

# Roott County Museum and Heritage Fund Advisory Board

## Capacity Building Grant Application

### 1. Applicant Organization

Organization Name: Historical Society of Oak Creek & Phippsburg

Mailing Address: PO Box 1

City: Oak Creek

State: CO

Zip Code: 80467

Telephone Number: 970-736-8245

**Nita Naugle** Digitally signed by Nita Naugle  
Date: 2018.10.03 13:57:01 -06'00'

**Director**

**10/3/2018**

Signature of Legally Authorized Representative

Title

Date

### 2. Grant Recipient Contact Person

Contact First Name: Nita

Contact Last Name: Naugle

Title: Director

Organization (*if different from applicant organization*):

Mailing Address: PO Box 1

City: Oak Creek

State: CO

Zip Code: 80467

Telephone Number: 970-736-8245

Email:

### 3. Grant Cycle

Fall 2018

Spring  Fall

### 4. Project Type (*choose one that reflects the majority of the proposed project*):

Acquisition & Development Those projects that involve excavation, stabilization, restoration, reconstruction, or acquisition of a designated property or site.

Survey & Planning Those projects that involve identification, recording, evaluation, designation and planning for the protection of significant historic buildings, structures, sites and districts.

Education Those projects that provide historic preservation information or information about historic sites to the public.

### 5. Project Title:

Colorado You're Calling - Archive's Support

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### 6. Brief Summary of Project:

To purchase archival supplies for the Tracks & Trails Museum

### 7. Grant Request and Cash Match:

Grant Request: \$800.00

Cash Match: \$800.00

In Kind:

Total Project Budget: \$1600.00

### 8. Narrative

**A. Applicant Capacity:** Write a brief introduction to the applicant organization and its experience with similar projects.

*This category demonstrates the applicant's ability and commitment to successfully complete the proposed project.*

Since 1998, The Historical Society of Oak Creek & Phippsburg has been focused on projects and activities that support its mission, "...to collect, preserve, protect, interpret, impart and celebrate the history of Oak Creek, Phippsburg, and Stagecoach areas..."

The Historical Society has successfully identified and completed historical preservation projects, the following are a few:

\* Established the Tracks & Trails Museum by rehabilitation of the original Town Hall. The project was so successful that the Colorado Historical Society presented us with the Stephen H Hart award in 2008.

\* Created & enhanced two historical parks: Bucket Park in Oak Creek honoring our mining heritage and display in the historical Phippsburg park to interpret, celebrate & honor railroad history.

\* Purchase & completion of State Historic Assessment & Grant of the vintage Myers & Berg Service Station on Main Street.

\* Completion of a "museum quality" structure that houses the 1937 Fire Truck.

\* In 2018, completion of work for Phase I of the Museum Revitalization Project and a Retaining Wall for a phased Landscaping Project.

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**B. *Property or Project History:*** Write a brief history and description of the property or a description of the project and its relationship to historic preservation. *This category tells us why this preservation project is important.*

"Colorado You're Calling", is the title of an original 1937 copyrighted music and lyrics of a song written by Thelma Myers and Edward Price. Thelma Myers was a Oak Creek resident and whose family was descended from the original homesteaders of Oak Creek. The music, reflecting longing for the mountain peaks and sparkling streams of Colorado, was found in a suitcase packed full of sheet music. It was donated by the family of Evert VanWert who belonged to Oak Creek's, Moonlight Serenaders. The Moonlight Serenaders consisted in part of Evert, Mrs. Duncan, Shorty Hamidy, Eric Hudson, Henery Smith, and Lyle Hitchcock which preformed in the 1930s in Routt County and a bit beyond its borders. They preformed at dances, fund-raisers and special events. The Steamboat Pilot (3-10-1938), reported about one such event to be held on March 26, 1938 for 65 students of the Steamboat Springs High School band, "The thrilling music of the Moonlight Serenaders will make dancing keenly delightful. You will have a wonderful time and will also be helping the band pay expenses to the western slope music festival in April. The Big Apple is to be featured."

Currently our dance - with this grant request, is to purchase much needed archival supplies for the Tracks & Trails Museum. Our last purchase of archival supplies was in 2015. This project is imperative because we are utilizing everyday boxes to store new donations as well as some of the older donations at the museum. Many of our documents and photos are not protected to the standards of which reflect quality care to the artifacts we have been entrusted.

In 2014, the Tracks & Trails Museum created a vision statement and in part it reads, "The museum will preserve and collect the area's history and artifacts in a professional manner reflecting quality of care and intent." Our long-term goals are aligned with the standards of stewardship of the American Association of Museums (AAM), "The institution legally, ethically and effectively manages, documents, cares for and uses the collections."

With the purchase(s) that this funding will provided we will be be able to protect "Colorado You're Calling" and hundreds of other objects, documents, and photos to the level of stewardship we are striving towards.

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**C. Project Description:** Provide a detailed description of the project.

*This section demonstrates the appropriateness of the project and your knowledge of what is needed to complete it.*

Like the longing of coming home reflected in the song...at the Tracks & Trails Museum we see a vision for what the "home" of the collection will look like. We are not there yet...but with each step we take we are closer to our "archival home".

This grants specifically addresses the first step forward: the purchase of archival supplies.

This purchase(s) will address pollutants. There are three forms of pollutants that affect museum collection: pollution from the outside; pollution from the inside in the form of volatile organic components (VOC), which is commonly referred to as "off-gassing", and pollution in the form of dust. (Legutko-Catlin, Cinnamon. Small Museum Toolkit, 2012) Collections exposed to pollutants and VOC's can tarnish, corrode, discolor, or become brittle. For example acidic mats used to frame artwork can get mat burn which is easily seen when the mat is removed and what is observed is a yellow or brown line on the art near where the beveled edge of the mat was. This is caused by the acidic material of the mat. Making good choices as to what types of display and storage materials are used will keep potentially damaging VOC's away from sensitive artifacts. Acid-free boxing in storage promotes better longevity and bags not only protect from pollutants like soot and dust but also provide a more stable climate and limits damage from handling. One of the first things at the museum will be to place the original manuscript of "Colorado You're Calling" in a non-acid clear sleeve to insure protection.

However before we place the order(s) we will consider the following:

- A. Review that individual items on our order(s) fit with the priorities of what is needed first.
- B. Consider all cost saving possibilities:
  - a. Compare prices of specific items from one source to another by getting the best value for the money spent.
  - b. Possibly to share shipping costs with another museum if the timing is right.
  - c. Utilize special discounts specifically the Colorado Wyoming Assoc. of Museum (CWAM) membership discount on archival supplies.
  - d. Weighing the cost-to-benefit ratio in discounts for multiple quantities of specific items.
- C. Does the final cost(s) fit within the constraints of the grant and our budget.

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**D. Timeline:** Create a list with key project milestones and corresponding month/year showing how your project will be carried out. *This category shows you have adequately considered how to complete your project within a 24-month period.*

This grant request is to be completed with-in 2019. If our application is awarded, the sooner we start the process the sooner we can begin to utilize the much needed supplies. Our schedule below is a tentative schedule with extra room for the unanticipated. Ideally, we hope to be finished and closeout the grant by the end of March, 2019.

- \* Final review of order(s) - by December 31, 2018
- \* Order(s) placed - by January 31, 2019
- \* Close-out grant - by March 30, 2019

However, if we can facilitate these steps sooner we will.

As soon as we receive the order(s) our staff and trained volunteers will implement the process of properly storing objects, photos and documents into our archives. Our volunteers are very active and dedicated at the Tracks & Trails Museum. . On average, the recorded yearly volunteer hours is over 1300.

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**E. Public Benefit:** Tell us how/why the community supports and benefits from this project.

*This category shows the overall benefit of the project to the community.*

Benefits include but are not limited to:

- The Tracks & Trails Museum does not charge admission to its indoor and outdoor assets thus allowing any economic group equality of access. Those that benefit are annual visitors (ever increasing in numbers) from both the locality and around the world. This in turn will benefit the Town of Oak Creek and Routt County businesses. It is our belief that the more time individuals traveling spend in Routt County – the more those individuals invest both economically and emotionally in the area. The more time visitors spend in our area directly relates to increased number of businesses visited, sustainable dollars, and the odds of the visitor to return to the area multiple times. This month, Sept. 2018 we so far (9-27) have had 250 visitors at the museum.
- Those that benefit will be the tax-payer for their dollar is stretched further in the projects that we do with funds where volunteer hours are partnered with and used to facilitate the project. On average, the recorded yearly volunteer hours given back to the Tracks & Trails Museum is 1300.
- Those that benefit will be the town, community, students, volunteers and staff. The more efficient the collection and operations are organized the more time that can be spent on projects, programming, displays which will in turn allow our historic heritage to shine in an enriching environment for all to benefit and enjoy.

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### 9. Proposed Scope of Work & Budget

**A. Combined Scope of Work and Budget:** Write a detailed outline of the work you propose to accomplish in this grant, with corresponding costs for each task. *Please see sample budget in the Instructions Documents.*

Please refer to attached first draft order from Gaylord Archival. If we receive this grant we will finalize the order adjusting for the considerations as outlined in section C, Project Description of this grant. If we find savings in the process we will add to other areas of the order.

We have about three different sources for archival supplies that we will consider. If the order goes slightly over the \$1600.00 the Tracks & Trails Museum will be responsible for the additional costs.

This grant will not cover all of our archival supply needs, it this is part of a on-going process to get our collection up to the standards we hope to achieve. This grant is not a large request but every little bit helps a great deal as illustrated:

2018 Budget - Property tax revenues this year are again lower for the Historical Society of Oak Creek & Phippsburg.

Tax Allocation/Mill-Levy:

2012 27,230.

2013 24,311.

2014 21,700.

2015 22,170.

2016 19,960.

2017 18,790.

2018 17,220

Our director contacted county accessor, Gary Peterson to get specific answers about the continued decrease of the property taxes. The Peabody Coal Mine is entirely responsible for the continued decrease in funding to our Museum. We anticipate looking at a drop in funding in 2019/20 and beyond. It is a dire predicament for the Tracks & Trails Museum and its operations.

Thank you for your consideration of this grant!

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**10. Application Checklist:** *Use this checklist to ensure you have included necessary copies and attachments.*

- Original, completed application with eight (8) copies, including all attachments. Double-sided is acceptable, but please ensure the original, signed application is single-sided only.
- No cover letter attached; no binding, notebooks, or folders used.
- Attachments (provided for each copy)
  - Clear, readable photographs with informative captions (color if possible). No matter what the project type, photographs aid the reviewer in understanding the resource(s) under consideration. Photos should show current views of the resource, both overall and in detail, and should demonstrate the need for the proposed work and its urgency. Historic photos are also helpful.
  - Bids or estimates to show how you determined your costs.
  - Maps, site plans, or enlightening drawings as needed.
  - Letters of support.