2021 IMLS Native American Library Enhancement Services Grant Application
Applicant: Stockbridge-Munsee Community, Arvid E. Miller Memorial Library & Museum
NAG-ENHANCEMENT-FY21

N A R R A T I V E

PROJECT JUSTIFICATION

The purpose of the "People of the Waters That Are Never Still: Still Flowing" Project is to involve Stockbridge-Munsee Tribal members and the Stockbridge-Munsee Community in documenting the numerous family groups and, ultimately, to tell Stockbridge-Munsee Tribal history through stories, photographs and information donated. Tribal members stop at the Arvid E Memorial Library/ Museum with genealogy questions and are interested in finding out their personal family history and its connection in the Tribal history. Some are excited to learn the contributions that their relatives made to the community and take pride in discovering their important roles in perpetuating the survival of the Stockbridge-Munsee Nation. These discoveries build pride of our Tribal heritage and culture. We have discovered over this past very unique year that we have many more stories that need to be shared and documented in the community for all to read and learn from.

Over the past year during the Covid-19 Pandemic, we have learned that communities of color and Indigenous communities were affected disproportionally to other communities. Many of our Indigenous communities lost Tribal elders and storytellers, consequently these communities have lost irreplaceable pieces of history and culture. We realize this part of us is valuable and fragile, and must find ways to document our elder's knowledge, history and cultural practices to have it for the future generations to learn from. This project, will allow participants to learn more about Tribal history and culture through the exploration of their families and relatives, and will increase their connection with other members of the community through this shared experience. They will examine their family lineage and document family trees using photographs, family documents, and storytelling. These activities will result in a photographic history book with descriptive captions that tell the history of our Nation through a guided tour of how families lived during various phases of tribal removals. This project will help our people understand the many ways our families are connected as they discover common ancestors with other community members.

The resulting publication will be important to our community and for the survival of these precious Tribal stories. This project will stir enthusiasm for gathering, sharing and discovering, as a community, the specifics of how we are all related. A tangible result for library archives will be the creation and documentation of family trees, family photos and stories together in a photographic publication that is available to all.

The Library/Museum staff receives almost daily inquiries regarding genealogy and history of the Stockbridge-Munsee Community. This project was identified as one way to address the documentation process. With further discussion, the idea of telling stories photographically seemed like a more positive and entertaining way to meet our needs and to fulfill the library's mission, goals and objectives. It has potential to increase the number of photographs and stories in the archives, involve tribal members in hands-on projects, and provide historical education to the those who seek it. This approach was chosen because of similar projects that have been successfully completed with community involvement, and the community response to this project has been very positive and exciting.

PROJECT WORK PLAN

There will be a number of steps to make sure that this project is carried out in a timely and efficient manner. In order to make sure that the project runs efficiently and smoothly, the first step will occur is the recruitment and hiring of the staff that will focus entirely on completing the primary goal a published book.

First a Project Manager will be hired to oversee the implementation of this project. Then an Assistant Project Manager will be hired to work under the supervision of the Project Manager, and will be responsible to the Project Manager is various detailed activities for the project including home visits/interviews and organizing the collected material for the publication. The final staff member that will be hired is the Part-time Researcher.

This position is responsible for the lineal mapping, investigative research, and will work with the archival records to make the links between the stories and pictures. Both of these roles will enable the Project Manager to focus on the overall project and monitor the effectiveness and efficiency of the project activities.

The project will be completed in steps in order to ensure efficiency. After the hiring is done, the Project Manager will be tasked with working with their team to create a plan to help execute the project. The Assistant Project Manager will help with setting up interviews within the community to help gather histories and to put the call out or photos. The Project Manager, Assistant Project Manager and the part time researcher will be responsible for putting together stories and photos collected and for laying out the book. A photography consultant will be brought on board to help with current photos and to take photos of interviews taking place. This is to capture history as it is happening.

Resources needed to complete this project include supplies (Family Tree Software, portable scanner, Photo Shop software, transcription software, hard drives, general office supplies), photography consultant to help with current photos that may be needed to help tell the current history, and printing/publication resources. A job description for the PM, APM and PTR are included with this application. A detailed budget, summary budget, and budget justification are provided with this application on the appropriate forms.

The PM, APM and PTR will also receive training form the Library/Museum Specialist in how to use PastPerfect and Laserfiche in order to be able to access archives and other photographic material to help with telling family history and the history of the Stockbridge-Munsee Community.

This is budgeted as an 18-month long project. This will provide adequate time for the project to be completed, researched, editing and put together to create a book that will be a great addition to our community history. The staff that will be hired will be able to complete the project and it will be able to free up permanent staff to continue daily activities. Funding that is being requested will cover the project staff in addition to having adequate funding to publish the book once the project is complete.

The project will follow this timeline:

DATE COMPLETED (Mo/Yr)	ACTIVITY	RESPONSIBLE PERSONNEL	RESULT/BENEFIT
09/01/2021	**Beginning of Project**	**DOCA**	**Project Begins**
10/2021	Hire Project Manager (PM)	DOCA, HR	PM coordinates grant activities
10/2021	Hire Asst. Project Manager (APM)	DOCA, PM, HR	APM sets up community outreach activities and interviews
10/2021	Hire Part time Researcher (PTR)	DOCA, PM, HR	R begins performing project detailed activities
11/2021	PastPerfect and Laserfiche Training	LMS	The PM, APM, and PTR are trained to use the PastPerfect and Laserfiche Software.
12/2021	Photography Consultant (PH) Contracted	PM, DOCA	Photographs for book are created/collected and organized.
1/2021	Order Supplies needed for project	PM	Project is supplied
01/2022	Community Outreach Activities and Interviews	PM, APM	Community Members and Families are able to

	calendar is designed and a schedule of events created for community collection events		donate items, photos and stories for the book, in addition to creation of their own pages and editing to their family section.
2/2022-4/2022	Advertisement seeking historical family photos and information is published	PM, APM, PTR	Broaden community involvement; gather photos & stories
3/2022-5/2022	Home Visits/ Interviews	PM, APM, PTR	Interviews Recorded and Information Collected
4/2022-6/2022	Transcribe Interviews	PM, APM, PTR	Interviews are transcribed and easy to read
3/2022- 5/2022	Sort and gather photos	PM, APM, PTR, PC, PH	Corrections and Editing are completed on the selected photos
5/2022- 7/2022	Book Page Development and Section Layout of book begins	PM, APM, PTR	Layout process can begin
8/2022-9/2022	Edit Book	PM, APM, PTR, DOCA, LMS	More mistakes can be caught with more eyes
10/2022-11/2022	Finalize layout and format	PM, APM, PTR, DOCA, LMS	View before publication; give gifts to participants
12/2022-2/2023	Final layout and pages to printer	PM, DOCA	Project nears completion
03/2023	Publicize Book and Community Celebration Event: Book Unveiled	DOCA, PM	The published book is unveiled and distributed to the community and select recipients
03/2023	Project is evaluated and final progress report is drafted	DOCA	Final Progress Report sent to Grantor
08/2023	Grant Closeout Completed with IMLS	DOCA, PM	Photographic publication is added to archives and available to public
08/30/2023	End of Grant Project Period	DOCA	

DOCA=Director of Cultural Affairs, LMS=Librarian/Museum Specialist, HR=Human Resources, PM=Project Manager, PC=Publishing Consultant, PH= Photography Consultant, APM=Assistant Project Manager, PTR=Part Time Researcher

A schedule of completion is also included with this application.

Publication about the project will reach Tribal members through Mohican News, the Tribal newspaper that is mailed to all Tribal members. The Assistant Project Manager will periodically update the Tribal membership through the newspaper about the project's progress. Any questions that come up that might be answered by Tribal members not attending the workshops can be asked through the newspaper. Similarly, project updates can be posted on the library's page of the Tribe's website www.mohican.com, in addition to updates on the Library/Museum Facebook page. Project results will be handled in this way with the tribal membership as well. Reports to Tribal Council will keep our leadership updated. At project's end, library staff, along with grant staff will be able to announce the resulting publication through the newspaper and website. A copy will be on display

for visitors to see and look through as well. Library staff will share this project and its outcomes at national conferences, especially the IMLS conference.

Once this project is completed, resources, tools, and skills will be in place to assist future Tribal members who make inquiries about genealogy. The publication, of course, will be on hand for visitors to explore. The family tree software will be operational and available to Tribal members conducting research on a permanent basis. Outreach will be routinely done to elicit such material from tribal members. The library has a public computer that is always available for conducting research. The library's archives and the internet websites are both accessible on this computer. Future operating budgets of the library will include tribal funds for print on-demand copies of the publication and the book will be available for all tribal members.

A key Tribal partner in this project will be the Stockbridge-Munsee Land and Enrollment Department. Tribal enrollment records are valuable resource materials that tribal members can use to trace genealogy. The staff of the Land and Enrollment Department is extremely knowledgeable in this area and is willing to participate as project partners.

PROJECT RESULTS

This project will be one that continues to fulfill the Library's mission to gather and preserve materials relating to the history, culture, socio-economic and genealogy of the Stockbridge-Munsee Community; and to make these materials available in our community for display and research. This project gives tribal members the opportunity to participate first hand in contributing to the collection of tribal history by active involvement in preparing family trees, providing stories and photographs.

Library/Museum staff envisions several community benefits resulting from this project:

> 1) Tribal members will learn more about their own families and how they relate to the history of the tribe as a whole. They will see how their own story weaves into the bigger history of the Stockbridge-Munsee Community and how they helped the tribe survive.

> 2) Tribal members will learn more about the kinship lines in the tribe and see how those of us living today are all connected through someone in the past. As people learn more about our tribal history, we may all do a better job of avoiding behavior and/or leadership decisions made in the past that negatively impacted our people.

> 3) A tangible result will be the publication of a photographic history book that collectively represents the history of tribal members and is a pictorial representation of the Stockbridge-Munsee Community as it came down through the ages. This history will build on work that has already been done and will continue to add to our rich history. Our archival resources will be enhanced.

A Project Manager (PM) will be hired along with an Assistant Project Manager (APM) and a part-time researcher (PTR) to assist with the project. Permanent staff (Director of Cultural Affairs and Librarian/Museum Specialist) will assist by providing the PM and project staff with access to historical archives and guiding them to the appropriate resources. Their knowledge of the archives, tribal history, and how to locate the material will be invaluable to the PM. One consultant will be used: A photography consultant.

Due to the existing workload of the library staff, the hiring of a PM to coordinate project activities will be necessary to give the project the full attention that it deserves. The PM will be responsible for finding the appropriate family tree, photo editing software and transcription software for the project, learning how to implement the software, and teaching both staff and project participants how to use it. PM will coordinate all project activities including developing workshops structure, setting consultants' schedules, publicizing the project and following through with all investigative activities as needed to secure resources from tribal members' private collections. This entails visiting tribal members at home, as invited, to view their personal photo/document collections and collecting (making copies) for the library's archives, as allowed to by tribal families.

Project participants will be surveyed at the outset to determine what they know about tribal kinship. They will be surveyed at project's end to assess what they have learned. This project will be deemed successful if at its conclusion at least 50% of the participants express an increase in their knowledge and understanding of tribal genealogy by the project's end. This change in knowledge will be reflected in the evaluation surveys. A post-project report will summarize the survey results. Each family tree that is created and each photo that is contributed to the project will be verifiable proof of the success. A final measure of success will be the publication of the photographic history book.

Once this project is completed, resources, tools, and skills will be in place to assist future tribal members who make inquiries about genealogy. The publication, of course, will be on hand for visitors to explore. The family tree software will be operational and available to tribal members conducting research. Library staff will be able to operate the in-house photo scanner and the portable scanner. At any time, as needed, they can take this equipment out in the community to collect other photos and documents as they become available and accessible for inclusion in the archives. Outreach will be routinely done to elicit such material from tribal members. The library has a public computer that is always available for conducting research. The library's archives and the internet websites are both accessible on this computer. Future operating budgets of the library will include tribal funds for print on-demand copies of the publication and the book will be available for all tribal members.

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Schedule of Completion- Year 1												
	2021				2022							
Activity	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Beginning of Grant Project Period	■											
Activity 1: Hire Project Manager		■										
Activity 2: Hire Asst. Project Manager		■										
Activity 3: Hire PT Researcher		■										
Activity 4: PastPerfect and Laserfiche Training			■									
Activity 5: Photography Consultant Contracted				■								
Activity 6: Order Supplies					■							
Activity 7: Community Outreach Activities Calendar is designed					■							
Activity 8: Advertisement for family photos and info published						■	■	■				
Activity 9: Home Visits/ Interviews							■	■	■			
Activity 10: Transcription of Interviews								■	■	■		
Activity 11: Gather, Review and Sort Collected Photos									■	■		
Activity 12: Book Page Development and Section Layout									■	■	■	
Activity 14: Finalize Section Layout/Format Book											■	
Activity 13: Edit Book												■

Schedule of Completion- Year 2												
	2022				2023							
Activity	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Activity 1: Edit Book (cont.)	■											
Activity 2: Final Book Review		■	■									
Activity 3: Pages to Printer				■	■							
Activity 4: Publicize						■						
Activity 5: Project Evaluation						■						
Activity 6: Grant Closeout							■	■	■	■	■	■
End of Grant Project Period												■

DIGITAL PRODUCT FORM

INTRODUCTION

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to digital products that are created using federal funds. This includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data (see below for more specific examples). Excluded are preliminary analyses, drafts of papers, plans for future research, peer-review assessments, and communications with colleagues.

The digital products you create with IMLS funding require effective stewardship to protect and enhance their value, and they should be freely and readily available for use and reuse by libraries, archives, museums, and the public. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

INSTRUCTIONS

If you propose to create digital products in the course of your IMLS-funded project, you must first provide answers to the questions in **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS.** Then consider which of the following types of digital products you will create in your project, and complete each section of the form that is applicable.

> ### SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS
> Complete this section if your project will create digital content, resources, or assets. These include both digitized and born-digital products created by individuals, project teams, or through community gatherings during your project. Examples include, but are not limited to, still images, audio files, moving images, microfilm, object inventories, object catalogs, artworks, books, posters, curricula, field books, maps, notebooks, scientific labels, metadata schema, charts, tables, drawings, workflows, and teacher toolkits. Your project may involve making these materials available through public or access-controlled websites, kiosks, or live or recorded programs.
>
> ### SECTION III: SOFTWARE
> Complete this section if your project will create software, including any source code, algorithms, applications, and digital tools plus the accompanying documentation created by you during your project.
>
> ### SECTION IV: RESEARCH DATA
> Complete this section if your project will create research data, including recorded factual information and supporting documentation, commonly accepted as relevant to validating research findings and to supporting scholarly publications.

SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS

A.1 We expect applicants seeking federal funds for developing or creating digital products to release these files under open-source licenses to maximize access and promote reuse. What will be the intellectual property status of the digital products (i.e., digital content, resources, or assets; software; research data) you intend to create? What ownership rights will your organization assert over the files you intend to create, and what conditions will you impose on their access and use? Who will hold the copyright(s)? Explain and justify your licensing selections. Identify and explain the license under which you will release the files (e.g., a non-restrictive license such as BSD, GNU, MIT, Creative Commons licenses; RightsStatements.org statements). Explain and justify any prohibitive terms or conditions of use or access, and detail how you will notify potential users about relevant terms and conditions.

A.2 What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

A.3 If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS

A.1 Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and the format(s) you will use.

A.2 List the equipment, software, and supplies that you will use to create the digital content, resources, or assets, or the name of the service provider that will perform the work.

A.3 List all the digital file formats (e.g., XML, TIFF, MPEG, OBJ, DOC, PDF) you plan to use. If digitizing content, describe the quality standards (e.g., resolution, sampling rate, pixel dimensions) you will use for the files you will create.

Workflow and Asset Maintenance/Preservation

B.1 Describe your quality control plan. How will you monitor and evaluate your workflow and products?

B.2 Describe your plan for preserving and maintaining digital assets during and after the award period. Your plan should address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.461).

Metadata

C.1 Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata or linked data. Specify which standards or data models you will use for the metadata structure (e.g., RDF, BIBFRAME, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

C.2 Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

C.3 Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

Access and Use

D.1 Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content, delivery enabled by IIIF specifications).

D.2. Provide the name(s) and URL(s) (Universal Resource Locator), DOI (Digital Object Identifier), or other persistent identifier for any examples of previous digital content, resources, or assets your organization has created.

SECTION III: SOFTWARE

General Information

A.1 Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

A.2 List other existing software that wholly or partially performs the same or similar functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

Technical Information

B.1 List the programming languages, platforms, frameworks, software, or other applications you will use to create your software and explain why you chose them.

B.2 Describe how the software you intend to create will extend or interoperate with relevant existing software.

B.3 Describe any underlying additional software or system dependencies necessary to run the software you intend to create.

B.4 Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.

B.5 Provide the name(s), URL(s), and/or code repository locations for examples of any previous software your organization has created.

Access and Use

C.1 Describe how you will make the software and source code available to the public and/or its intended users.

C.2 Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

SECTION IV: RESEARCH DATA

As part of the federal government's commitment to increase access to federally funded research data, Section IV represents the Data Management Plan (DMP) for research proposals and should reflect data management, dissemination, and preservation best practices in the applicant's area of research appropriate to the data that the project will generate.

A.1 Identify the type(s) of data you plan to collect or generate, and the purpose or intended use(s) to which you expect them to be put. Describe the method(s) you will use, the proposed scope and scale, and the approximate dates or intervals at which you will collect or generate data.

A.2 Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

A.3 Will you collect any sensitive information? This may include personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information. If so, detail the specific steps you will take to protect the information while you prepare it for public release (e.g., anonymizing individual identifiers, data aggregation). If the data will not be released publicly, explain why the data cannot be shared due to the protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.

A.4 What technical (hardware and/or software) requirements or dependencies would be necessary for understanding retrieving, displaying, processing, or otherwise reusing the data?

A.5 What documentation (e.g., consent agreements, data documentation, codebooks, metadata, and analytical and procedural information) will you capture or create along with the data? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the data it describes to enable future reuse?

A.6 What is your plan for managing, disseminating, and preserving data after the completion of the award-funded project?

A.7 Identify where you will deposit the data:

Name of repository:

URL:

A.8 When and how frequently will you review this data management plan? How will the implementation be monitored?