

# Sample Capacity Building Grant Application

**Project Title:** Gov. Jonathan Trumbull House Interpretive Plan

**Organization:** Connecticut Daughters of the American Revolution

**Project Summary:**

*Please describe your project and its major components in 2-3 sentences.*

*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.*

Project will plan a new interpretation for the Gov. Trumbull House that will reinvigorate and expand the museum's visitor experience as well as provide direction for the interior restoration of the house to support this new interpretation of the Trumbull family home. The completed project plan will include a professionally-informed understanding of the history and evolution of the house with recommendations for new visitor experiences critical for the reopening of the museum.

**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 house was the home of Governor Jonathan Trumbull (1710–1785), Connecticut’s patriot governor and the only colonial governor to support the American Revolution. Thanks to the efforts of “Brother Jonathan,” a nickname given to the Governor by Gen. George Washington, Connecticut was able to send essential supplies to the army. It is also the birthplace of John Trumbull, America’s Patriot Artist, and is listed on the National Register of Historic Places and as a National Historic Landmark. After passing out of the Trumbull family, the house was in the care of three generations of women who occupied the house after 1830. The CTDAR received the house in 1935 and operate it as a house museum. Their continuing commitment to the property, to its preservation, and to enlightened interpretation goals lead the CT DAR now to a new phase of investigation and interpretation of this property and its significance in local, regional, and national history.

**Current Scholarship-Historic Structures Report**

The CT Daughters of the American Revolution have demonstrated an impressive recent commitment to the preservation and restoration of the Gov. Trumbull House (GTH), in the most historically accurate way. Since 2016, over \$1 million dollars has been invested in the physical restoration of the house and a historic structures report by historian Myron Stachiw has been completed that provides a detailed chronology of the physical evolution of the house. This 334-page report describes in detail the documentary and physical investigation process of the Governor Jonathan Trumbull House and

offers a sound interpretation of the results. A room-by-room analysis is given and recommendations for future restoration efforts and interpretative considerations are included.

The Historic Structures report sought to:

- determine the original date of construction, date of expansion, dates and nature of subsequent alterations, and the forms all of those took;
- assess and identify surviving interior features – room configuration; walls, floors and ceilings; architectural trim; and the finishes on all of these elements, and assign them to specific phases in the history of the building;
- establish the history of painted finishes, wallpaper, and other treatments on the various elements on the interior of the house, and assign their application to specific phases in the history of the building;
- conduct necessary documentary research to aid in dating and understanding the various phases of the building's history;
- present the possibilities and limitations on interpretive frameworks for the various rooms of the house based on the results of the investigation;
- present recommendations for further documentary and physical investigations of the house, property, Trumbull family, and post-Trumbull occupants of the house and property.

The full report is available here:<https://www.govtrumbullhousedar.org/>

The GTH is operated as a volunteer effort. The primary audience for the museum is schoolchildren. Adult visitors are welcomed on scheduled open house days.

#### Current and New Site Interpretation

The GTH is currently interpreted almost solely on the basis of its significance in the history of the American Revolution. This narrow and outdated approach does not include the breadth of stories that could be told or take advantage of new scholarship that is available. Professional analysis is necessary to determine how much of the current interpretation is based on folklore or legend. Falsehoods need to be corrected in the interpretation and put into context as examples of romanticization of the past and the cultural worship of past important people. What new stories need to be told to visitors? What connections to other participants in the Trumbull family story should be examined such as the family's relations with the Native American communities of southeastern Connecticut? Gov. Trumbull's account books contain considerable information on his employment of Native American men and women in his household, farm, and mercantile affairs. In addition, he played important roles as a magistrate and legislator in resolving several important controversies involving land disputes and territorial claims between the Colony of Connecticut and its residents and the Mohegan and Pequot tribes.

Gov. Trumbull is also recorded as owning enslaved individuals. Jonathan Trumbull's 1745 list of his assets included two slaves, Hector and Flora, valued at £40 and £150, respectively. What can be uncovered about how the Trumbull family benefited by owning enslaved individuals and the Trumbull participation in the West Indies trade? The Trumbull family's domestic life including the roles of women, children, servants and the enslaved offer many new possibilities for the visitor to learn more about the complexities of the Colonial period and that of the new Republic through this influential and wealthy family's history.

The house also provides textbook examples of changing fashions over the last 300 years. This theme requires an understanding of the Trumbull house in the larger architectural context of the town and region. It requires comparison of the Trumbull house to a variety of other buildings in the town and region: dwelling houses of his family relations, and the houses of the people he interacted with through his economic and political activities including the houses of those who worked for him and those of people who were of higher social and economic status. The topic of historic preservation is an important one and a fruitful one in Lebanon, as the Town and its residents have very actively worked to preserve its green, the buildings and institutions surrounding it, and other historic resources in the town. These are just a small sampling of the types of new themes and stories that should be closely examined in order to connect a diverse audience to the history of the house.

#### New Interpretation Plan-2021

The next phase will engage a museum professional to author an interpretative plan that will for the first time develop a plan that will guide future interpretative choices for the Trumbull House, specifically guided tours, signage and/or exhibit elements, marketing materials, programming, and interior restoration plans. The new plan will identify new humanities themes such as those outlined above as well as themes that will expand the current visitor experience about the role of Gov. Trumbull during the American Revolution as part of the upcoming national celebration of the 250th anniversary of the 1776 establishment of the United States-the US Semiquincentennial-in 2026. This fresh approach will move the interpretation of this nationally-significant house museum from an avocational approach to a professional one based on current best museum practices and recent scholarship. The interpretative plan will focus on, refine and make relevant stories and issues visitors can engage with through the exploration of this compelling historic site.

#### Museum Professional/Consultant

CTDAR has chosen museum professional Elisabeth Nevins as the consultant for the project. Several consultants were considered but Nevins has broad experience with the house museum type as well as great familiarity with the challenges of this type of museum. The Trumbull House museum currently has several serious limitations including an all-volunteer operation, remote location and limited funding. Nevins can bring regional experience with the Colonial house museum model to the Trumbull project. Nevins is a museum education, interpretation, and evaluation consultant based in Boston, Massachusetts. She collaborates with staff at museums and historic sites throughout the Northeast to create empowering and engaging learning experiences with their visitors. Recent clients include National Parks of Boston, the Leventhal Map and Education Center, Hill-Stead Museum, Old Sturbridge Village, and MIT Museum.

Nevins serves as a peer reviewer for the Journal of Museum Education and recently co-edited three issues. Her essay "The Past as a Brave Space: Reframing Relevance" was published in *The State of Museums: Voices from the Field* from MuseumsEtc in fall 2018. She holds a B.A. in history from Yale University and an M.S.Ed. in museum education and early adolescent education from Bank Street Graduate School of Education. She speaks regularly on issues in the field for Boston-area museum studies and public history programs.

#### Interpretative Planning Process

As the interpretive planner, Nevins will facilitate a multi-phase collaborative process that will engage CT DAR board members, community stakeholders, and scholars in reimagining the visitor experience at the Trumbull House. The CTDAR is finalizing a new Strategic Plan that will be available to Nevins.

This will provide the consultant with up to date information on the organization's mission, goals, and objectives for the next 5 years.

During the first phase of the project, Nevins will focus on gathering information pertaining to how the property has been interpreted in the past and reviewing existing studies, research, and documentation related to the history of the house. This phase will require at least two site visits beginning with a project launch meeting where Nevins will meet with the CT DAR project team to discuss the organization's interpretive goals, vision, and objectives for the site as well as priorities for its reinterpretation. The site visits will also provide an opportunity for Nevins to tour the property with architectural historian Myron Stachiw in order to learn more about his research and recommendations from the historic structures report.

**Project Description and Background (continued):**

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

Beyond familiarizing herself with the project team members and physical setting, Nevins will gather, review, and organize all studies, research, and documentation relevant to the interpretive planning process, including information about how the museum is currently interpreted for the public, the organization's newly adopted 5-year strategic plan, historic structures report, etc. This information will be cross-referenced with research highlighting current strategies, best practices, and new models for historic site interpretation in the museum and public history fields.

As the review phase of the process winds down, Nevins will work with the CT DAR project team to plan and develop the stakeholder input phase of the interpretive planning process. The CTDAR project team members already have personal connections with many of these organizations that can help to support the recruitment of scholars and other community stakeholders. They will identify and reach out to key stakeholder and constituent groups including:

- CT DAR members and Trumbull House volunteers;
- Other Lebanon historical organizations (Lebanon Historical Society, War Office, Town of Lebanon, historic churches, etc.);
- Tribal historians for the Pequot and Mohegan tribes;
- Staff at nearby historical societies that actively interpret the West Indies trade and its effect on African American history such as the Middlesex Historical Society, Mystic Seaport and the New London Maritime Society (Customs House);
- Scholars of early American history (Native, slavery, Colonial, American Revolution, early Republic);
- Educators and administrators from area school districts;
- Representatives from the Lebanon Library and elected officials at the town level.

The stakeholder input process will employ a variety of feedback gathering strategies including but not limited to web-based surveys, interviews, and focus groups. The process will allow the CT DAR to share their goals and vision for reinterpreting the Trumbull House and to allow stakeholder groups and experts an opportunity to provide input and insight into interpretive potential of the Trumbull House for education programming, promoting tourism, engaging the local community, partnership

opportunities, etc. Nevins will design and facilitate stakeholder engagement tools to generate useful feedback for the interpretive planning process with support from CT DAR project team in recruiting stakeholder participants.

Together the research review and stakeholder input phases of the interpretive planning process will inform the third phase of the plan, the development of interpretive approaches. Nevins will assess reports, research, and feedback collected to identify emerging interpretive themes, compelling stories, and powerful engagement strategies to explore in greater depth. She will consult with scholar stakeholders, the architectural historian, tribal historians, and staff at other area museums to direct further research necessary to flesh out emerging interpretive themes and to develop recommendations for an interpretive strategy. These recommendations will take into consideration the application of interpretive tools and methods for engaging visitors, staffing models, implementation costs, challenges and opportunities presented by the complex architectural history of the building, and the potential for programming and collaboration. Nevins will report on progress and solicit input from the CT DAR project team on an ongoing basis to ensure interpretive planning goals are being met and to refine planning process and outcomes as needed.

During the final phases of the project, Nevins will share a preliminary presentation of the interpretive framework with the CT DAR project team for initial feedback, questions, and clarification. Together they will decide whether and how to share this preliminary framework with select stakeholders for additional feedback. Once the preliminary framework has been reviewed by and feedback has been collected from all relevant parties, Nevins will incorporate this information into a final written interpretive plan that the CT DAR can use to guide future interpretive choices for the Trumbull House, specifically guided tours, signage and/or exhibit elements, marketing materials, programming, and interior restoration plans.

**Project Goals and Impact:**

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

**OVERARCHING GOALS:**

New England, and in this case, Connecticut, has a wealth of historic house museums. This type of historic property is experiencing a significant drop in visitation and revenue. Innovation, new technology and the development of compelling stories are necessary for these museums to thrive. The Gov. Trumbull House has a nationally significant story to tell but will need to capitalize on new outreach efforts to capture visitation and revenue. The property also needs to take advantage of state and national tourism programs. Raising the property's profile is an important component of the project through new, fresh compelling storytelling. The primary audience currently is composed of schoolchildren from the community and surrounding towns. The interpretative plan will help to develop new content and fresh possibilities for attracting new audiences.

-Develop a new interpretative framework that will allow for telling a more truthful, honest story about the complexity of the Trumbull family's life and the era they lived in.

- Use new scholarship as the basis for vastly expanding the the Trumbull family story to include a broad swath of community members stories including indigenous, African American, and women's history.
- Make connections between the site's history and current events in order to increase the site's relevance as well as to attract new audiences.
- Use the house as an instructive piece of material culture. Use the physical changes to the house over three centuries to highlight new technologies, customs, and fashions in residential architecture.
- Use new technologies to tell the story to larger audiences-web, digital, and social media.
- Make the site more visitor friendly and ready for tourist interested in the 250th American Revolution anniversary.

#### PROJECT SPECIFIC GOALS:

##### Heighten Community Profile for the GTH

- Stakeholder meetings will inform and consult critical organizations about the new interpretative approach for the Gov. Trumbull House. Stakeholders include community leaders, elected officials, historical organization leaders, scholars, and educators. This will convey the new information about the extensive restoration investment at the museum as well as inform stakeholders about the new historical research that has been done.
- Help create a network of interested individuals that will continue to work with CTDAR in the future to increase awareness of the museum as well as contribute to the ongoing effort to present new stories to visitors.
- Make connections to new stakeholder groups including those interested in women's history, Native American history and African American history.

##### Create a "Roadmap" for the CTDAR for Future Efforts

- Delineate concrete steps to be undertaken by CTDAR to continue to broaden and deepen the story told by the museum to a diverse audience.
- Produce a written interpretative plan that can be used to guide future interpretative choices including specifically guided tours, signage/or exhibit elements, marketing materials, programming, and interior restoration plans.
- Highlight new humanities themes that can be used to convey the historical context for the Trumbull family as well as the historical and architectural significance of the house and property.
- Provide material that can be used to increase visitation.
- Create an outline of themes that can be used to include more humanities content in the museum's interpretation and programming.

##### Impact

- Clarify and solidify the CTDAR approach to the new museum interpretative standards and best museum practices.
- increase interest in the property among the CTDAR members, local stakeholders and the heritage community.
- Prepare the materials necessary for the CTDAR to take the next step of applying for a Planning grant from CT Humanities in order to continue the process of improving the visitor experience.

**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 GTH property is a historical and architectural landmark on the historic Lebanon Green. The house and the adjacent Wadsworth Stable are very well taken care of and open to the public on a regular basis. The CTDAR have a website for the museum as well as a new email newsletter. Currently tours are given by costumed guides and highlight Gov. Trumbull's connection to the property. The primary audience for the museum is schoolchildren. Adult visitors are welcomed on scheduled open house days.

With an investment of over \$1 million dollars in the accurate restoration of the house and the completion of a historic structures report, the next step is to begin the process of determining what new historical themes should be researched in order to place the house and the Trumbull family in a broader context. This project is required to do this-bringing modern museum practice, community engagement and humanities content to the museum's operation. Tours in the future could include thematic tours; tours with coordinated content that include multiple historic properties on the Lebanon Green or virtual tours-all including new scholarship that will broaden and deepen the humanities content that is presented to the public.

**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*

Project Timeline for Nevins (museum professional), Stachiw (advising historian), CTDAR board (project committee members), Donohue (project manager)

July–September 2021

Review of existing studies, research, and documentation

- Meet with CT DAR Trumbull House project team to discuss the interpretive goals, vision, and objectives for the site as well as priorities for its reinterpretation.
- Conduct tour of site, and collect studies, research, and documentation relevant to the interpretive planning process.
- Gather materials related to how the Trumbull House is currently interpreted for the public and relevant information about visitation. Research potential and/or models to attract new audiences with fresh interpretive approaches.
- Consult with architectural historian on research and recommendation made in historic structures report that pertain to interpretation of the Trumbull House.

- Review and organize materials to gain a fuller understanding of the history and evolution of the Trumbull House and the mission and goals of the CT DAR as stewards of the property.
- Cross reference goals of the Trumbull House interpretive planning process with current strategies and best practice in the museum and public history fields.

Team members: Nevins, CTDAR Project Team, Stachiw

September–November 2021

Solicitation of input from stakeholders

- Identify key stakeholders in consultation with CT DAR project team. Potential constituent groups include CT DAR members and Trumbull House volunteers, other Lebanon historical organizations (Lebanon Historical Society, War Office, Town of Lebanon, historic churches, etc.), scholars of early American history, and educators and administrators from area school districts. Consultant will identify new stakeholders such as tribal historians, local historical societies that interpret African American history in SE CT, historical societies that actively interpret the effects of the West Indies trade, as well as historians with recent scholarship in these areas.
- Collaborate with CT DAR project team to develop a stakeholder engagement process that invites various constituent groups to provide input and insight into interpretive potential of the Trumbull House for education programming, promoting tourism, engaging the local community, partnership opportunities, etc.
- Design and facilitate stakeholder engagement sessions to generate useful input and insight for the interpretive planning process with significant support from CT DAR project team in scheduling sessions and recruiting stakeholder participants.

Team: Nevins, CTDAR Project Team, Donohue

November 2021–February 2022

Development of interpretive approaches

- Assess reports, research, and feedback collected to identify emerging interpretive themes, compelling stories, and powerful engagement strategies to explore in greater depth.
- Research and develop recommendations for Trumbull interpretive strategy taking into consideration application of interpretive tools and methods for engaging visitors, staffing models, implementation costs, challenges and opportunities presented by the complex architectural history of the building, and potential for programming and collaboration.
- Consult with architectural historian and scholar stakeholders as needed to support development of interpretive approaches.
- Report on progress and solicit input from CT DAR project team on an ongoing basis to ensure interpretive planning goals are being met and to refine planning process and outcomes as needed.

Team: Nevins, Stachiw, CTDAR Project Team, Donohue

March–April 2022

Review and refinement of interpretive approaches with stakeholders

- Share preliminary presentation of the interpretive framework with core CT DAR project team for initial feedback, questions, and clarification.
- Revise and refine framework based on input and share with select stakeholders, as identified by CT DAR project team, for additional feedback.

Team: Nevins, CTDAR project team

May–June 2022



Compilation and submission of final plan and recommendations

- Compile research, stakeholder feedback, and other process input into a written interpretive plan that CT DAR can use to guide future interpretive choices for the Trumbull House, specifically guided tours, signage and/or exhibit elements, marketing materials, programming, and interior restoration plans.
- Submit final report and recommendations for review and approval by CT DAR project team and other relevant stakeholders.

Team: Nevins, CTDAR Project Team

### **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 Elizabeth Nevins, President, Seed Education Consulting, Paid with CTH funds.

Developer and Author of Interpretative Plan

Team Member 2. Myron Stachiw, Architectural Historian (private practice), NOT Paid with CTH funds.

Advisor to primary consultant and Peer Reviewer for the Interpretative Plan

Team Member 3. Mary Donohue, President, Grant House Heritage Services, Paid with CTH funds.

Project manager.

Team Member 4. Elizabeth Fox, Museum Professional, consultant. Paid with CTH funds. Evaluator of final interpretative 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:**

Myron Stachiw is on the CTH board and will not be compensated with grant funds.  
The final list of scholar advisors and their honorariums will be determined with the project consultant- names are not available at this time.

**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 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				\$0
2				\$0
3				\$0
4				\$0
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
			Total	\$0

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

**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	Elisabeth Nevins 20days @\$800/day	\$800.00	20	\$16,000
2	Mary Donohue 25 hrs@\$50	\$50.00	25	\$1,250
3	Scholar/community advisor stipends	\$200.00	8	\$1,600
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				\$18,850

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$8,000.00		\$8,000.00		\$16,000
\$625.00		\$625.00		\$1,250
\$800.00		\$800.00		\$1,600
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$9,425	\$0	\$9,425	\$0	\$18,850

**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	Elizabeth Nevins,museum consultant	\$114.48	5	\$572
2	Mary Donohue, project manager	\$35.97	5	\$180
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	\$752

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$286.00		\$286.00		\$572
\$90.00		\$90.00		\$180
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$376	\$0	\$376	\$0	\$752

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	Photocopying	\$0.10	2000	\$200
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				\$200

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$100.00		\$100.00		\$200
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
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				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$100	\$0	\$100	\$0	\$200



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	Elizabeth Fox, Museum prof. evaluator	\$500.00	\$500
2			\$0
3			\$0
4			\$0
5			\$0
Total			\$500

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$250.00		\$250.00		\$500
				\$0
				\$0
				\$0
				\$0
\$250	\$0	\$250	\$0	\$500

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	\$0.00	\$0
Honoraria	\$9,425.00	\$0.00	\$9,425.00	\$0.00	\$18,850
Technical Design Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Travel	\$376.00	\$0.00	\$376.00	\$0.00	\$752
Printing, Copying and Supplies	\$100.00	\$0.00	\$100.00	\$0.00	\$200
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	\$250.00	\$0.00	\$250.00	\$0.00	\$500
Total	\$10,151	\$0	\$10,151	\$0	\$20,302

ELISABETH NEVINS  
principal



### **Governor Jonathan Trumbull House**

Connecticut Daughters of the American Revolution  
*Connecticut Humanities Capacity Building Grant Proposal*  
Letter of Commitment | April 2, 2021

I am pleased to submit this letter in enthusiastic support of the Connecticut Daughters of the American Revolution's CT Humanities Capacity Building grant application and as confirmation of my commitment to serve as the interpretive planning consultant for the Governor Jonathan Trumbull House interpretive planning process, should it be funded.

#### **Project Overview**

The Governor Jonathan Trumbull House (Trumbull House), located in Lebanon, Connecticut, shares the story of the Trumbull family, their service to the town of Lebanon and Connecticut Colony, and the pivotal role they played in providing provisions and supplies to the Continental Army, Connecticut militia, and French forces during the American Revolution. The house was built in 1725 by Captain Joseph Trumbull and intended for his son Joseph Jr. However, when Joseph Jr. was lost at sea, his brother Jonathan moved into the home in 1732 and lived there until his death in 1785. Jonathan Trumbull was a member of the Connecticut House of Representatives, served as Speaker of the House, and was elected governor of Connecticut Colony in 1769. He was the only colonial governor to support the American Revolution and worked tirelessly to provide supplies to American troops, earning Connecticut the nickname of "the provisions state."

The house passed out of the Trumbull family in the 19th century and was purchased in 1932 by the Connecticut Daughters of the American Revolution (CT DAR) who have maintained and interpreted the property for the public in the decades since. With the 300th anniversary of the construction of the house approaching in 2025 and the United States Semiquincentennial in 2026, the CT DAR has committed to a comprehensive restoration, research, and reinterpretation project to preserve the building and generate a professionally-informed understanding of the history and evolution of the property over time.

In recent years the exterior envelope of the house has been repaired and restored, major improvements have been made to the cellar and site drainage, and important structural repairs and mechanical system upgrades have taken place. In 2020, architectural historian Myron O. Stachiw submitted an exhaustive historic structures report, documenting his two-year study of the complex history and evolution of the structure of house, its ownership over time, and a room-by-room analysis of its many uses. This invaluable research will support the next step in this ambitious project—the interpretive planning process (outlined in this proposal) that will reinvigorate and expand the museum's visitor experience as well as provide direction for the interior restoration of the house to support this new interpretation of the Trumbull family home.

**LETTER OF COMMITMENT****Description of Planning Process and Timeline**

Elisabeth Nevins of Seed Education Consulting (Seed/Ed) will provide the following interpretive planning services for the CT DAR to support their reinterpretation of the Trumbull House visitor experience to incorporate the findings of their 2020 historic structures report and museum best practices for audience engagement.

**Review of existing studies, research, and documentation**

*July–September 2021* | 5 days | 2 site visits

- Meet with CT DAR Trumbull House project team to discuss the interpretive goals, vision, and objectives for the site as well as priorities for its reinterpretation.
- Conduct tour of site, and collect studies, research, and documentation relevant to the interpretive planning process.
- Gather materials related to how the Trumbull House is currently interpreted for the public and relevant information about visitation. Research potential and/or models to attract new audiences with fresh interpretive approaches.
- Consult with architectural historian on research and recommendations made in historic structures report that pertain to interpretation of the Trumbull House.
- Review and organize materials to gain a fuller understanding of the history and evolution of the Trumbull House and the mission and goals of the CT DAR as stewards of the property.
- Cross reference goals of the Trumbull House interpretive planning process with current strategies and best practice in the museum and public history fields.

**Solicitation of input from stakeholders**

*September–November 2021* | 3 days | 2 site visits

- Identify key stakeholders in consultation with CT DAR project team. Potential constituent groups include CT DAR members and Trumbull House volunteers, other Lebanon historical organizations (Lebanon Historical Society, War Office, Town of Lebanon, historic churches, etc.), scholars of early American history, and educators and administrators from area school districts.
- Collaborate with CT DAR project team to develop a stakeholder engagement process that invites various constituent groups to provide input and insight into interpretive potential of the Trumbull House for education programming, promoting tourism, engaging the local community, partnership opportunities, etc.
- Design and facilitate stakeholder engagement sessions to generate useful input and insight for the interpretive planning process with significant support from CT DAR project team in scheduling sessions and recruiting stakeholder participants.

**Development of interpretive approaches**

*November 2021–February 2022* | 6 days

- Assess reports, research, and feedback collected to identify emerging interpretive themes, compelling stories, and powerful engagement strategies to explore in greater depth.

**LETTER OF COMMITMENT**

- Research and develop recommendations for Trumbull interpretive strategy taking into consideration application of interpretive tools and methods for engaging visitors, staffing models, implementation costs, challenges and opportunities presented by the complex architectural history of the building, and potential for programming and collaboration.
- Consult with architectural historian and scholar stakeholders as needed to support development of interpretive approaches.
- Report on progress and solicit input from CT DAR project team on an ongoing basis to ensure interpretive planning goals are being met and to refine planning process and outcomes as needed.

**Review and refinement of interpretive approaches with stakeholders**

*March–April 2022 | 3 days | 1 site visit*

- Share preliminary presentation of the interpretive framework with core CT DAR project team for initial feedback, questions, and clarification.
- Revise and refine framework based on input and share with select stakeholders, as identified by CT DAR project team, for additional feedback.

**Compilation and submission of final plan and recommendations**

*May–June 2022 | 3 days*

- Compile research, stakeholder feedback, and other process input into a written interpretive plan that CT DAR can use to guide future interpretive choices for the Trumbull House, specifically guided tours, signage and/or exhibit elements, marketing materials, programming, and interior restoration plans.
- Submit final report and recommendations for review and approval by CT DAR project team and other relevant stakeholders.

**Compensation**

The fee for the services outlined above is \$16,000.00 based on an estimated time commitment of twenty (20) days of work over the twelve-month period outlined in the scope of work. If the scope of the project changes extensively or the time required significantly exceeds the days allotted, Seed/Ed reserves the right to renegotiate the terms of compensation.

Any additional project-related expenses or budget overages, as determined and approved by the CT DAR, will be billed separately.

**Seed Education Consulting**

Elisabeth Nevins is a museum education, interpretation, and evaluation consultant based in Boston, Massachusetts. She collaborates with staff at museums and historic sites throughout the Northeast to create empowering and engaging learning experiences with their visitors. Recent clients include National Parks of Boston, the Leventhal Map and Education Center, Hill-Stead Museum, Old Sturbridge Village, and MIT Museum.

**LETTER OF COMMITMENT**

Nevins serves as a peer reviewer for the Journal of Museum Education and recently co-edited three issues. Her essay “The Past as a Brave Space: Reframing Relevance” was published in The State of Museums: Voices from the Field from MuseumsEtc in fall 2018. She holds a B.A. in history from Yale University and an M.S.Ed. in museum education and early adolescent education from Bank Street Graduate School of Education. She speaks regularly on issues in the field for Boston-area museum studies and public history programs.

The CT DAR has demonstrated an impressive and professional commitment to restoring, researching, and reinterpreting the Trumbull House, applying 21st-century house museum standards throughout their process to ensure the architectural and historical accuracy of their investment in this significant property. I look forward to contributing to this project by supporting the organization in focusing, refining, and making relevant the stories and issues visitors can engage with through the exploration of this compelling historic site.

Sincerely,

A handwritten signature in black ink that reads "Elisabeth Nevins". The signature is written in a cursive, flowing style.

**Elisabeth Nevins**

Principal