

Sample Capacity Building Grant Application

Project Title: Assessment of the Norwalk Potteries Collections at the Norwalk Historical Society for Future Exhibition

Organization: Norwalk Historical Society

Project Description and Background:

Explain how this project came about, why it is necessary to do this work at this time, and how it will strengthen your organization. Describe the process you will use and the roles of the major project participants (staff, board members, consultants).

Norwalk Historical Society requests \$3,620 in Connecticut Humanities Capacity Building support for Elizabeth Pratt Fox to conduct a collections assessment of the Norwalk Historical Society (NHS) and the City of Norwalk's Norwalk pottery collection. In 2011, the Norwalk Historical Society received the donation of the Daughters of the American Revolution, Norwalk-Village Green Chapter collection and in the following year it was asked to oversee the City of Norwalk's Norwalk Museum and the Lockwood Collection. The NHS and the Norwalk Historical Commission also began a ten-year plan to restore five city-owned historic structures: The Town House, The Governor Fitch Law Office, the Downtown District School House, The Norwalk Historical Society at City Hall and the Old City Lock-up, also known as the Smith Street Jail. New interpretative exhibitions are or will be installed in all of these buildings. In addition, interpretative outdoor signs have been installed throughout the Mill Hill campus.

The first of the new exhibitions, Norwalk Collects: Celebrating Four Historic Collections and Norwalk: Portrait of Diversity: Photography by Tony Velez, opened in December 2015. Since then the NHS has mounted nine more exhibitions, all supported by the collections, at three sites. One collection that has not been assessed is the collection of pottery made by various potteries in Norwalk. From the late eighteenth century to the early twentieth century, Norwalk was an important center for the manufacture of pottery. The merger of the collections of the NHS, the Village Green Chapter of the Daughters of the American Revolution, the City of Norwalk/ Lockwood Collection has given the NHS the opportunity to look at this important product created in the City. It is estimated that the collection has about 180 pieces. In addition, there are thousands of shards and kiln furniture excavated from the Smith Pottery site from the 1970s until 2010. Almost all of the pieces are packed in boxes at two different sites. Some of the City of Norwalk/Lockwood Collection has limited information in the Past Perfect data base and thousands of pieces of archeological pieces have no catalog records. The NHS pottery collection has very limited information and is not in any database. One major goal of this project is to photograph and inventory the collections in order to develop a plan for exhibiting a fully integrated collection at the Smith Street Jail House when it opens in July 2019.

The NHS is applying for funds to hire a curatorial consultant, Elizabeth Pratt Fox, to assess the collections stored at the Town House and in the NHS storage in the Norwalk Health Department. The

consultant will photograph each object and create an illustrated spreadsheet of the collection that will be migrated into the NHS's Past Perfect database. Objects in the collections will be assessed for condition issues that might need to be addressed. In addition to reviewing the pottery collections, Ms. Fox will conduct a review of the archival holdings of the Norwalk History Room at the Norwalk Public Library, The Connecticut Historical Society and the Connecticut State Library. She will also review online archival databases. This spreadsheet will also be used to generate a report on the interpretative strengths and possible themes for a future exhibition in the Smith Street Jail House that is currently being restored.

The Smith Street Jail House is part of the NHS's Mill Hill campus on Wall and Smith Street. When restoration is complete, it will house an exhibition on the history the jail, as well as the history of pottery production in the City. The restoration of the exterior of the building is almost completed. The timing of the pottery collection assessment (May-August 2018), exhibition planning (November 2018-January 2019) and implementation (May-July 2019) coincides with the City of Norwalk's plan for the completion of the interior of the structure by July of 2019.

Located along the Norwalk River, The Smith Street Jail House was originally part of the Asa E. Smith Pottery Company. The pottery employed about 50 men and owned two schooners. The pottery produced at the site was sold all along the east coast. The Smith Pottery was one of six potteries in Norwalk. They produced wares in both redware and stoneware. Besides the usual production of plates, milk bowls, crocks jars and beer bottles, these potteries produced unusual items such as buttons, birdfeeders and doorknobs.

Elizabeth Pratt Fox has curated five exhibitions for the NHS. She was originally hired to curate the exhibition Norwalk Collects: Celebrating Four Historic Collections. She has curated award-winning exhibitions at history and art museums throughout her over thirty year career. In addition she conducted collection and archival assessments at a number of museums and has conducted archival research at most of the major archival holdings in Connecticut. Her short resume is attached. More information on her work can be found on her website www.epfoxconsulting.com.

In addition to Ms. Fox, Diane Jellerette, Executive Director of the NHS and David Westmoreland, Chair of the Norwalk Historical Commission will be involved with the assessment. Ms. Jellerette will make the collections accessible to Ms. Fox and will produce copies of all known collection records pertaining to the pottery, as well as the reports from the archaeological excavations around the jail. Mr. Westmoreland will make the jail house available. Both will meet with Ms. Fox after the pottery has been assessed, but before the report on its interpretative strengths and possible exhibition themes is completed. They will also review the draft of the report. At the end of the assessment, the NHS will have a plan for proceeding with the planning stage for a Norwalk pottery exhibition in the newly-created exhibition gallery located in the Smith Street Jail.

Project Goals and Impact:

Describe specific goals for this project and the impact they will have on your organization if these goals are achieved.

The goals of the Norwalk pottery collection assessment are to:

- Gain a better understanding of the Norwalk pottery collection at the Norwalk Historical Society
- Survey archival holdings relating to the Norwalk potteries at three archival repositories
- Explore possible archival collections at other sites through an internet search of online databases
- Develop a spreadsheet of the NHS pottery and offsite archival holdings
- Identifying the pottery collection strengths and potential humanities themes for future research and exhibition
- Identify additional pottery experts to be part of the exhibition planning stage

Achieving these goals will position the NHS to be able to move into the planning stage for an exhibition and public programs on Norwalk potteries. It will enable the NHS to tell the stories of the factories, the workers, the process, the products and the distribution. There are great stories to tell. The NHS has the collections. However, they need to be assessed and organized. The supporting documents will need to be found. The research into the workers will need to be done. The end result, an exhibition in the Smith Street Jail and accompanying public programs, will allow the NHS to tell the story of this important Norwalk industry in one of the only surviving buildings from one of its potteries.

Support for the Humanities:

How does your organization currently bring the humanities to the public? How will this project establish, improve, or expand your ability to do so?

NHS brings the humanities to the public through thoughtful interpretation of the exhibition theme. We engage individuals who have a deep understanding of the subject to provide lectures, panel discussions, or demonstrations.

Once the exhibition on Norwalk pottery is open, the space can also be used for demonstrating how the clay was mixed, molded, glazed, decorated with slip and cobalt and stamped before they were fired. Videos of the production can be available at all times. Discover drawers with some of the archaeological material can be opened. The visitor will be able to look out the window and see the river that was the highway that moved the pottery from the factory to markets all over the eastern seaboard.

Schedule:

Describe the major tasks to complete the project, specific dates for both the beginning and completion, and the team member(s) responsible for each. Include ONLY tasks during the requested grant period.

Please use the following format:

1 Start & End Date; Task; Team Member(s)
 2 Start & End Date; Task; Team Member(s)
 etc

Start Date	End Date	Task	Team Members
May 1	May 1	Announce grant to press and post on social media	Diane Jellerette
May 1	May 15	Scan or copy reports, papers and other documents related to the potteries in the NHS possession	Diane Jellerette
May 15	May 30	Assess NHS Norwalk Pottery	Elizabeth Fox
June 1	June 15	Assess City of Norwalk's collection of Norwalk Pottery	Elizabeth Fox
June 15	June 30	Assess archival collections at Norwalk History Room at Norwalk Public Library, CT State Library and CT Historical Society	Elizabeth Fox
June 15	June 30	Assess archival material online	Elizabeth Fox
July 1	July 15	Write report on the collections and possible interpretative themes Develop floor plan of possible exhibition spaces for discussion	Elizabeth Fox
July 16	July 16	Meet with team to discuss report, plans	Diane Jellerette David Westmoreland Elizabeth Fox
July 16	July 25	Make change to report and plan	Elizabeth Fox
July 25	August 10	Complete final grant report	Diane Jellerette

Project Team:

Please list your project's major participants including presenters, consultants, scholars, staff, etc.; indicate if they will be paid with CTH grant funding; and list their major project responsibilities.

Make sure you include ALL participants for whom you are requesting CTH funding in this section.

Please attach resumes or bios for all listed in the Project Team in the next question.

Please use the following format:

- Team Member 1 Name*
- Team Member 1 Title*
- Team Member 1 Organization*
- Paid with CTH grant funds*
- Major Responsibilities*

Elizabeth Pratt Fox
Museum and Historic Site Consultant
Paid with both CTH funding and Norwalk Historical Society funds
Responsible for the collection assessment

Diane Jellerette
Executive Director
Norwalk Historical Society
Not paid with CTH funds (In-kind match)
Responsible for producing copies of materials, making the collections assessable, reviewing the report and plan and submitting the final report

David Westmoreland
Chair
Norwalk Historical Commission
Not paid with CTH funds (In-kind match)
Responsible for providing floor plan of the space in the Smith Street Jail House, access to the space, reviewing report and plan

Project Team Resumes and Bios:

Please attach a CV or resume of up to 3 pages for all consultants participating in the project that demonstrates appropriate skills to carry out the project as well as for each person for whom CTH grant funding is being sought that demonstrates appropriate skills and/or scholarship to carry out their role in the project.

Short (one- or two-paragraph) bios of vital team members NOT paid through CTH funds may also be included.

Note: Only 1 attachment can be uploaded in this space. If you have multiple resumes to share, please combine into 1 document before uploading.

[NOTE: Sample Model Grants do not share this upload]

Budget: [See the appendix for this upload]

Budget Notes and Justification:

Elizabeth Pratt Fox will work 77 hours assessing the pottery collections at two sites and archival collections at three sites. Her travel expenses are for seven trips to Norwalk and two trips to Hartford. The mileage and part of the travel time are a match on the grant.

In addition to the attachments required in previous sections, applications must also include:

- A proposal or invoice, prepared by the selected consultant, that defines the scope of work the consultant would perform and lists professional fees to be charged.

File Upload

Please attach one (1) document containing all of the materials required as outlined above, based on the project type(s) for which you are requesting funding, to help us evaluate the quality and humanities content of your project.

Note: Only 1 attachment can be uploaded in this space. If you have multiple documents to share, please combine into 1 file before uploading.

[\[See the appendix for this upload\]](#)

Additional Information

Please share any additional information that you feel would be helpful for our Application Review Committee to know when reviewing your grant application. (Optional)

[\[See the appendix for this optional upload\]](#)

Appendix

While Project Team Resumes and Bios are required for this application, this upload is not included with this sample model grant application.

This sample model grant includes the following documents:

1. Budget
2. Required File Upload

SALARIES & WAGES: Total amount of Salaries & Wages requested in CTHF Funds may not exceed 10% of the total grant request.

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

Note: Quick Grants do not fund Salaries & Wages, but it can be 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	Diane Jellerette/ Exective Director	██████	█	\$553
2	David Westmoreland/ Chair, NHC	██████	█	\$405
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	\$958

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
		\$553.00		\$553 X
			\$405.00	\$405
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$553	\$405	\$958 X

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	Elizabeth Fox/Consultant	\$60.00	77	\$4,620
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				\$4,620

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$2,975.00	\$1,645.00			\$4,620
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$2,975	\$1,645	\$0	\$0	\$4,620

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				\$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

TRAVEL: CTH may cover mileage up to .57 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	Elizabeth Fox/Consultant /assessing	\$0.55	777.7	\$431
2	Elizabeth Fox/ Consultant/ travel time	\$60.00	21.5	\$1,290
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				\$1,721

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
			\$431.00	\$431 X
\$645.00			\$645.00	\$1,290
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$645	\$0	\$0	\$1,076	\$1,721 X

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				\$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.

Make sure that the CTH Funds requested total below matches the CTH Funds Requested total on your application cover page.

Budget Summary	Source of Funds Summary				
	CTH Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
Salaries & Wages	\$0.00	\$0.00	\$553.00	\$405.00	\$958
Honoraria	\$2,975.00	\$1,645.00	\$0.00	\$0.00	\$4,620
Technical Design Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Travel	\$645.00	\$0.00	\$0.00	\$1,076.00	\$1,721
Printing, Copying and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0
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	\$3,620	\$1,645	\$553	\$1,481	\$7,299

ELIZABETH PRATT FOX

MUSEUM AND HISTORIC SITE CONSULTANT

135 OAK AVENUE
CHESHIRE, CT 06410
203-213-7543
FAX 203-272-6819
epfox@cox.net
www.epfoxconsulting.com

Proposal for an “Assessment of the Norwalk Potteries Collections at the Norwalk Historical Society for Future Exhibition” Norwalk Historical Society

January 15, 2018

Inventory, photograph and assess the Norwalk pottery collections owned by the Norwalk Historical Society and the City of Norwalk and stored in the Town House and in the Health Department of the City of Norwalk

Conduct a review of the archival holdings relating to the Norwalk potteries at the Norwalk History Room in the Norwalk Public Library, Connecticut State Library and The Connecticut Historical Society

Conduct review of holdings at other research libraries through online databases

Deliverables

Provide an illustrated spreadsheet of the collection and a final report on the interpretative themes that the collections support, as well as recommendations on team members and design consultant for the exhibition planning phase

Fees

Assessment, 77 hours @ \$60 per hour	\$4,620.00
Travel time, 21.5 hours @ \$60 per hour	1,290.00
Mileage, 777.7 miles @ .55 per mile	427.74
TOTAL	\$6,337.74