

Sample Planning Grant Application

Project Title: Exhibition Planning Project: “Speak Up!”

Organization: Fairfield Museum and History Center

Project Case Statement:

Why should Connecticut Humanities Fund this project?

Give a brief project abstract and explain how this project supports both [CTH funding priorities](#) and your organization's mission.

The Fairfield Museum (FMHC) seeks \$14,700 from CT Humanities to support planning for an inspirational and provocative new exhibition and related public programs titled “Speak Up!” which is scheduled for July 2, 2020 - January 18, 2021.

“Speak Up!” will celebrate and explore the history of citizen’s advocacy in southwestern CT and the vital role that social activism plays in our communities. The exhibition will focus on 6-8 profiles of contemporary people who have made a difference through their activism in civic and political issues in the greater Fairfield-Bridgeport area (i.e. environmental, school, tax, political reform, anti-corruption, housing, voting rights, and other issues). Through photographs and interview excerpts, individuals who are involved in local activism from different political perspectives will share what spurred them to become active on public issues and what they have learned about making change. The exhibition will provide historical context to citizen activism by exploring the centennial of women's suffrage and the history of civic involvement in our region. We will also highlight how people have overcome barriers to speaking out, the ways in which they have gotten involved, and how they gained political representation through their efforts. The exhibition will foster a greater appreciation for the history and impact of social activism, encourage visitors to get more deeply involved in the issues they care about, and provide resources on making change in their communities.

This project directly supports FMHC’s mission to connect “people around complex history so that together we may shape a more informed future,” and to serve as a public forum for learning and discussion. Focusing on citizens’ activism also enables us to “celebrate and cultivate the elements that create and bind community” and to “explore the diverse legacies of our region” from multiple perspectives.” We anticipate using this exhibition as a springboard for a broad range of public programs, forums and community discussions that address different aspects of civic engagement and ways people can advocate for change.

The exhibition also addresses CTH funding priorities of heritage tourism, reaching broad audiences, addressing social issues through humanities disciplines, and helping the public better understand community issues and current events by relating the past to the present.

Project Description and Background:

Explain how this project came about, describe the planning process you will use, and state specifically what you would like CTH to fund in that process.

Include resources you will consult during planning including: scholars, archives, collections, institutions, etc.

FMHC is embarking on this project about civic activism because it focuses on our mission to be a center for community learning and dialogue. During a contentious election year that also marks the centennial of the suffrage movement, this project will enable us to call attention to the foundation of our democratic system: an engaged, informed, and empowered electorate. A healthy democracy requires not only voters, but also citizens who engage in learning about issues, public discussion of issues, proposing solutions, and influencing and rallying others in order to make change.

This theme enables us to bring together past and present, offering historical context with a contemporary focus and inspiration to action. In following our mission, FMHC designs exhibitions and programs that engage with contemporary issues and evoke dialogue to further our understanding of our community and ourselves. (Past examples are our "Rising Tides: Fairfield's Coast, Past to Future" exhibition as well as our "Promise of Freedom" exhibition on the meaning of the Emancipation Proclamation.) "Speak Up!" seeks to document the change agents in our community and explore how they go about catalyzing social change. Focusing on specific, contemporary, local individuals and their experiences as leaders will educate and inspire the museum's visitors to actively exercise the American right to speak up and speak out.

"Speak Up!" seeks to reach out to multiple communities, document contemporary leaders who are shaping history, and inspire the museum's audience to actively engage with important public issues. The concept for this exhibition - highlighting photographs and stories of real people - is inspired by the model of our highly successful 2018 exhibition "An American Story: Finding Home in Fairfield County." That exhibition, which celebrated the centennial of Bridgeport-based Connecticut Institute for Refugees and Immigrants, highlighted the stories of eight contemporary local refugees or immigrants. It featured large-scale photographic portraits and quotes from recent interviews conducted by a volunteer cultural anthropologist. The surrounding wall panels provided context, with information about immigration policy, the resettlement process, and the global refugee crisis. The exhibition combined past and present by focusing on diverse local individuals (representing different generations, immigration experiences, and countries), and by integrating relevant historical materials. The "An American Story" partnership project attracted nearly 5,000 visitors, and fostered dialogue about a contemporary topic by humanizing refugee stories during a contentious period in America's immigration policy. The exhibition translated a current national issue, often approached through a partisan lens, to a local level where all perspectives connect. "An American Story" called attention to an important contemporary topic, expanded the museum's audience, and also added and diversified our oral history collections with personal interviews.

We found the highly visual and personal exhibition design to be particularly impactful for our audiences. A similar approach, with design adapted to a different set of issues, will effectively highlight stories of citizen activists, provide our audience with specific examples of how people can

work towards change, and inspire visitors to understand that making change is local and accessible within their own community.

FMHC is applying for a CT Humanities planning grant in order to support:

- Convening an advisory group who will help to 1.) refine the focus of the project, 2) identify potential interviewees, and 3) define ideas, opportunities, and connections for meaningful public programs during the run of the exhibition (facilitator: Tanya Rhodes Smith, advisers: Gail Alberda, Jocelyn Boryczka, Sally Whipple, Val Ramos)
- Hiring a highly-qualified interviewer to conduct personal interviews with the selected subjects (Daniela Altimari)
- Hiring a photographer with intimate portrait experience to photograph the subjects (Joe Standart)
- Working with an exhibition designer to create layouts, graphics, and elevations for the exhibition (Mia Beurskens)

We have invited an Advisory Group with a range of experience in regional politics, civic engagement, community organizing, academia and expertise in recent social movements to help us refine the focus of the exhibition, identify the individuals with the most compelling and representative stories of civic activism, and help us generate an array of engaging public programs. This group includes political scientists Gail Alberda and Jocelyn Boryczka from Fairfield University. Alberda has strong networks with state and local politics and actors, past experience working in electoral politics, and research interests in civic engagement and women's participation in politics, while Jocelyn Boryczka has scholarly expertise, networks with non-profit organizations in the region, and a role in the university's Provost's Office. Tanya Rhodes Smith of the Humphreys Institute for Political Social Work at UConn is an experienced facilitator and has worked extensively with Bridgeport-area nonprofits, with a focus on voter engagement and advocacy. Sally Whipple, director of The Connecticut Democracy Center at Connecticut's Old State House, has in-depth experience with exhibition planning and public programs that advance civic engagement; and Val Ramos, director of strategic alliances at Everyday Democracy, has worked in civic engagement, community outreach, and advocacy with Latino organizations and at the statewide policy level. The advisory group, led by Tanya Rhodes Smith, will meet at least three times through July, August, and September. The group will guide FMHC staff in selecting individuals to interview, incorporating a broad array of avenues for civic activism, developing brief audience surveys, reviewing material, and assisting in engaging with selected civic leaders.

While a key role of the advisory group will be to help us identify and select the most representative interview subjects, a list of potential individuals has already been generated. We plan to focus on people who are active locally on a range of civic issues that affect our region's communities, outside of electoral politics. These are people who have been involved in speaking out, raising concerns and organizing people on issues including urban environment (Christina Smith of Groundwork Bridgeport), tax reform (Bud Morten of Fairfield Taxpayer), leadership development (Callie Heilmann of Bridgeport Generation Now), organizing immigrant youth (Alison Martinez Carrasco of Make the Road Connecticut), health and health care (Dr. Anthony L. Bennett of Mount Aery Baptist Church and co-chair of ConeCT), and LGBTQ rights (Irene Tsikitas of the Triangle Community Center). Once the

list of featured individuals has been finalized, project interviewer Daniela Altimari will review the focused exhibition themes to help shape questions to ask our selected individuals.

To provide local historical context on civic and political activism alongside the featured individuals, we will rely on the knowledge of our advisers, and will use research resources in the collections of the FMHC, the Bridgeport History Center, and other facilities. Topics that may be addressed include tactics activists and leaders use to “speak out,” in the Connecticut suffrage and anti-suffrage movements (drawing on Library Director Elizabeth Rose’s expertise in women’s political history as well as on local suffrage movement research conducted for the CTH-funded 2019 exhibition at Lockwood Mathews Mansion); in the career of Finette Benson Nichols, Fairfield’s first female state legislator and of Jasper McLevy, Bridgeport’s long-serving socialist mayor; in women workers’ strike for the 8-hour day in 1910s Bridgeport; Easton’s Ida Tarbell’s use of investigative reporting; Congresswoman Clare Boothe Luce’s stand against racial discrimination in the Daughters of the American Revolution; and different struggles for African-American and Latino civic and political representation. Objects from Museum’s collection may be used to illustrate the history of citizen advocacy, including: campaign materials, broadsides advertising public meetings, and petitions meant to influence viewers on issues like temperance or trolley routes.

This exhibition will be a success if visitors of all ages, backgrounds, and beliefs develop a deeper appreciation for actively engaging in civic issues. Although all parties may not agree on particular issues, “Speak Up!” will be successful if different people feel represented and take the opportunity to learn. The exhibition will incorporate simple interactive elements to provoke discussion, such as prompts for public “Talk-Back boards,” simulated “voting opportunities” which could integrate contemporary local issues, and “contact your legislator” forms. We plan to evaluate the exhibition's impact in part with these interactive elements, indicating how visitors comprehend the message and goals of the exhibition, and if we have succeeded in inspiring them to take action.

This project relies on in-depth interviews with public figures on complex issues; we selected journalist Daniela Altimari, a statehouse reporter at the Hartford Courant, where she has been a staff writer since 1996 and the politics desk in 2010. She has covered political campaigns, and legislative and gubernatorial action on contentious issues, such as gun control legislation and the movement for LGBT civil rights. She is a skilled interviewer with interests in Connecticut politics and activism, and in-depth experience eliciting stories from those engaged in the civic sphere. Altimari recently participated in FMHC’s “The Press and Politics Today” panel as part of the CTH-funded Fake News: Is It Real? Initiative.

Project Description and Background (continued):

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

Joe Standart’s activist work makes him a unique fit for this project. Standart is an award-winning photographer and director, who began his career working for the National Park Service documenting the pristine environment. After a successful 25-year commercial career, Standart’s photography turned towards advocacy and activism, using his skills to personally connect individuals to

communities. His work continued with the environment with the The Nature Conservancy and local Land Trusts, and led to "Portrait of America," a series that began in New London in 2004. Standart photographed the city's residents and displayed monumental size portraits throughout public spaces in the downtown area. He transformed the city into an outside gallery, which held a mirror up to a community to reveal what's already there---the inherent dignity and promise of its people. Standart's portraits and his connection to his photography subjects speak to humanizing art, documenting true community, and helping viewers to understanding what community matters to them. FMHC worked with Standart as our featured photographer for the IMAGES exhibition in 2017, featuring his commercial work, his activism in environmental conservation, and some of the "Portrait of America" images.

Experienced artist Mia Beurskens draws on 15 years of exhibition design. Beurskens' experience, creativity, and natural attention to content detail create a unique, often colorful, and thoughtful experience for museum visitors. Her past work at FMHC includes the exhibition design for "An American Story," "Make Your Mark!" and "Fantastic Animals: Robert Lawson." In all of these exhibitions, Beurskens has shown a unique ability to create an imaginative and interactive space for all ages that integrates contemporary issues with humanities content.

FMHC library director Dr. Elizabeth Rose will serve as project director, overseeing the work of the advisory group, interviewer, and other content development. She will draw on her research expertise in the history of reform movements, women's political engagement, and civil rights in researching and selecting the most appropriate content to provide context on the history of citizen activism in our region. FMHC exhibitions curator Laurie Pasteryak Lamarre will work with Rose to manage the content, arrange meetings with advisers, consultants, and selected individuals, as well as work directly with photographer Joe Standart and designer Mia Beurskens. She will draw on her extensive project management and exhibition design skills to ensure that the exhibition effectively engages visitors and communicates its message. FMHC collections manager Diane Lee will work with Rose and Lamarre to identify collections objects and documents for the exhibition, as well as manage any incoming loans. Lee will work with consultants Beurskens and Standart on object and content information.

Project Outcomes:

Describe the specific elements of a project plan that will come out of the planning process, such as an exhibition checklist, exhibition script, educational materials, etc.

CTH support for this planning process will enable us to complete much of the substantive work for this exhibition and planning for a related public program series.

Advisory Group:

By the end of the planning process, the advisory group will have met three times in July, August, and September. During these meetings and over the course of the planning period, the advisers will help FMHC identify and connect with individuals whose stories of civic activism will form the core of the exhibition. Their expertise will help refine the focus for FMHC staff regarding relevant civics content that will provide context for the featured individuals' stories. This group will also assist FMHC staff on

writing an online survey to solicit formative evaluation from FMHC's audiences regarding advocacy and local issues. The advisers will also help review the final exhibition text and provide guidance, ideas, and a network to help FMHC staff develop a list of associated "Speak Up" programs, workshops, and educational resources.

Interviews:

Interviewer Daniela Altimari will complete interviews with each subject, focusing on what spurred them to get involved in their issue, what barriers they have faced, and what approaches they have taken to making change - whether grassroots organizing, policy advocacy, legal strategies, direct protest, or other means. At the end of Altimari's interviews, she will have recorded six to eight audio/video of each interview to add to FMHC's collections, as well as a transcribed copy in order to provide text for the exhibition. Joe Standart will photograph each subject, creating a portrait that evokes their story, motivation, or mode of activism. At the end of the project, FMHC will have at least 3 high resolution portraits of each individual that may be used in the project and to add to FMHC's collections. FMHC staff will also work with each selected person to explore and identify any additional images or objects that they would like to contribute or lend to the "Speak Up" exhibition.

Potential interviewees for the exhibition are not yet final, but could include:

- Callie Heilmann, Bridgeport Generation Now: a nonpartisan, grassroots social action network that empowers and unites our communities by increasing civic engagement.
- Christina Smith, Groundwork Bridgeport: part of a national network of grassroots organizations focused on transforming the natural and built environment of low-resource communities
- Fairfield Taxpayer: an anti-tax group focused on preserving Fairfield as both a desirable and affordable community for all its residents.
- Joseph Luciano, Indivisible CT Congressional District 4, focused on political action to protect American principles of compassion, decency, diversity, tolerance, equality, and democracy.
- Alison Martinez Carrasco or Wendy Cardenas at Make the Road Connecticut, which works to support immigrants to be active in their communities and to lift themselves out of poverty through legal and support services, civic engagement, transformative education and policy innovation.
- James H. Dean, former chair, Democracy for America (Fairfield resident).
- Dr. Anthony L. Bennett, Lead Pastor, Mount Aery Baptist Church, Bridgeport and co-chair of CONECT: In 2006, he led Mount Aery to partner with Optimus Healthcare to form the Hollow Community primary healthcare center, first of its kind in Connecticut. He serves as Co-Chair of Congregations Organized for a New Connecticut (CONECT), a regional multi-issue broad based organization and affiliate of Industrial Areas Foundation (IAF); Past President of the Interdenominational Ministerial Alliance of Greater Bridgeport and Vicinity (IMA), a collective of fifty-five pastors and churches; past board member of the United Way of Eastern Fairfield County, Past Chair of Bridgeport Child Advocacy Coalition (BCAC), a collective of 75 community and social service providing agencies. Served as guest chaplain for the U.S. Congress House of Representatives in 2009. In March of 2014, he was a part of a national twelve-member clergy and lay leader delegation to

travel on behalf of Metro IAF to Germany and Austria to meet with representatives from gun manufacturers under the strategy, We Will Not Stand Idly By. The goal was to meet with gun manufacturers in order to leverage a portion of this nation's gun buying power to achieve responsible gun manufacturing distribution as well as to explore smart gun technology.

- C4D: Connecticut Students for a Dream: CT Students for a Dream (C4D) (f. 2010) by a group of undocumented students and allies. Advocated for Federal DREAM Act, organized a CT "Dream Summit" and C4D then held CT's first "Undocumented & Unafraid: Coming Out" event. C4D became part of a national network of immigrant youth organizations, United We Dream (UWD), and took part in the national campaign to push for the DREAM Act's passage, despite its failure in the senate. With a new purpose, C4D set out to work to win In-State Tuition for undocumented students in CT, which passed in May 2011 as C4D members fought, lobbied, testified, and shared our stories with legislators. For the first time, the personal stories and voices of CT's undocumented students were heard by our legislators. Since the passage of the In-State Tuition Bill, C4D has worked to develop and launch our "College Access Program" to help all students achieve their dreams of obtaining higher education.

Exhibition Development and Curation:

Elizabeth Rose will lead the work to develop the content, including the selections from interviews as well as the needed context on the history of civic involvement and activism in our region. This will include stories of individual activists as well as the barriers that people have faced to speaking up, and the tools they have used, drawing from research and collections at FMHC and other area repositories. We will pay particular attention to the expansion of political and civic involvement over time, with the suffrage, labor, and civil rights movements playing a key role in motivating and pushing for a wider range of citizens to get involved. Museum staff will identify and select additional images and artifacts to illustrate those stories, drawing on collections such as FMHC's extensive collection on Finette Nichols, the first woman to represent Fairfield in the state legislature; the Bridgeport History Center's collection on Jasper McLevy, Socialist mayor of Bridgeport and its "Black Bridgeporters" oral history collection; newspaper accounts of Bridgeport women workers' strikes for the 8-hour day made available through the Chronicling America site; and political ephemera in the museum's collection including 19th-century political broadsides, petitions and posters, campaign materials and pins, a suffrage scrapbook, League of Women Voters materials, and items documenting earlier women's civic organizations.

Laurie Lamarre will lead the work to develop the exhibition's overall design, working with designer Mia Beurskens and photographer Joe Standart. By the end of the planning period, Beurskens will have developed an effective look and feel, marketing package, and design for the exhibition, including layout, elevations, and examples of labels, statistical representations, and graphic treatments. Beurskens will also help Lamarre in shaping the interactive portions of the exhibition: video/audio, TalkBack boards, and "Take Action" pieces that will help define and measure engagement - and therefore success - of the exhibition's audience impact. Rose and Lamarre will collaborate on drafting the exhibition script during the planning period, and will seek feedback from the advisory group to ensure it meets the project's goals.

FMHC Executive Director Michael Jehle will provide leadership and manage the grant, while Jessica Wilson, office manager, will lend administration support. All FMHC staff will assist in CTH reporting.

Public Programs and Workshops:

Along with the exhibition content and development, FMHC staff (with the help of the advisory group), will develop a list of at least 10 possible public humanities programs that will occur during the length of the "Speak Up!" exhibition. The goal is to create a list of programs, facilitators, and activities that are a unique fit for the Fairfield County region and that will attract a diverse range of ages, skill sets, backgrounds, perspectives, and interests with the goal of connecting our audience to the exhibition's key issues of civic engagement and inspiration for change.

Humanities Content:

How do you expect the final project will help the audience understand and appreciate human history, culture, values, and beliefs?

What preliminary themes will you explore during planning?

Our goals for the project are to educate visitors about the many different ways that local citizens, past and present, spoke up to bring about political and civic change. The avenues that people use vary as widely as the circumstances that prompt activism: they may include investigative reporting or mass protests, communicating with legislators, going on strike, bringing a court case, and getting a message out through media campaigns, or by knocking on doors. This broad theme of civic engagement addresses the meaning of citizenship in a participatory democracy. While much debate has been over "who is a citizen?" it is also important to define "what is a citizen?" Engaged citizenship goes beyond voting. We will draw upon scholarship in history, political science, and sociology that asks how people form different kinds of movements and use their networks to influence public issues such as labor conditions, environmental laws, and more, whether through lobbying, court challenges, or electoral politics. Questions about how people argue for change - using moral, democratic, or instrumental language - and what claims they make in the civic sphere are fundamental to the humanities. Understanding how people with different degrees of social power make use of the resources available to them to "speak out," and how this context changes over time, is another fundamental perspective, looking at symbols of mass protest as well as written testimony and influence.

At a time when the political landscape is increasingly divisive, we expect that the selected interviews will introduce universal themes: obligation and community, hope and the need for change, courage and perseverance, and the search for justice and freedom. This exhibition will engage our visitors by developing human connections as we focus on content and cross-cutting themes: the desire to create a better future, to be heard and represented, and to inspire positive change.

A series of programs will further extend the exhibition's themes. The advisers and FMHC will finalize ideas for public programs during the run of the exhibition, connecting different audiences to the core theme of engaged citizenship, and support them to become informed and empowered citizens. Partnering with the League of Women Voters and with Fairfield University to offer programs such as: - "Ready 2 Run Connecticut," a nonpartisan, women's leadership and campaign training program hosted by Fairfield University, designed to empower women to become active participants in Connecticut's political process.

- Workshops on “How to Run for Office” and “How to Talk to your Legislator” presented in conjunction with the League of Women Voters.
- Professional development workshops for middle and high school social studies teachers on teaching about different social movements (contemporary and historical) and strategies for influencing government at different levels
- “History Bites” lunchtime lectures on important Connecticut activists, including birth control activist Estelle Griswold of New Haven, community leader Maria Sanchez, civil rights protester Ned Coll of Hartford, feminist lawyer Catherine Roraback, and marriage equality advocate Anne Stanback
- Programs for teachers and families to encourage participation in existing initiatives such as “Connecticut’s Kid Governor” for 5th graders, the 4-H “Being Good Citizens” program; and the Connecticut Women’s Hall of Fame educational program “DIY History: Votes for Women.”

Project Audience:

What target audience do you have in mind for the final project? Why did you choose this audience? Will you involve potential audience members in the planning process? If so, how?

The Fairfield Museum has a strong track record of attracting broad and diverse audiences to its exhibitions and related programs. More than 32,000 visited the Museum in 2018. The proposed exhibition will be aimed at that general adult audience, although the design and contemporary subject matter will make it accessible to secondary school and college students as well. That audience will connect with the stories of engaged citizen advocates from our region, and learn more about different ways of speaking up on public issues.

We anticipate the exhibition having wide appeal to both our core, established constituencies of Fairfield County families, adults, educators and students, as well as reaching new audiences outside of the region and with deeper connections to the specific individuals and issues highlighted.

Part of our goal for the planning process will be to develop an array of planned public programs and additional resources to be produced during the run of the exhibition (e.g. a possible graphic novel that shares our featured individuals’ stories and supports how-to civic advocacy) that are related to the exhibition’s themes and will engage multiple audiences, including teachers, families, and community groups who are involved with specific public issues. Our advisory group and exhibition partners, Fairfield University and the League of Women Voters, will be key in helping us reach out to their unique constituencies, speakers, and related organizations.

During the planning of the exhibition, Museum staff and the advisory group will work together to plan and facilitate a brief public e-survey with the purpose of soliciting feedback. This formative evaluation hopes to capture our audience’s (and the networks of our advisory group) awareness, knowledge, and concerns about issues that affect their local communities, how often they attend local government meetings, and if/when/how they have ever participated in grassroots activism or legislative advocacy. Feedback and results from this survey will help support the exhibition’s local contemporary content, exhibition interactive subjects, and advise in other relative local statistics. The survey will ask participants to fill in their zip code and age range.

During the run of the exhibition, we plan to track attendance and collect zip codes by utilizing our point of sale system. This will provide content about our geographic range, if they are members, or first-time visitors. During public programs we will utilize brief summative surveys to learn more about the interests and backgrounds of participants.

We also plan for the exhibition to widen the scope of our school programming. Currently the teachers and students we serve through our core field trip experiences are from elementary schools. "Speak Up!" will invite teachers representing middle and high school to utilize the Museum as an outside-the-classroom education resource as exhibition themes will align with National Curriculum Standards for Social Studies at upper grade levels for both history and civics.

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

Early July: Notification of grant

Mid July-Early August:

Task: Convene meeting with core group of advisers to refine project focus and identify types of activism we would like to represent in order to identify interviewees.(Advisory Group, Lamarre and Rose)

Task: Identify appropriate historical information, stories, and artifacts to illustrate civic and political activism in our region in the past, which will provide context in the exhibition. (Lamarre, Lee, and Rose)

Mid-August:

Task: Convene two small group meetings with different local leaders/activists knowledgeable about activism on specific issues: environment, taxes, anti-corruption, etc. to identify themes and help identify interviewees. (Tanya Rhodes Smith, Lamarre, and Rose)

Task: Schedule interviews with selected individuals (Altimari)

August-September:

Task: Conduct interviews and arrange (Altimari)

Task: Photograph interviewees (Standart)

Task: Refine historical information, stories, and artifacts to provide context about civic and political activism in our region in the past, which will provide context in the exhibition. (Lamarre, Lee, Rose)

Task: Work with selected individuals to arrange for any loan objects (Lamarre, Lee)

September:

Task: Write 1st draft of text and send to exhibition designer, advisers, and interviewees. (Rose and Lamarre)

Task: Send 1st draft of exhibition design to museum staff, advisers, and interviewees (Beurskens)

October:

Task: Design and text draft review and editing (Lamarre, Rose, Jehle)

Task: Select objects and images (Lamarre, Lee, Rose)

Task: Write and submit final report (Rose, Jehle, Wilson)

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 2 Name

Team Member 2 Title

Team Member 2 Organization

Not paid with CTH grant funds

Major Responsibilities

Etc

Team Member 1 Michael Jehle
Executive Director, Fairfield Museum
Paid with CTH grant funds: no
Major Responsibilities: oversight of process and staff

Team Member 2 Laurie Lamarre
Exhibitions Curator, Fairfield Museum
Paid with CTH grant funds: partial
Major responsibilities: curator of exhibition, manage planning process

Team Member 3: Elizabeth Rose
Library Director, Fairfield Museum
Paid with CTH grant funds: partial
Major responsibilities: content development of exhibition, help manage planning process

Team Member 4: Diane Lee
Office Manager, Fairfield Museum
Paid with CTH grant funds: partial
Major responsibilities: collections management, exhibition content

Team Member 5: Mia Buerskens
Mia Beurskens Design
Paid with CTH grant funds: Yes
Major responsibilities: Design

Team Member 6: Daniela Altimari
Reporter, Hartford Courant
Paid with CTH grant funds: Yes
Major responsibilities: Interviewer

Team Member 7: Joe Standart
Photographer
Paid with CTH grant funds: Yes
Major responsibilities: Photographer

List of advisers:
Paid with CTH funds: Yes
Major responsibilities: focus, provide support network and connections to civic community, and advise/review on exhibition content
Tanya Rhodes Smith, Director of Nancy Humphreys Institute for Political Social Work, University of Connecticut School of Social Work (Facilitator)
Gail Alberda, Assistant Professor of Politics, Fairfield University
Jocelyn Boryczka, Associate Professor of Politics, Fairfield University
Valeriano Ramos, Director of Strategic Alliances and Equity Officer, Everyday Democracy
Sally Whipple, Director of Connecticut Democracy Center at the Old State House

Project Team Resumes and Bios:

Please attach a CV or resume of up to 3 pages 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:

FMHC requests \$14,700 in funding from CTH for the following:

- Funding is requested to cover modest portions (less than 25%) of key FMHC leading this project.
- CTH funds will support small stipends for the advisers who will play a vital role in: 1.) refining the focus of the project, 2) identifying potential interviewees, and 3) helping to define ideas, opportunities, and connections for meaningful public programs during the run of the exhibition
- CTH funds will be used to hire Daniela Altimari, a highly-qualified interviewer to conduct personal interviews with the selected subjects, transcribe and deliver the content to FMHC. Fairfield Museum will be purchasing a new GoPro mic and storage to produce high resolution and definition sound for Daniela's use during the interviews.
- CTH funds will be used to pay for a portion of photographer Joe Standart's fee to create portraits of the interview subjects. He is contributing as a in-kind contribution a portion of his usual \$600/session fee.
- CTH funds will be used to hire exhibition designer Mia Beurskens to create the marketing package, layouts, graphics, and design for the exhibition. Beurskens has successfully designed previous exhibitions for FMHC, including the award-winning "An American Story."
- FMHC will fund travel back and forth to FMHC and various sites for interviews and photography sessions, as well as provide materials, paperwork, and supplies necessary for meetings.

In addition to the attachments required in previous sections, applications for planning interpretive digital projects must also include:

- **The process you will use to select technology (include proposals from vendors detailing the scope and duration of work);**
- **Technologies to be used (if already selected) and justification for selection. If you plan to use proprietary technologies, give justification for choosing them over open-source options;**
- **Existing database or archival resources from which content will be drawn (sample entries may be provided).**

****PLEASE NOTE: Applications of all types may also include pertinent audio and video digital files in standard formats as well. Contact Connecticut Humanities staff for details.**

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.

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

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 attachment for planning interpretive digital projects

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	Laurie Lamarre, Curator	██████	█	\$4,800
2	Elizabeth Rose, Library Director	██████	█	\$7,560
3	Diane Lee, Collections Manager	██████	█	\$1,080
4	Michael Jehle, Executive Director	██████	█	\$560
5	Jessica Wilson, Office Manager	██████	█	\$290
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
			Total	\$14,290

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$1,000.00		\$3,800.00		\$4,800
\$1,000.00		\$6,560.00		\$7,560
\$200.00		\$880.00		\$1,080
		\$560.00		\$560
		\$290.00		\$290
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$2,200	\$0	\$12,090	\$0	\$14,290

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	Joe Standart, photographer	\$600.00	8	\$4,800
2	Daniela Altimari, interviewer	\$450.00	8	\$3,600
3	Tanya Rhodes Smith, adviser/facilitator	\$300.00	1	\$300
4	Gail Alberda, adviser	\$200.00	1	\$200
5	Jocelyn Boryczka, adviser	\$200.00	1	\$200
6	Sally Whipple, adviser	\$200.00	1	\$200
7	Val Ramos, adviser	\$200.00	1	\$200
8				\$0
9				\$0
10				\$0
11				\$0
12				\$0
13				\$0
14				\$0
15				\$0
Total				\$9,500

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$2,800.00			\$2,000.00	\$4,800
\$3,600.00				\$3,600
\$300.00				\$300
\$200.00				\$200
\$200.00				\$200
\$200.00				\$200
\$200.00				\$200
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$7,500	\$0	\$0	\$2,000	\$9,500

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	Mia Buerskens, exhibit designer			\$5,000
2				\$0
3				\$0
4				\$0
5				\$0
6				\$0
7				\$0
8				\$0
9				\$0
10				\$0
			Total	\$5,000

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
\$5,000.00				\$5,000
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$5,000	\$0	\$0	\$0	\$5,000

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	Travel for advisory group members			\$500
2	Travel for Standart, Altimiri and Mia			\$250
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				\$750

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
		\$500.00		\$500
		\$250.00		\$250
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$750	\$0	\$750

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	Advisory Meeting Documents			\$150
2				\$100
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				\$250

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
		\$150.00		\$150
		\$100.00		\$100
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$250	\$0	\$250

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	Recording Equipment (GoPro/mic)		\$500
2	Digital Storage (memory card)		\$100
3			\$0
4			\$0
5			\$0
6			\$0
7			\$0
8			\$0
9			\$0
10			\$0
Total			\$600

CTHF Funds Requested and Matching Funds (Source of Funds)				
CTHF Funds	External Cash Contributions	Applicant Cash Contributions	In-Kind Contributions	Total
		\$500.00		\$500
		\$100.00		\$100
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
\$0	\$0	\$600	\$0	\$600

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	\$2,200.00	\$0.00	\$12,090.00	\$0.00	\$14,290
Honoraria	\$7,500.00	\$0.00	\$0.00	\$2,000.00	\$9,500
Technical Design Services	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000
Travel	\$0.00	\$0.00	\$750.00	\$0.00	\$750
Printing, Copying and Supplies	\$0.00	\$0.00	\$250.00	\$0.00	\$250
Equipment and Room Rental or Purchase	\$0.00	\$0.00	\$600.00	\$0.00	\$600
Promotion	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Evaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Total	\$14,700	\$0	\$13,690	\$2,000	\$30,390



Fairfield Museum and History Center
Laurie P. Lamarre, Curator of Exhibitions
370 Beach Rd, Fairfield, CT 06824
(203) 259-1598

SPEAK UP!

Contract for Exhibition Design Services
Submitted by Mia Beurskens
March 14, 2019

1.0 SCOPE OF WORK

Create the design for a 450 square foot exhibition celebrating and explore citizen’s advocacy and activism. The exhibition will highlight profiles and share stories of contemporary people and groups who have made a difference in civic and political issues in the greater Fairfield-Bridgeport area. Through photographs and interview excerpts, profiles featuring individuals who are involved in grass-roots activism from different political perspectives will share what spurred them to become active on public issues and what they have learned about making change. The exhibition will also provide some historical context honoring the suffrage centennial and the history of civic involvement in our region, as well as share how people have overcome barriers to speaking out, getting involved, and gaining political representation. “Speak Up!” is scheduled to open on July 2, 2020 and run through January 18, 2021. Also included is the design of one poster or item for marketing purposes.

2.0 PHASES OF WORK/SCHEDULE

Upon completion of each design phase as listed below, the results will be documented in digital pdf and presented to the client for review, comment, and approval. Each design phase shall be deemed completed upon issuance of the client’s written approval.

09/06/19	Schematic plan	Initial special organization plan, content hierarchy, exhibit ideas.
09/27/19	Look & Feel package	Approach to imagery, typography, and color palette.
10/11/19	Developed plan/elevations	Revised special organization plan including elevation views. Fabricator/builder will review package, offer feedback, pricing estimate, and provide more detailed construction drawings/sketches if needed.
10/25/19	Final design plan/elevations	Final spatial organization plan including elevations. Drawings are dimensioned and ready installation.
11/01/19	Fabrication package	Complete set of graphic files ready for production/print.
6/25/20	Oversee installation	Present during 1 –2 days of installation to review progress.
7/02/20	Exhibit opening	All work completed.



3.0 TERMS OF THE AGREEMENT

All exhibit text will be written, reviewed, and edited by the Fairfield Museum. In addition, all image research and procurement, loan agreements, and artifact-related details will fall under the scope of the Fairfield Museum. All fabrication and installation costs fall under a separate contract paid for and managed by Fairfield Museum.

4.0 FEES AND CHARGES

4.1 Fee for the scope of work is \$5,000. Fee range is based on an hourly rate of \$60 (80–100 hours). If work is expected to exceed the estimated hours, client will be notified and a revised agreement will be submitted. 50% payment of \$2,500 will be invoiced on 10/11/19, remaining \$2,500 at exhibition opening. Payment is expected within two weeks of invoice submission. If the scope of work is expanded, estimates to complete the additional services will be confirmed and charged at the hourly rate of \$60.

4.2 Expenses such as transportation and mileage are billed to the client. Printed materials or paper mock-ups are billed at \$3/page. Full-size sampling will be under the Fabricators budget.

5.0 TERM AND TERMINATION

5.1 Term. This Agreement shall commence upon the approval date and shall remain effective until the services are completed and delivered.

5.2 Termination. This Agreement may be terminated for convenience at any time by either party effective immediately upon notice, or the mutual agreement of the parties. In the event of termination, Designer shall be compensated for the services performed through the date of termination based on the hours worked at a rate of \$60/hour.

6.0 APPROVAL

The following signature verifies the approval of the Scope of Work. Once signed, please return a copy to Mia Beurskens, miabeurskens@gmail.com.

Signature: _____ Date: _____