

Sample Capacity Building Grant Application

Project Title: Harriet Beecher Stowe Center Collection Digitization Planning

Organization: Harriet Beecher Stowe Center

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).

The Harriet Beecher Stowe Center seeks funds of \$9,999 from the Connecticut Humanities (CTH) Capacity Grant to support the planning stages of the Stowe Center's collection digitization project. Funds from Connecticut Humanities will support the work and time of the Advisory Team, a group of experts created to develop a work plan for project staff based on their recommendations of which areas of the collections that need to be prioritized. Recently the National Endowment of the Humanities (NEH) awarded the Stowe Center with a Humanities Collections and References Resources Grant to support this project. The planning of the digitization project will set up the action steps necessary to complete the work, which will require multiple stages as the Stowe Center's collections consist of more than 13,000 published works, 195,000 manuscripts, 12,000 images, 5,000 graphic materials, and 8,500 artifacts. By digitizing the collections, the Stowe Center can update the content of its holdings and metadata to reflect modern digital repository standards and be current with contemporary archival methods of museums. This new organization will increase researcher access and open new avenues of inquiry of its materials, make the collections more readily available to staff, particularly as programmatic needs continue to evolve.

Funds from both NEH and CTH will cover the cost of the project from staff salaries, consultant fees to travel expenses. NEH will support staff salaries, including fringe benefits, part of the consultant fees for the Advisory Team (explained below), and travel and lodging expenses for the consultants. CTH funds will also support consultant fees and the digital infrastructure required for the planning stage (described below), especially membership fees for Connecticut Collections and CT Digital Archives, and video conference call subscription. Together the support of CTH and NEH will allow the Stowe Center to complete this critical digitization planning in order to being the implementation process of digitizing the collections and making them available as online resources.

The Stowe Center's collections, housed at the Katharine S. Day House on Nook Farm in Hartford, primarily relate to the life and career of Harriet Beecher Stowe, author of the best-selling novel of the nineteenth century, Uncle Tom's Cabin, published in 1851-52. By the time of her death in 1896, Stowe published thirty books; she was an ardent activist, and along with many of her siblings, supported groups involved with advancing social justice and civil rights. While there are significant archival materials at other collection repositories, mainly the Huntington Library, Harvard Schlesinger Library, and Yale, the Stowe Center's collection is the largest and most comprehensive. The materials include personal letters, furnishings, and ephemera; for example, three rare manuscript pages of

Uncle Tom's Cabin, a letter dated 1851 by Stowe to Frederick Douglass requesting a description of a plantation, and a rare oversized Census of Black Hartford dated between 1803 and 1805. Such documents are nationally important for understanding the social impact of slavery, the historical and literary significance of Uncle Tom's Cabin, and the continued legacy of racism in the United States.

Currently, the most effective method to search the collections is the Stowe Center's card catalog, an analog tool that has not been updated since the 1960s and requires researchers to be onsite to use. The digitization of the Stowe Center's collections would make available a comprehensive research source to the public, creating global access to these important humanities archives. Furthermore, digital access of the collections would result in less direct handling of items, thereby significantly diminishing the risk of damage to the artifacts. The availability of digital repositories will broaden its audience reach and expand research efforts in the areas of the humanities, such as American literature, women's history, U.S. history, religion, history of theater, among others. Digital access will also expand the Stowe Center's audience and open new opportunities for programming inspired by the humanities topics determined by scholarly review of the collections.

The planning of the digitization project brings together scholarly evaluation of the collections, technical advice, and guidance on the management and implementation of the digitization process. As a preliminary step, project staff have already contacted experts who have knowledge of Connecticut's cultural heritage digital resources. Adrienne St. Pierre, Collections Manager at the Barnum Museum shared relevant contacts related to the Barnum Museum's digitization planning and implementation, a project also funded by Connecticut Humanities. The Stowe Center also consulted with Gregory Colati, Director of University Archives at the University of Connecticut (UConn), Special Collections and Digital Curation at the UConn Library and Elizabeth Rose, Ph.D., Executive Director of the Jewish Historical Society of Greater Hartford and president of Connecticut League of History Organizations (CLHO). Dr. Rose has agreed to be a part of the Stowe Center's Advisory Team to address digital repository access.

From conversations with these experts, the Stowe Center learned of two important developments in the construction of a sustainable, state aggregator of digital resources. First, UConn has expanded its digital repository portal, CT Digital Archive (CTDA), which currently includes content from 33 Connecticut institutions and infrastructure to provide a sustainable, statewide aggregator of digital cultural content. Connecticut cultural content held in CTDA is migrated into the larger national repository, Digital Public Library of America (DPLA), ensuring discoverability at the national level. Second, CLHO has built Connecticut Collections, a statewide collaborative database, common portal and collections management system based on CollectiveAccess, an open-source cloud-based platform. These two platforms are in the development phases of linking their resources with the help of funders like Connecticut Humanities. Another online resource for Connecticut history is CTH's www.Connecticuthistory.org, and the Stowe Center would be interested in collaborating to help promote discoverability and to increase the content and visibility for both the Stowe Center and Connecticut Humanities. The access to such a robust state repository infrastructure only strengthens the Stowe Center's intention to begin its planning stage for digitizing its collections.

Preliminary conversation with the experts noted above, and knowledge of the digital repository options, puts the Stowe Center in place to begin planning for digitization. Project staff will consist of the Stowe Center's project management team working in collaboration with an Advisory Team of six professionals who have expertise in curatorship, archives, academic humanities, library information

service, and digitization areas. The goal of the planning process is to develop an action step manual that will detail the steps needed to digitize archival collections and which areas of the collections will be prioritized. To do this, the Advisory Team will meet onsite to conduct their own individual research and meet together via video conferences to discuss their findings and to compile their data. Consultants will generate reports, and the lead digital librarian, Dr. Elizabeth Rose, will compile and synthesize the reports. This collaborative approach will be critical to the success of the project's planning and implementation. Communication among the team will occur primarily via email and conference video calls.

The Advisory Team consists of Dr. Katherine C. Grier, Dr. Ashley Reed, Dr. Tess Chakkalakal, and Dr. Daniel J. Broyld. Each consultant will conduct onsite research on the Beecher and Stowe family histories, abolition and anti-slavery, and Uncle Tom's Cabin-related materials. Dr. Grier will focus on the material culture of objects and will recommend guidelines for prioritizing material for digitization, especially as three-dimensional objects can require more time to prepare for photography. Dr. Grier's background in nineteenth-century American material culture, curatorship, and advisor role on the Barnum Museum digitization project, makes her uniquely skilled for this planning process.

Drs. Reed, Chakkalakal, and Broyld will assess the manuscript, graphic, ephemeral, and photographic materials using existing inventory and catalog records. Each scholar will produce a report containing a discussion of the research value of the collection materials, evaluating uniqueness, quality and diversity of potential research topics and themes, and overall value to humanities research. The reports will also review existing metadata against Library of Congress (LOC) subject headings for potential twenty-first century language updates, eliminating outdated and pejorative terminology. Recommendations for diversity and inclusion, race, gender, legacies, privilege, equities, and justice terminology, addressing the shift in cultural history. The consultants will also offer recommendations for the modernization of subject headings and terminology. In addition, Drs. Reed, Chakkalakal, and Broyld will facilitate two half-day focus groups comprising scholars, digital scholars, secondary school teachers, and administrators. These focus groups will help determine how humanities research is conducted and what will benefit researchers and educators the most; focus group feedback will be incorporated into the advisory team's final reports and rubric, thereby generating a final and thorough review of all of the collections and how they should be prioritized.

Project Description and Background (continued):

Use this text area if you need additional space to finish explaining your Project Description and Background. (OPTIONAL)

Dr. Elizabeth Rose will advise project staff on statewide digital repositories and platforms, methods of discoverability, and the long-term preservation of materials. Michael Kemezis, Repository Manager for CTDA/UConn, will offer his advice and recommendations to the Stowe Center as well. Mr. Kemezis will do this as an outreach service for UConn during a one-day technical consultation. As the Manager of CTDA, Mr. Kemezis is very familiar with the variety of formats and materials in cultural museum collections. Both the project manager, Elizabeth Burgess, and Mr. Kemezis will review the need for updating and creating manuscript collection finding aids in either Encoded

Archival Description (EAD) or the more contemporary Encoded Archival Context-Corporation, Personal, Family (EAC-CPF). They will also facilitate a review of how description levels will be interdisciplinary in both CTDA and Connecticut Collections. Both will follow standard archival practices.

The last part of the planning process will be to determine future workflows. To do this, project staff will conduct a test run of approximately 100 items of diverse types, such as decorative objects, manuscripts, typescripts, printed ephemera, and photographs, to enter into both Connecticut Collections and CTDA. This process will also determine any potential technical issues in the data transfer. Different types of descriptive tools will be tested using subject headings. This test will also allow the Stowe Center to evaluate whether it should make use of the CT Collections management function. The Stowe Center currently uses PastPerfect museum software. PastPerfect is outdated and no longer adequate to meet the needs of a nationally important collection like at the Stowe Center. Once the test run is complete, project staff will use the advice of Dr. Rose and Mr. Kemezis to assist in writing the RFP to solicit proposals from regional digital capture services and companies for outsourcing digitization photography of prioritized collections.

Finally, as a small organization the Stowe Center expects to outsource this work during its implementation phase. As part of the implementation phase, project staff will use the report of the Advisory Team to refresh existing finding aids including those available on Connecticut Archives Online (CAO) and create new finding aids, as well as listings in NUCMUC and bibliographic records in OCLC's WorldCat. Ultimately, funds supported by Connecticut Humanities for the planning process of the digitization of the Stowe Center collections will make it possible for its success, and will ensure that the next phases of implementation can be realized. As the collections are robust and large, project staff expect to dedicate the necessary time required to adequately and carefully address the needs of the project during the planning process so that the implementation can be successful.

In response to the COVID-19 pandemic, the Stowe Center has considered alternative measures to implement in the case another global health crisis disrupts the project's timeline. As the project would not begin until late summer of 2020, the Stowe Center project team will remain vigilant and will adhere to the advice and guidelines given by federal and state public health authorities. Should another quarantine period arise, the timeline of the project will adjust accordingly and will likely be extended for a longer period, possibly into summer of 2021, if necessary. The project team will foremost take into consideration the needs and concerns of all consulting parties and focus group members, and will adjust to their comfort levels as to whether individuals prefer to be onsite or wait until a quarantine period is lifted. In addition, the project team will consider having the research consultants come onsite individually to work with a limited number of staff, likely only with Elizabeth Burgess, Director of Collections and Research, and all Advisory Team meetings will be held virtually via Zoom. For the focus groups, the project team will consider breaking the groups into smaller numbers of two people per group rather than seven to work with one consultant at a time in order to provide them a safe environment and/or to meet virtually via Zoom. While a future quarantine period may extend the project timeline, it will not derail it completely nor will it prevent the consultants from doing their work.

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 consultation process for the digitization of the collection will provide the Stowe Center with the necessary information to address implementation. The Stowe Center continually completes its projects on time; the most recent grant-funded project completed was the \$3.3 million Stowe House interior renovation and reinterpretation in 2017. The primary goal of this current project is to have a full assessment of needs and action steps required to implement the digitization process for the Stowe Center's collections. Another important goal for this project will be to approach public and private foundations, and individuals for funding support for the implementation process. In order to fundraise for the second part of digitization, project staff will need information from the final report on collections prioritization and action steps from the Advisory Team. In addition, another major goal for this current project is to educate the Stowe Center's staff on digital content and establish workflows for staff regarding implementation. Through this process, the Stowe Center anticipates developing strong collegial connections with consultants at state digital repositories, which can only benefit the project staff and collegial relationships with the Stowe Center.

An important topic and goal for this project is to address the sustainability of future digital content. The Stowe Center recognizes that it currently does not have the capability to sustain digital content on its own. That is why the Stowe Center is reviewing and engaging with CTDA, a central statewide repository, specifically designed for long-term digital preservation, secure storage, and open access to digital assets of enduring value. The State of Connecticut in collaboration with the CT State Library funds the CTDA and maintained by UConn Libraries.

Once the prioritized collections are digitized, they will be accessible to the public via the national Digital Public Library of America through Connecticut's CT Digital Archives aggregator. Catalog records of the Stowe Center's manuscript collections will be created in MARC format and made available on the state library catalog, www.FindIt.org. The collections will also be accessible through OCLC WorldCat and the National Union Catalog of Manuscript Collections free online gateway to the OCLC database. The entire focus of the project is ultimately to be able to disseminate the collections via state and national aggregators.

The planning activities of the digitization project will also serve as a model that can be shared with other smaller to mid-sized museum institutions and cultural heritage organizations. Project staff intends to present the findings and processes of this project at conferences or programs such as the Connecticut League of History Organizations (CLHO), New England Museum Association (NEMA), American Institute for Conservation of Artistic and Historic Works (AIC), IMLS's Connecting to Collections initiative, Connecticut Library Association, and Connecticut's Conservation ConneCTion. Finally, project staff will write a "white paper" for distribution summarizing its process and decision to transition to a statewide public digital consortium.

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?

The National Endowment for the Humanities has recognized the Stowe Center's collections as "critical to American history and culture." In 2019, research inquiries totaled 800 and 60 onsite research appointments were conducted. Connecticut Humanities awarded the Stowe Center's Salons at Stowe with the prestigious Wilbur Cross Award in recognition of its public programming.

The Stowe Center's collections are available for public use by appointment Monday through Friday 9:30 a.m. to 4:00 p.m. The collections have supported two Pulitzer Prize-winning biographies: Harriet Beecher Stowe: A Life by Joan Hedrick, Ph.D., and The Most Famous Man in America: The Biography of Henry Ward Beecher by Debby Applegate, Ph.D. Students regularly visit the Stowe Center either on school programs, which are free to priority districts, or for a variety of research projects; for example, students work on topics related to Stowe as part of National History Day and students from Capital Community College participate in the Stowe Center's joint Hartford History class. Another new offering that utilizes the collections includes the joint school program with the Mark Twain House and Museum.

Objects from the Stowe Center's collections are accessible to the public through exhibitions onsite or as part of loan shows at other national and international museums; for example, a tintype photograph of Isabella Beecher Hooker was on display through this past January as part of the National Portrait Gallery's exhibition, Votes for Women: A Portrait of Persistence. The Stowe Center also works in partnership with Professor Steven Railton at the University of Virginia, who runs the website, Uncle Tom's Cabin and American Culture (<http://jefferson.village.virginia.edu/utc/>), which features objects from the Stowe Center's collections.

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

1. July 2020; Schedule of meetings between staff and advisory team; Briann Greenfield and Elizabeth Burgess
2. July 2020-September 2020; Onsite evaluation of material culture collections by Katherine Grier; Elizabeth Burgess
3. July 2020 – September 2020; Onsite evaluation of library and archival collections by Ashley Reed, Tess Chakkalakal and Daniel broyld. Comprehensive reports containing a discussion of research values, an assessment of scope, quality and diversity of potential research topics and themes, and overall value to humanities research; recommend modern metadata and subject headings and terminology; Elizabeth Burgess and Briann Greenfield
4. July 2020; Ashley Reed, Tess Chakkalakal, and Daniel broyld facilitate two half-day focus groups comprising local and state humanities users; feedback will incorporated into rubric criteria tool from which collections will be prioritized; Elizabeth Burgess

5. August 2020; Elizabeth Rose and Michael Kemezis will advise staff in a review of statewide digital repositories and platforms; review need for updating and creating manuscript collection finding aids, either EAD or EAC-CPF; review description levels in both CTDA and Connecticut Collections; Elizabeth Burgess
6. August-November 2020; staff selects collections subset of 100 items to digitize in both CTDA and Connecticut Connections as a pilot activity for public digitization implementation; staff conducts review of collections management systems, including Connecticut Connections; Elizabeth Burgess
7. January 2021-April 2021; RFP announcement and proposals received for digital capture services and outsourcing digitization photography, with assistance of Rose and Kemezis; Elizabeth Burgess
8. By December 31, 2020; Rose compiles all advisory team members' reports with recommendations for digital repositories and collections management tools including descriptive tools into the final project plan; Elizabeth Burgess and Briann Greenfield
9. January 2021-May 2021; staff updates existing finding aids with recommended collections descriptions and contemporary subject headings in Connecticut Archives Online (CAO), NUCMUC, and bibliographic records in OCLC's WorldCat. Writes White Paper; Elizabeth Burgess

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

Team Member 1 Name	Briann Greenfield, Ph.D.
Team Member 1 Title	Executive Director
Team Member 1 Organization	Harriet Beecher Stowe Center
Paid with CTH grant funds	No
Major Responsibilities	Briann will participate in the consultant site visits and focus group sessions, and will be directly involved in content discussions with the scholars and other project staff. She will review all reports generated during the project and regularly report to the Board of Directors on the progress, recommendations, and outcomes.
Team Member 2 Name	Elizabeth Burgess
Team Member 2 Title	Director of Collections and Research
Team Member 2 Organization	Harriet Beecher Stowe Center

Paid with CTH grant funds No

Major Responsibilities Elizabeth will serve as the Project Manager and will ensure that consultants function as a team to understand the project goals and to collaborate effectively. Elizabeth will manage the scheduling of consultants' onsite visits and two half-day focus groups, the completion of consultants' reports, and organizational records of the project activities and meetings. She will take primary responsibility for all project communications. She will schedule regular meetings of consultants and staff to monitor progress and address any issues that arise. Elizabeth will prepare the Stowe Center's collections for review and work closely with the scholar consultants when they are onsite. She will structure optimal workflows for the review process and will continue to build to the Stowe Center's existing collections records and databases based on the reviews of the consultants. Elizabeth will participate in training of database repositories sponsored by CTDA and Connecticut Collections. She will also conduct the data entry pilot activity by entering 100 collections records into both CTDA and Connecticut Collections.

Team Member 3 Name Maria Agramonte-Gomez

Team Member 3 Title Director of Administration

Team Member 3 Organization Harriet Beecher Stowe Center

Paid with CTH grant funds No

Major Responsibilities Maria will be responsible for the technology infrastructure decisions associated with digital repository and collections management discussions. Along with the Stowe Center's Director of Philanthropy and Visibility, Melissa Combs, Maria will manage grant monies, financial reporting, and issue payments to the consultants.

Team Member 4 Name Dr. Katherine C. (Kasey) Grier

Team Member 4 Title Professor of History

Team Member 4 Organization University of Delaware

Paid with CTH grant funds Yes

Major Responsibilities Dr. Grier received her doctorate from the University of Delaware. She has curated exhibitions on topics related to American popular culture. Dr. Grier will review and evaluate artifacts in the Stowe Center's collections, spending four days onsite to conduct the assessment. Three of those days will include call-in meetings with the advisory team and discussions with Dr. Ashley Reed, whose field of study is similar. Dr. Grier's completed work plan will be part of the final report.

Team Member 5 Name Dr. Ashley Reed

Team Member 5 Title Assistant Professor of English

Team Member 5 Organization Virginia Tech University

Paid with CTH grant funds Yes

Major Responsibilities Dr. Reed specializes in nineteenth-century American women writers, literature and religious studies; she has studied the works of Harriet Beecher Stowe. Reed conducted research at the Stowe Center in preparation for her forthcoming monograph, *Secular Speculations: Writing Women's Religious Agency in Nineteenth-Century America* (Cornell University Press, 2020). Dr. Reed's background in digital archiving and management of the William Blake Archive will also benefit the Stowe Center's digitization planning. Dr. Reed will review and evaluate the Beecher and Stowe family manuscript, graphic, ephemeral, and photographic materials over a three-day period onsite; two of those days will include call-in meetings with the advisory team and discussions with

Dr. Grier, whose field of study is similar. Dr. Reed's completed work plan will be part of the final report.

Team Member 6 Name Dr. Tess Chakkalalal
Team Member 6 Title Peter M. Small Associate Professor of Africana Studies and English
Team Member 6 Organization Bowdoin College
Paid with CTH grant funds Yes
Major Responsibilities Dr. Chakkalalal has served on the Harriet Beecher Stowe Society board and has directed their 2011 conference titled, Harriet Beecher Stowe at 200. Her two books, *Novel Bondage: Slavery, Marriage, and Freedom in Nineteenth-Century American Literature* (2011) and *Jim Crow, Literature, and the Legacy of Sutton E. Griggs* (co-editor, 2013) center on themes of nineteenth-century slave marriages, racial inequity, and voices of color in white narratives. Chakkalalal will review and evaluate the Uncle Tom's Cabin-related materials. Her assessment will take three days to conduct onsite. Two additional days will include call-in meetings with the advisory team and discussions with Dr. Dan broyld, whose field of study is similar. Dr. Chakkalalal's completed work plan will be part of the final report.

Team Member 7 Name Dr. Daniel J. broyld
Team Member 7 Title Associate Professor of Public History and African American History
Team Member 7 Organization Central Connecticut State University
Paid with CTH grant funds Yes
Major Responsibilities Dr. broyld earned his Ph.D. in 19th-century U.S. and African diaspora from Howard University. His forthcoming manuscripts, *Borderland Blacks: Rochester, New York and St. Catharines, Canada West, 1800-1861* and "Fannin' Flies and Tellin' Lies:" *Black Runaways and American Tales of Life in British Canada before the Civil War*, focus on issues of Black identity, migration, and transnational relationships. Broyld will develop a bibliography of current scholarship related to the Stowe Center's digitization project. He will review and evaluate the abolition, anti-slavery, and pro-slavery photographic materials, spending three days onsite to conduct the assessment. Two additional days will include call-in meetings with the advisory team and discussions with Dr. Tess Chakkalalal, whose field of study is similar. Dr. broyld's completed work plan will be part of the final report.

Team Member 8 Name Elizabeth Rose, Ph.D.
Team Member 8 Title Library Director
Team Member 8 Organization Fairfield Museum and History Center
Paid with CTH grant funds Yes
Major Responsibilities Dr. Elizabeth Rose is the Board President of the Connecticut League of History Organizations and is head of their Connecticut Collections project. She also serves on the Connecticut Digital Archive advisory board. Dr. Rose's experience with museum collections digitization and knowledge of the two lead state digital repositories are critical resources for the Stowe Center and her advice will be paramount for the digitization planning process. Dr. Rose will spend three days onsite advising project staff on digital platforms, including Connecticut Collections and its collections management side and preservation, and four days conducting team meetings, reporting preparation, and producing the final comprehensive report compilation.

Team Member 9 Name Michael V. Kemezis
Team Member 9 Title Repository Manager

Team Member 9 Organization	Connecticut Digital Archive (CTDA), University of Connecticut Libraries
Paid with CTH grant funds	No
Major Responsibilities	Michael is very familiar with the variety of formats and materials in cultural museum collections. He will advise project staff on data migration and work flow within CTDA. Michael will be onsite for one day to consult on technical processes. His work with the digitization planning is considered part of UConn's courtesy outreach efforts to local cultural institutions.

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:

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.

[This required upload is not included in this sample model grant application]

Appendix

While Project Team Resumes and Bios and the File Upload 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

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				\$16,902
2				\$3,954
3				\$10,667
4				\$8,494
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
			Total	\$40,017

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
	\$16,902.00			\$16,902
	\$3,954.00			\$3,954
	\$10,667.20			\$10,667
	\$8,494.00			\$8,494
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$40,017	\$0	\$0	\$40,017

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	Katherine C. Grier-consultant \$500/day	\$500.00	7	\$3,500
2	Elizabeth Rose-consultant \$500/day	\$500.00	7	\$3,500
3	Ashley Reed-consultant \$500/day	\$500.00	5	\$2,500
4	Tess Chakkalakal-consultant \$500/day	\$500.00	5	\$2,500
5	Daniel J. broyld-consultant \$500/day	\$500.00	5	\$2,500
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
Total				\$14,500

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$3,500.00				\$3,500
\$1,375.00	\$2,125.00			\$3,500
	\$2,500.00			\$2,500
	\$2,500.00			\$2,500
	\$2,500.00			\$2,500
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$4,875	\$9,625	\$0	\$0	\$14,500

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 .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	K. Grier-consultant lodging	\$125.00	5	\$625
2	A. Reed-consultant lodging	\$125.00	4	\$500
3	T. Chakkalakai-consultant lodging	\$125.00	4	\$500
4	K. Grier-air fare	\$498.00	1	\$498
5	A. Reed- air fare	\$344.00	1	\$344
6	T. Chakkalakai-mileage	\$0.58	452	\$262
7	D.broyld-mileage	\$0.58	144	\$84
8	E. Rose-mileage	\$0.58	15	\$9
9	Advisory Team-meals per diem	\$95.00	21	\$1,995
10	Focus Group-1 meal	\$50.00	1	\$50
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
			Total	\$4,866

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
	\$625.00			\$625
	\$500.00			\$500
	\$500.00			\$500
	\$498.00			\$498
	\$214.00	\$130.00		\$344
		\$262.16		\$262
		\$83.52		\$84
		\$8.70		\$9
		\$1,995.00		\$1,995
		\$50.00		\$50
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$2,337	\$2,529	\$0	\$4,866

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	Connecticut Collections membership fee	\$2,500.00	1	\$2,500
2	CT Digital Archives 100 obj at 3 gigs	\$285.00	1	\$285
3	Video and conference call subscription	\$360.00	1	\$360
4				\$0
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
			Total	\$3,145

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$2,500.00				\$2,500
\$285.00				\$285
\$360.00				\$360
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$3,145	\$0	\$0	\$0	\$3,145

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	\$40,017.20	\$0.00	\$0.00	\$40,017
Honoraria	\$4,875.00	\$9,625.00	\$0.00	\$0.00	\$14,500
Technical Design Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Travel	\$0.00	\$2,337.00	\$2,529.38	\$0.00	\$4,866
Printing, Copying and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Equipment and Room Rental or Purchase	\$3,145.00	\$0.00	\$0.00	\$0.00	\$3,145
Promotion	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Evaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Total	\$8,020	\$51,979	\$2,529	\$0	\$62,529