHF Funds | External Cash Contributions | Applicant Cash Contributions | In-Kind Contributions | Total |
| \$4,330.00 | | | | \$4,330 |
| \$669.00 | \$1,250.00 | \$1,477.00 | | \$3,396 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| \$4,999 | \$1,250 | \$1,477 | \$0 | \$7,726 |

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 | | | | \$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 |

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 | \$0.00 | \$6,245.00 | \$6,245 |
| Honoraria | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0 |
| Technical Design Services | \$0.00 | \$1,250.00 | \$1,000.00 | \$0.00 | \$2,250 |
| Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0 |
| Printing, Copying and Supplies | \$4,999.00 | \$1,250.00 | \$1,477.00 | \$0.00 | \$7,726 |
| Equipment and Room Rental or Purchase | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0 |
| Promotion | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0 |
| Evaluation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0 |
| Total | \$4,999 | \$2,500 | \$2,477 | \$6,245 | \$16,221 |