



## City of Annapolis

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### Community Grant Application

Deadline: January 22, 2016

Organization name Historic Annapolis, Inc.  
Contact Ariane Hofstedt Title Director, Strategic Initiatives  
Address 42 East Street, Annapolis, MD 21401  
Phone 410 990 4785 Fax \_\_\_\_\_ Email ariane.hofstedt@annapolis.org  
Federal ID # 52-0645783  
Incorporation Date 1952 501(c)(3) Registration date 1952  
Project title Archival WebPortal  
Project location Annapolis, MD

Amount requested	\$	<u>15,000.00</u>
Other funds	\$	<u>2,000.00</u>
Total project amount	\$	<u>17,000.00</u>

#### Certification

**"I certify that** I have reviewed this application and that to the best of my knowledge and belief, all the information provided in this application is true."

January 22, 2016

Signature of Chief Executive Officer

Date

Print name Robert C. Clark Title President and CEO  
Address 42 East Street, Annapolis, MD 21401  
Phone 410 990 4708 Fax \_\_\_\_\_ Email robert.clark@annapolis.org

## EXECUTIVE SUMMARY

Provide a brief summary of your project. Please be sure to include the following items: purpose of the project, number of people to be served, and how the city grant funds will be used.

Historic Annapolis (HA) is conducting a multi-phase digitization project of its archival and decorative/fine arts collection. The goal is to provide the public with digital access to its vast collection of historic resources which include photographs, slides, architectural surveys, and decorative and fine arts material culture objects. The City of Annapolis supported phase 1 (digitizing and recording photos, slides, and architectural surveys) in FY16. A grant from the Arts Council Anne Arundel County was awarded in FY16 to support phase 2 ( software subscription to ArchivesTree, set-up, and conversion of data). We are now seeking funds from the City's Community Grant Program for FY17 to complete the final phase 3 which expands the project beyond just the archival collection to include the decorative and fine arts collection and the creation of a public WebPortal that will be the online interface for users to access a large variety of valuable historical information. To complete this task, HA plans on hiring HistoryIT to design, develop, and implement public -facing web pages that streamlines with the current HA site ([www.annapolis.org](http://www.annapolis.org)), but are a distinct space for searching and browsing collections. Phase 3 will also include photographing the decorative and fine arts collection items so images along with descriptive information can be uploaded to the new public WebPortal. The proposed site will be a searchable database that will connect to the public-facing materials in HA's collection, all of which will be electronically housed via the ArchivesTree software platform. Once the WebPortal is complete the number of people served is infinite; however, audiences already identified include: 1) the City's Historic Preservation Commission which utilizes the archival materials to carry out their legal mandate to review all HPC applications; 2) private home owners in the Annapolis Historic District interested in the history of their property or contemplating alterations; and 3) the academic community of architectural historians and students eager to learn more about preservation, city planning, and historic districts.

## PERFORMANCE HISTORY

If you received Community Grant funds last year, please evaluate progress you have made in implementing those projects. Please discuss any factors that may have hindered your progress.

HA received a \$16,500 grant from the City of Annapolis in FY16 to digitize and record its collections of photographs, slides, and architectural surveys. We were so impressed with the capacity and the caliber of the consultant identified in phase 1 that the organization decided to enlarge the scope of services to the public to go beyond just photographs, slides and surveys to also include our material culture collection. To date, we have scanned the architectural surveys, organized slides and photos, identified a software program (ArchivesTree) to house the electronic files, and selected a consultant to assist with the conversion of data (HistoryIT). In our original FY16 application for \$21,000 the description included creating user-friendly web access. However the scope of the project had to be adjusted to match the funds in awarded, and as the project progressed we decided to expand public access beyond just archival materials to include our material culture collection as well. For this reason the user-friendly web access component of the project was shifted to a later phase. As stated above, the FY16 grant has become phase 1 of the digitization project. Phase 2 is being funded by the Arts Council of Anne Arundel County. For FY 17, we are now asking for funds to support the final phase 3 - creating the user-friendly WebPortal that will allow public, academic, and professional individuals to access the materials from anywhere in the world.

### **RATIONALE (20 Points)**

Describe the issue or problem to be addressed including the size and/or severity of the problem. Provide the demographic data and geographic information used to determine the extent of the problem.

Without funding to support the creation of a WebPortal, we will not be able to make the digitized collection accessible to the public. This is the final, and most crucial phase to completing the digitization project. All previous work has been leading up to this objective.

It is a priority for Historic Annapolis to complete this project for three reasons: 1) our current database, PastPerfect, only contains records of decorative and fine arts objects and is proving to be limited in its capacity to properly record archival materials and provide public access; 2) we do not currently have a searchable database of our archival materials and in-person access is cumbersome and inefficient; and 3) making both the object-based collection and our archives accessible online will provide a much-needed resource to the public and related professionals.

Once completed, the project will serve the general public worldwide, with an emphasis on Annapolis residents, property owners, architects, and city government (i.e. Historic Preservation Commission, Maryland Historical Trust). However, once online access is established the academic and public research potential is enormous, especially for those interested in learning more about colonial history, decorative and fine arts, architecture, and historic districts. The opportunities for scholars or interested residents to research and write about objects or archives in our collection, or buildings in the area, will be beneficial to the larger academic community as well.

Specific to the archival collection, Historic Annapolis maintains the largest collection of visual materials relating to Annapolis properties but the collections are not readily accessible to the public including city agencies or residents and property owners. The Historic Preservation Commission (HPC) relies on these materials to carry out its legal mandate to review all applications from property owners in the Historic District seeking alterations to their buildings, as well as preparing intensive surveys for the Maryland Inventory of Historic Places as part of the City's larger hazard mitigation planning and Cultural Landscape Survey. Current access to these collections involves making an appointment and sorting through boxes that are in multiple locations. Having these records available online for instant access by the HPC, home owners, and architects will provide a great service to the Historic District and the City.

## PROJECT DESCRIPTION (30 Points)

Please give a detailed description of the program or project you are proposing. Please include the group of persons you plan to serve and the number of expected participants, the activities or services you will provide and location.

HA will hire HistoryIT to design and implement the WebPortal in conjunction with HA. HistoryIT is a technology and service company that provides clients with a brand new approach to making historical collections more useful, meaningful, and accessible. A national company with headquarters in Portland, MA, History IT is owned and managed by professional historians, archivists, and technologists. They create and manage information through a software program called Archives Tree ([www.archivestree.com](http://www.archivestree.com)) that is the leading web-based software platform to help organize, catalog, and share digital collections easily and affordable. They specialize in transforming and expanding how history is viewed, accessed, shared, and utilized.

Preliminary conversations with HistoryIT have confirmed that they can create a seamless portal on HA's recently redesigned website ([www.annapolis.org](http://www.annapolis.org)). The portal will consist of 4 - 8 new web pages that give the user a customized choice of searching for information via multiple approaches (i.e. by theme, address, material type, location, etc.). The metadata and exact search engines behind the WebPortal are being determined in phase 2.

Per a quote from History IT, the expenses for Phase 3 total \$17,000 and include \$10,000 for web page development; \$3,000 to format data from existing database; and \$2,000 for museum quality photographs of objects. An additional, \$2,000 will be spent on staff in-kind time towards the project.

Lisa Robbins, VP Education and Interpretation and Pandora Hess, Curator of Collections will devote their time to writing descriptions of each of the material culture objects that will be included in the initial WebPortal. With 3,000 decorative and fine arts objects currently in the collection it is unreasonable to photograph all in the time allotted. Therefore, approximately 100-200 will be photographed and given fuller profiles in the database. Detailed information on the remaining items will also be included but with only the information that is converted from the pre-existing database. Completing full profiles on these remaining objects will be an ongoing project that will be completed over time.

Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program

Historic Annapolis is seeking funding for Phase 3 of its digitization project which includes hiring a technology consultant to create a user-friendly portal on the organization's current website ([www.annapolis.org](http://www.annapolis.org)) for accessing and searching our collections of archival materials and decorative and fine arts objects online. HA will also hire a photographer to photograph 100-200 decorative and fine arts objects from the collection that will be featured on the website.

Phase I of the project is being funded by a FY16 \$16,500 grant from the City of Annapolis that began in July 2015 and includes digitizing the archival collection (photographs, slides, architectural drawings, three architectural surveys) and creating a database of information that will be used to populate the proposed public interface. Once Phase II is complete, Historic Annapolis's entire collection (archives and objects) will be accessible online, as well as through public work stations that will be located in a new Preservation Center scheduled to open at 1 Martin Street in the next 1 - 2 years.

Explain how this proposal relates to the organization's mission, goals and/or strategic plan, and other activities planned for this year.

Established in 1952, Historic Annapolis is the leading nonprofit preservation and history organization in Annapolis, Maryland. Our mission is to preserve and protect the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that Connect people to the area's diverse heritage. Historic Annapolis approved its "Vision 2025," a new long-term Strategic Plan, in March 2015. The goals of the plan are defined as: 1. Uphold the organization's role as a leader in historic preservation, education, and advocacy; 2. Create financial stability and organizational growth; 3. Establish and maintain consistent and clear lines of communication both externally and internally; 4. Expand partnerships and promotion opportunities; and 5. Cultivate and serve a broader audience base.

Our Core Purposes are: 1. To represent the best interests of the community in protecting the city's historic character; 2. To provide the public with engaging and rich experiences that are unique to Annapolis but also connected to the larger national story; 3. To preserve significant historic and cultural resources including buildings, objects, artifacts, archival materials, and living collections; and 4. To honor the legacy of our own organization.

Our Vision and Promise is "to be a leading community resource in preserving and promoting the historic character of Maryland's capital city, and provide opportunities that allow the public to better understand, enjoy, and experience our collective history for generations to come."

The proposed project would help fulfill the following specific objectives and action items that are listed in our Vision 2025 long-term strategic plan:

- 1: Provide public access to historical documents by digitizing archival collections and making them accessible to the public, as well as providing the public and academic world access to information via a preservation library and online.
- 2: Ensure collections are up-to-date, properly stored, and conserved and bring all collections-related records and loans up-to-date.
- 3: Adhere to professional standards of stewardship and care of collections by continuing to adhere to proper collection conservation, storage, and record keeping.
- 4: Share preservation information with residential and commercial property owners by developing a webpage with preservation information and resources
- 5: Increase the use of interactive technology to connect with the public

The proposed request to fund Phase 3 of our digitization project clearly supports the organization's mission, vision, and stated long-term strategic goals. It would not only strengthen the functionality of the organization, but positively impact the academic and professional worlds of preservation, collections, art, architecture, and history.

By investing in the proper organization and access of records pertaining to Historic Annapolis's decorative and fine arts objects and archival materials, the City of Annapolis will continue its service to the people of Annapolis and beyond. We sincerely hope you find this project worthy of your support.

Thank you for your consideration.

**TIMELINE (10 Points)**

Provide a timeline for implementation and all program/project activities for the project.

Date	Activity
By June 2016	Photographs, Slides, Surveys digitized and metadata complete (phase 1)
By October 2016	Software subscription to ArchivesTree, set-up, and conversion of data (phase 2)
By Nov. 2016	Digital photos of decorative and fine arts objects and descriptions complete (phase 3)
January 2017	History Port web site designed and complete and ready for use by public (phase 3)

Please indicate how you have determined that the timeline is achievable.

The timeline is based on the completion of the proceeding other two phases and consistent with the availability of the consultant and the designated HA staff representatives.

Describe the organization's ability to implement the request.

Historic Annapolis has over 63 years experience preserving and interpreting historic properties and collections. It is the leading nonprofit preservation and history organization in Annapolis MD that is responsible for managing 12 historic properties and provides exhibitions, historic house tours, educational programming, and special events to more than 100,000 visitors each year. The organization has a staff of approximately 35 full- and part- time employees and over 600 volunteers annually.

The proposed project will be supervised by Lisa Robbins, Vice President of Education and Interpretation. Ms. Robbins has a decade of experience in the successful management of complex grant projects and a professional background in archeology and education.

### EVALUATION (20 Points)

Clearly state the specific, goals, objectives, and measurable outcomes of the project/program.

Goals	Objectives	Measurable Outcomes
Create user-friendly WebPortal on existing HA website for public access to collection of archives and material culture objects.	1) Hire consultant to create webpages that can be searched in multiple ways; 2) Hire photographer to take 100-200 images of material culture items that will be featured on website	User-friendly WebPortal available for use to the public that contains all archival collections (photos, slides, surveys) and all material culture objects.

Describe the impact (long-term effects) you expect will be produced by program/project outcomes.

The materials that will be made available via the proposed WebPortal are an extensive and unmatched collection for properties located in the City of Annapolis, and objects related to the History of Annapolis. This project will make these valuable resources accessible online for the first time; providing historians, academics, property and business owners, preservation professionals, and others with an enhanced user-friendly method of researching and utilizing these one-of-a-kind collections. Over the long-term this will save time and money, contribute to the stewardship of the Historic District and surrounding Annapolis area, and enhance HA's ability to fulfill one of its primary goals of upholding best practices and national standards for preservation in Annapolis. Moreover, the resources comprising the collections will be better organized and properly prepared for storage and primary source access when HA opens its newly-renovated preservation center at 1 Martin Street at the end of FY16.

## BUDGET DOCUMENTS (20 Points)

Include a detailed program budget that includes expenses, city funds requested and pending sources of support. **Please use the attached Program/Project Budget Format.**

Outline the organizations plans for securing funding from sources other than those provided by the City of Annapolis and indicate how City of Annapolis' funds will be used to leverage a request for, or use of, other grant funds.

As previously stated the overall digitization project is being completed in three phase. Phase one (digitization, selection of a consultant, and collection of data for archives) is being completed using a City Fy16 grant of \$16,500. Phase two (software subscription to ArchivesTree, set-up, and conversion of data) is being paid for with a FY16 Strategic Impact Grant of \$9,000 from the Arts Council of Anne Arundel County. The requested \$15,000 from the City for Phase three (user-friendly WebPortal, photos and descriptions of objects) is the last of the funds needed to complete the project in its entirety.

The City's previous investment in this project is much appreciated; we remain hopeful that you see the final phase as just as worthy.



## PROJECT BUDGET

Please complete the following budget chart for this project, including all budget items, the total budget for each item, and the funds that are being requested for each line item.

Budget item	City funds requested	Other funds	Source of Other funds (Federal, State, Private)	Is "Other funding" committed or requested?	Total project cost
Salaries/Benefits (list each position)					
VP, Education and Interprett	\$	\$ 1,000.00			\$ 1,000.00
Curator of Collections		1,000.00			1,000.00
Contract Services	13,000.00				13,000.00
Rent/Leasing Costs					
Utilities/Telephone (please specify)					
Equipment					
Insurance					
Office Supplies					
Printing/Postage					
Audit/Accounting					
Other (please describe)					
Photographer	2,000.00				2,000.00
<b>Total Budget</b>	\$ 15,000.00	\$ 2,000.00			\$ 17,000.00