

Abstract

In conjunction with Oregon's statehood sesquicentennial, this project will identify the library, museum and archives preservation needs in all regions of the state. After conducting a survey, evaluating this information, and staging regional forums, leaders of the state's cultural organizations will collaboratively create a statewide preservation plan addressing the recommendations of the Heritage Health Index Report. This plan will address the need for more workers trained in collections care and emergency preparedness, outline steps to improve the quality of collections care throughout the state, and raise awareness of and generate support for the preservation needs of the state's cultural collections among the public and decision makers.

PROGRAM INFORMATION SHEET – PAGE ONE

1. Applicant Information

a. Legal Name (5a from Face Sheet): Oregon Museums Association

b. Organizational unit (if different from Legal Name) :

c. Organizational Unit Address

Street1: PO Box 1718

City: Portland

State: OR

Street2:

County: Multnomah

Zip+4/Postal Code: 97207-1718

d. Web Address: <http://www.oregonmuseums.org>

e. Type of Institution (Check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Academic Library | <input type="checkbox"/> Library Association | <input type="checkbox"/> School Library or School District applying on behalf of a School Library or Libraries |
| <input type="checkbox"/> Aquarium | <input type="checkbox"/> Library Consortium | <input type="checkbox"/> Science/Technology Museum |
| <input type="checkbox"/> Arboretum/Botanical Garden | <input type="checkbox"/> Museum Library | <input type="checkbox"/> Special Library |
| <input type="checkbox"/> Art Museum | <input checked="" type="checkbox"/> Museum Services Organization/ Association | <input type="checkbox"/> Specialized Museum ** |
| <input type="checkbox"/> Children's/Youth Museum | <input type="checkbox"/> Native American Tribe/Native Hawaiian Organization | <input type="checkbox"/> State Library |
| <input type="checkbox"/> Community College | <input type="checkbox"/> Natural History/Anthropology Museum | <input type="checkbox"/> State Museum Agency |
| <input type="checkbox"/> Four-year College | <input type="checkbox"/> Nature Center | <input type="checkbox"/> State Museum Library |
| <input type="checkbox"/> General Museum* | <input type="checkbox"/> Planetarium | <input type="checkbox"/> Zoo |
| <input type="checkbox"/> Graduate School of Library and Information Science | <input type="checkbox"/> Public Library | <input type="checkbox"/> Institution of higher education other than listed above |
| <input type="checkbox"/> Historic House/Site | <input type="checkbox"/> Research Library/Archives | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Historically Black College or University | | |
| <input type="checkbox"/> History Museum | | |

*A museum with collections representing two or more disciplines equally (e.g., art and history)

**A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

2. Grant Program or Grant Category

a. 21st Century Museum Professionals

b. American Heritage Preservation Grants

c. Congressionally Directed Grants

d. Connecting to Collections: Statewide Planning Grants

e. Conservation Project Support

- General Conservation Survey
- Detailed Conservation Survey
- Environmental Survey
- Environmental Improvements
- Treatment
- Research
- Training

f. Laura Bush 21st Century Librarian Program

- Master's-level Programs
- Doctoral-level Programs
- Pre-professional Programs
- Research (early career development)
- Research (other than early career development)
- Continuing Education
- Programs to Build Institutional Capacity

g. Museum Grants for African American History and Culture

- h. Museums for America
- Engaging Communities
 - Building Institutional Capacity
 - Collections Stewardship

i. National Leadership Grants

Select Museum or Library:

- Museum
- Library

Select Grant Category:

- Advancing Digital Resources
- Demonstration
- Library Museum Collaboration
- Research

j. Native American/Native Hawaiian Library Services

- Basic Grant only
- Basic Grant with Education/Assessment Option
- Enhancement Grant
- Native Hawaiian Library Services

k. Native American/Native Hawaiian Museum Services

- Programming
- Professional Development
- Enhancement of Museum Services

PROGRAM INFORMATION SHEET – PAGE TWO

3. Request Information

a. IMLS funds requested: \$39,922.96

b. Cost share amount: \$32,107.15

4. Museum Profile (Museum Applicants only)

a. Is the institution either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code and that is organized on a permanent basis for essentially educational or aesthetic purposes? Yes No

b. Does the institution own or use tangible objects, whether animate or inanimate? Yes No

c. Does the institution care for tangible objects whether animate or inanimate? Yes No

d. Are these objects exhibited by the institution to the general public on a regular basis through facilities the institution owns or operates? Yes No

e. Is the institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities the institution owns or operates? Yes No

Institution's attendance for the 12-month period prior to the application: Onsite: _____ Offsite: _____

Year the institution was first open and exhibiting to the public: _____

Total number of days the institution was open to the public for the 12-month period prior to application: _____

f. Does the institution employ at least one professional staff member, or the fulltime equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by the institution? Yes No

Number of full-time paid institution staff: _____

Number of full-time unpaid institution staff: _____

Number of part-time paid institution staff: _____

Number of part-time unpaid institution staff: _____

g.

Fiscal year	Revenue/ Support Income	Expenses/ Outlays	Budget deficit (if applicable)*	Budget surplus (if applicable)*
Most recently completed FY				
Second most recently completed FY				

*If Institution has a budget deficit or surplus for either of the two most recently completed fiscal years, please explain the circumstances of this deficit or surplus in the Text Responses section of the application.

5. Project Partners

In the space below, please list the names of any organizations that are official partners in the project. All official partners must include a completed Partnership Statement Form in this package.

Northwest Archivists, Oregon Heritage Commission, Oregon Historical Society, Oregon Library Association, Oregon Museums Association, Oregon State Archives, Oregon State Library, Tamastsiikt Cultural Institute

6. Native Hawaiian Organization Eligibility (Native American/Native Hawaiian Programs only)

Is the institution an eligible not-for-profit organization that primarily serves and represents Native Hawaiians (as defined in Title 20 U.S.C. Section 7517; if yes, see Proof of Eligibility requirements)? Yes No

PROGRAM INFORMATION SHEET – PAGE THREE

7. Institutional Profile (Native American Library Services Grants only)

- a. Number of hours per week the library collection is accessible to patrons:
- b. Number of staff dedicated full-time to library operations:
- c. Number of staff with part-time library duties:
- d. Number of holdings (books, journals, media):
- e. Number of circulation transactions per year:
- f. Does library staff have access to the Internet? Yes No
- g. Does the library provide public access to the Internet? Yes No
- h. Amount of operating budget for library services in most recently completed fiscal year:
- i. Identify which of the following activities will be supported by grant funds (check all that apply):
- Expand services for learning and access to information and educational resources.
 - Develop library services that provide all users with access to information.
 - Provide electronic and other linkages between and among all types of libraries.
 - Develop public and private partnerships with other agencies and community-based organizations.
 - Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
 - Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.
- j. Maintenance of Effort (check the appropriate response):
- FY 2007 expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
 - FY 2007 expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
 - Maintenance of effort does not apply.

8. Collection and Material Information (Conservation Project Support Grants only)

a. Type of Collection

- Non-living Natural history/Anthropology
- Animals, living Plants, living

b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

aeronautics, space/airplanes	horological (clocks)	photography, negatives
animals, live	landscape features, constructed	photography, prints
animals, preserved	machinery	physical science projects
anthropologic, ethnographic	maritime, historic ships	plants, live
archaeological	medals	plants, preserved
books	medical, dental, health, pharmacological	sculpture, indoor
Ceramics, glass, metals, plastics	military, including weapons	sculpture, outdoor
documents, manuscripts	motion picture, audiovisual	textiles and costumes
furniture/wooden objects	musical instruments	tools
geological, mineral, paleontological	numismatics (money)	toys and dolls
historic building	paintings	transportation, excluding airplanes
historic sites	philatelic (stamps)	works of art on paper

Narrative

1. Need and Rationale

Oregon has more than 200 museums, 300 public and academic libraries, and dozens of public archives. While individuals associated with these organizations have said their collections need attention and their staffs need training, a comprehensive assessment of institutional collections needs, such as the one proposed here, has not been undertaken. A few studies have shed light on preservation needs, but none during the past decade have comprehensively identified and evaluated specific statewide preservation issues, including staffing, storage conditions, disaster preparedness and training needs.

In 1995, the Oregon Library Association surveyed libraries' preservation needs, including training and disaster preparedness. Training was requested repeatedly by responders, but the study committee concluded that the OLA could not establish a successful preservation network by itself. A 2003 survey for the Libraries of Eastern Oregon revealed that "many libraries weren't aware that they had heritage needs."

Surveys and community meetings that were part of the creation of the 2005 Oregon Heritage Plan and the 2005 State Historic Preservation Plan found that after money, the most urgent heritage need was for training. However, information on the specific preservation and training needs was not gathered.

A 2006 survey by the Oregon Museums Association and the Oregon Heritage Commission used a few questions based upon the Heritage Health Index questionnaire to identify potential major preservation issues. Responses indicated that museum collections in Oregon were generally in worse condition than national levels. For example, the HHI showed 62 percent of heritage institutions nationally had temperature controls and 50 percent humidity controls, while the Oregon survey showed just 54 percent of its museums had temperature controls and 25 percent had humidity controls.

The State Archives updates guides on the location of historic county records about every three years, collects some data on storage conditions and preservation needs of those records, but does not compile the results. These reports show many records are located in areas of courthouses, corrections facilities, libraries, historical societies, schools, school administration buildings, engineering offices, genealogical research facilities, and garages without adequate preservation conditions.

Apart from the 1995 library survey, none of these surveys has queried cultural institutions regarding emergency plans. Moreover, most of the emergency plan training offered in Oregon in the past eight years has been targeted primarily to library professionals, mostly in the Portland metro area. The Western States and Territories Preservation Assistance Service has recently offered workshops around the state, again, mostly for librarians. By the end of this year these will have reached approximately 50-60 people from 41 institutions. Several museums have prepared emergency plans in order to receive federal grants, but most cultural institutions, including the Oregon State Capitol where a fire recently damaged hundreds of historic items in the governor's office, do not have emergency plans for collections.

The state's nine federally recognized tribes, which over the past couple of decades worked to re-invigorate their cultural programs, also face the same, or greater, preservation issues.

During the past decade, public support for collecting institutions appears to be level or declining. The State Legislature in 2003 discontinued funding for the Oregon Historical Society after a century of support. In 2007, the Legislature provided new support for OHS, but below previous levels, and the society's leaders

will go back to the Legislature in 2009 to battle to retain support during declining economic conditions. At the county level, many museums, libraries and archives have found commissioners less forthcoming than previously with funding, especially in counties losing federal in-lieu-of-property-tax payments.

In summary, Oregon's museums, libraries and archives would benefit from a plan implementing all four recommendations of the Heritage Health Index in order to ensure the longterm health of collections, and to bolster training efforts, disaster preparedness, and public support for preservation. The plan must address specific Oregon preservation needs based on Oregon's special conditions:

- ◆ Many museums, historical societies, and libraries are staffed by volunteers or paraprofessionals who may lack the necessary training to ensure that collections are adequately cared for.

- ◆ The Northwest has minimal preservation services; Oregon is particularly weak in professional training opportunities in preservation, especially in comparison to California and Washington, which have strong preservation initiatives and professional training programs.

- ◆ Distance and other geographic barriers, such as the Cascade Mountain range, make cross-state travel problematic. About two-thirds of the state's population is located in the Willamette Valley and Portland. However, someone could travel 400 miles from Jordan Valley (where a Basque community has formed a unique collection) and still not reach Portland.

- ◆ The varied geography of the state offers diverse preservation challenges and risks, including the potential for earthquake, tsunami, volcanic eruption, and extreme temperature variations. Two-thirds of the state is arid or semi-arid, but the rest receives considerable precipitation. This creates different collections care and disaster preparedness issues.

- ◆ Some rural communities and organizations still rely on phone modems for their Internet connections which make online communication for training and meetings problematic. However, urban areas are highly connected and their residents are more accustomed to online communication and training.

- ◆ There is a lack of dedicated public funding for preservation efforts in all parts of the state. To succeed, the statewide preservation plan must appeal to city and county governments, foundations, professional organizations, and private donors for support and implementation.

- ◆ The Oregon Library Association, the Northwest Archivists, the Oregon Museums Association, and the Oregon Heritage Commission all currently provide some preservation training, but most classes and workshops take place in the Willamette Valley/Portland urban corridor.

2. The Planning Process

The objectives of the proposed planning project are to:

- Survey collections organizations about their general preservation needs as they relate to the recommendations of the Heritage Health Index.
- Conduct five regional meetings to gather additional data about preservation needs, collections management systems, and viable delivery systems for further training and assistance.
- Conduct summit of leaders of the state's major library, archives and museum organizations to collaboratively create a statewide preservation plan that addresses all four Heritage Health Index recommendations: providing safe conditions for collections, developing an emergency plan, assigning responsibility for collections care, and marshalling public and private support for and raise public awareness about collections care.
- Present the statewide preservation plan to organizational boards, state leaders and community decision makers, publish on several websites and in print. This plan will be usable in supporting the solicitation of private and public funds to enable its implementation.

PARTNERS AND STEERING COMMITTEE

The Oregon Museums Association will administer the grant on behalf of the partners in this project. The partners in this proposal are Northwest Archivists (NWA), the Oregon Heritage Commission (OHC), the Oregon Historical Society (OHS), the Oregon Library Association's Preservation Round Table (OLA), the Oregon Museums Association (OMA), the Oregon State Archives (OSA), the Oregon State Library (OSL), and the Tamástslíkt Cultural Institute.

The partners have formed a Steering Committee that uses a collaborative, consensus team leadership. OMA president Kyle Jansson, who is also the coordinator of the Oregon Heritage Commission, will take the lead role on the Committee and serve as the Project Director/Grant Administrator. Other members of the Steering Committee (and their affiliations) are Terry Baxter (NWA immediate past president), Mary Ann Campbell (OHS Director of Research Services), Gardner Chappell (OMA vice president and Douglas County Museum director), Shawna Gandy (OHS reference archivist and OLA), Normandy Helmer (University of Oregon Libraries), Mary Beth Herkert (OSA State Archivist), Katherine Huit (OMA), Kris Kern (Portland State University preservation/catalog librarian and OLA), MJ Koreiva (OMA), Marsha Matthews (OHS Director of Public Services), Randall Melton (Tamástslíkt Cultural Institute), Jim Scheppke (OSL State Librarian), and Alex Toth (Pacific University Library and OLA). Other stakeholders from Oregon cultural heritage organizations will be invited to serve on this committee and its subcommittees to ensure geographical, organizational and cultural diversity. The Steering Committee will work through face-to-face, teleconference and virtual meetings. Each partner is prepared to contribute at least 100 hours of work on the project.

The Steering Committee will compile a comprehensive mailing list of museums, archives and libraries prior to the start of the grant and select the Project Coordinator, with whom the OMA will contract. Then, the Steering Committee will, with the assistance of the contracted Coordinator, develop a survey form to solicit from individuals and organizations the preservation needs of museums, libraries and archives. This initial survey will primarily use online questionnaires, although printed questionnaires will be needed to reach some of the smaller and more remote institutions and to maximize participation. Participating statewide organizations will include survey contact information about the projects in their newsletters, websites, and emails, and encourage their members to respond. The League of Oregon Cities, the Association of Oregon Counties and other organizations will be asked to include a news release about the project in their newsletters. Committee members will also interact with the National Tribal Archives Conference taking place in Oregon during the survey period and the National Leadership for Libraries Grant being managed by the University of Oregon.

At the same time, the regional forums will take place in all geographic regions of the state. The Coordinator will be responsible for the forums and use regional library, museum and archives leaders or Steering Committee members to maximize attendance. The forums will solicit similar preservation information, gather additional information about existing collections preservation systems, identify preferred training methods and delivery barriers, and collect other concerns and information. Phone calls will also be made to selected organizations not participating in the survey or forums in order to gather preservation information from non-participants. The forum and survey information will be compiled by the Coordinator and presented to the Steering Committee. Results will also be posted online at the Oregon Museums Association, Oregon Library Association, and Oregon Heritage Commission websites.

The Steering Committee will invite leaders of statewide library, archives and museum organizations to a one-day workshop, as well as other cultural leaders to ensure geographic and cultural representation. The Coordinator will use the compiled survey results and the HHI recommendations to lead the workshop participants through development of a coordinated, collaborative plan aimed at addressing preservation and

training needs. The plan will include benchmarks to measure progress toward improved preservation and HHI measures. The Coordinator will edit the plan and present it to the Steering Committee.

The plan will be adopted and published by the Steering Committee, with each participating organization asked to help carry it out. The plan will be presented to organizational boards, state leaders and community decision makers, and posted on the OMA, OLA, and Oregon Heritage Commission websites. This plan will be usable in supporting the solicitation of private and public funds to enable its implementation

In order to sustain this effort into the future and create long-term benefits and impacts, the partners will use the plan to focus training and support provided by their individual organizations, to inform their grant-making (such as the Oregon State Library's Library Services and Technology Act grant programs), to coordinate grant-seeking activities, and to advocate for public and private support. Leaders of the project partners will meet following the project completion to identify specific measures needed to meet the plan's benchmarks and to maximize financial and institutional support. The plan will be the basis of funding proposals to IMLS, other public organizations and private foundations beginning in 2010. As an example, partners who are eligible for cultural development grants from the Oregon Cultural Trust will use the plan to seek a grant to help implement the stated goals.

The partners will also encourage their members to support the training initiatives in their local communities by sponsoring trainings at their libraries, museums and archives, and by encouraging communities to devote more resources to preservation of cultural collections.

One long-term benefit of this project is the development of baseline data needed to plan and evaluate future initiatives. This project will also contribute to the knowledge of paid and volunteer staff at collecting institutions regarding the major aspects of preservation of cultural collections. It will encourage institutions to think carefully about their collections management and how they can seek out resources to improve care of historical materials.

3. Project Resources: Budget and Personnel

Project Director/Grant Administrator: OMA President Kyle Jansson will lead the project's Steering Committee, prepare interim and final performance reports, and serve as contact with IMLS and contractors.

Project Coordinator: Prior to being awarded a grant, the Steering Committee will select a qualified person or firm to be the Coordinator. (The Steering Committee was compiling names of qualified persons, firms and organizations as this application was being submitted.) The Coordinator will be familiar with the HHI report and recommendations, help draft the online preservation and training survey with the Steering Committee, organize and carry out the comprehensive mailings announcing the survey, make room and equipment arrangements for the five regional forums, promote and lead the discussions at the forums, arrange for notetaking at the forums, compile the results of the online survey and the forums, and submit a compilation report and analysis to the Steering Committee. The Coordinator will also make the room and equipment arrangements for the training summit, lead discussions following an agenda developed with the Steering Committee, arrange for notetaking at the summit, and submit a draft final report of the summit findings and recommendations to the Steering Committee. When the final report is approved, the Coordinator will create a printable publication and arrange to have it posted on websites. The OMA will contract with the Coordinator.

Steering Committee: Members will compile the project mailing list, help create the preservation needs survey, participate in and encourage others to participate in the project and its forums, review report drafts, work collaboratively with other Steering Committee members, and provide in-kind resources to the project when able.

Web Assistants: MJ Koreiva, OMA webmaster, and Kyle Jansson, Oregon Heritage Commission, will make certain that materials are posted on the project's website, and arrange for other web assistance as necessary.

Financial Officer: Steve Greenwood, the OMA treasurer and curator of the Wells Fargo Museum in Portland, will be the lead person who will submit annual financial reports on behalf of OMA. Because this grant would be substantially larger than the current OMA expenditures, the grant funds will be transferred to the finance and accounting division of the Oregon Historical Society. OHS will disburse funds (after OMA approval), document all transactions, and prepare regular financial accounting reports suitable for OMA and for submission to IMLS.

Schedule of Completion

	Activity	Begin Date	End Date
1.	Steering Committee (SC) announces project; partners encourage members to participate	March 1, 2009	May 1, 2009
2.	OMA contracts with consultant(s) recommended by SC	March 1, 2009	April 1, 2009
3.	Consultant works with SC to create survey questions	April 1, 2009	May 1, 2009
4.	Consultant arranges regional forums in Portland, Eugene, Medford, Bend and Pendleton.	April 1, 2009	May 1, 2009
5.	Survey placed online and its availability is publicized by Consultant.	Aug. 15, 2009	Oct. 31, 2009
6.	Regional forums take place	Sept. 1, 2009	Oct. 31, 2009
7.	Consultant gathers related data identified by SC	May 15, 2009	Oct. 31, 2009
8.	Consultant prepares draft summary and recommendations for SC	Oct. 31, 2009	Nov. 15, 2009
9.	SC reviews draft	Nov. 15, 2009	Dec. 15, 2009
10.	Following SC recommendations, consultant prepares final report for SC approval, and publishes online	Dec. 15, 2009	Jan. 15, 2010
11.	SC and partners publicize report results to organizations and statewide media	Jan. 15, 2010	Feb. 15, 2010
12.	Training summit takes place	Feb. 15, 2010	March 1, 2010
13.	Consultant compiles summit recommendations	March 1, 2010	March 15, 2010
14.	SC reviews and adopts recommendations	March 15, 2010	April 15, 2010
15.	SC and Partners publicize recommendations	April 15, 2010	May 30, 2010
16.	Partner leaders meet together to determine implementation strategies	May 15, 2010	June 15, 2010
17.	Final report submitted to IMLS	Aug. 1, 2010	Aug. 31, 2010

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$28,229.96	\$20,147.00	\$48,376.96

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B). Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate	% of	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
5	% of	\$28,229.96		\$1,411.50	\$1,411.50
	% of				
	% of				
SUBTOTALS				\$1,411.50	\$1,411.50

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$28,229.96	\$21,558.50	\$49,788.46
PROJECT COST TOTALS (Excluding Student Support)	\$28,229.96	\$21,558.50	\$49,788.46

BUDGET FORM – PAGE ONE

- a. Legal name (5a from Face Sheet): Oregon Museums Association
 b. Requested Grant Period from: 3/1/2009 Requested Grant Period Through: 8/31/2010
 c. If this is a revised budget, indicate application/grant number:

Section A: Detailed Budget

a. Year: 1 2 3 4 b. Budget Detail for the Period From: 3/1/2010 Through: 8/31/2010

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS					

2. Fringe Benefits

Rate	% of	\$ Salary Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS					

3. Consultant Fees

Name or Type of Consultant	No. of Days	Daily Rate of Compensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Coordinator	32	285	\$9,120.00		\$9,120.00
Steer. Comm./Partners (12)	40	200		\$8,000.00	\$8,000.00
Project Director	4	200		\$800.00	\$800.00
Financial Officer	3	200		\$600.00	\$600.00
SUBTOTALS			\$9,120.00	\$9,400.00	\$18,520.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$11,693.00	\$10,069.00	\$21,762

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B). Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate		\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
5	% of	\$11,693.00		\$584.65	\$584.65
	% of				
	% of				
SUBTOTALS				\$584.65	\$584.65

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$11,693.00	\$10,653.65	\$22,346.65
PROJECT COST TOTALS (Excluding Student Support)	\$11,693.00	\$10,653.65	\$22,346.65

BUDGET FORM: Section B, Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages			
2. Fringe Benefits			
3. Consultant Fees	\$28,500.00	\$27,600.00	\$56,100.00
4. Travel	\$3,315.96	\$702.00	\$4,017.96
5. Supplies and Materials	\$817.00		\$817.00
6. Services	\$7,290.00	\$1,809.00	\$9,099.00
7. Student Support			
8. Other Costs			
TOTAL DIRECT COSTS (1-8)	\$39,922.96	\$30,111.00	\$70,033.96
9. Indirect Costs	\$0.00	\$1,996.15	\$1,996.15
TOTAL COSTS (Direct and Indirect)	\$39,922.96	\$32,107.15	\$72,030.11

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS	\$39,922.96
2. Cost Sharing:	
a. Applicant's Contribution	\$0.00
b. Kind Contribution	\$32,107.15
c. Other Federal Agencies*	\$0.00
d. TOTAL COST SHARING	\$32,107.15
3. TOTAL PROJECT FUNDING (1+2d)	\$72,030.11
Percentage of total project costs requested from IMLS	55 %

*If funding has been requested from another federal agency, indicate the agency's name:

Budget Justification

In all categories, the value of the cost sharing by the applicant and partners has been minimalized. It is expected that the ultimate totals will be much higher.

Salaries and Wages: No employees will be hired.

Fringes: None

Consultant Fees: *Project Coordinator* estimated rate of \$285 per day for 100 days. Coordinator recruitment and selection will take place after this application made. *Steering Committee:* Each partner organization guarantees 100+ hours with nominal value of \$25 per hour assigned to it. Some members not affiliated with partners also plan to do that, so a minimum total of 960 hours (or 120 days) from 12 people has been used. *Project Director* and *Financial Officer* are part of OMA, and their effort is beyond the 100-hour OMA commitment to the Steering Committee.

Travel: The trips to Eugene, Medford, Bend and Pendleton are for the consultant's travel to forums and assume the fifth forum will be in Portland where the consultant might be located. Trips to Salem involve meetings with state leaders. Misc. trips also will take place to promote the survey and plan, to stage the summit in a site not yet determined, and to conduct other necessary business. Mileage rate of 58.5 cents/mile. The federal 2008-09 per diem rates used. At least one forum will take place at a tribal facility. (If the Project Coordinator is not located in Portland, we will work within this travel budget.) Steering Committee members will donate their travel expenses to the project. Their total is based upon 12 people and 100 miles each.

Supplies and Materials: The first year's miscellaneous is based upon five forums and the summit each having expenses of about \$100 each. The mailing envelope cost is based upon an estimated mailing list of 1,800 individuals and organizations receiving two mailings, having a return envelope in one of those mailings, and 200 miscellaneous use. The second year's supplies and materials is to cover miscellaneous expenses of the project.

Services: Project will arrange the donation of meeting space for the forums and summit. Mailing assumes a postal rate increase in May 2009. Phone costs assume monthly teleconferences by committee. Printing costs assume two mailings to all on list of a letter and a survey. The report printing and design assumes 500 8-page booklets will be printed, with 200 to be mailed. Partners will also do mailing of survey, letter and final report to their leaders and members. The \$250 is a minimum amount for their mailing. Additional copies could be printed off the website. Internet costs include interactive electronic surveying tools.

Indirect Costs: The Oregon Historical Society, which will be the principal money handler, has made the unusual offer of providing this service to the project without cost. Because this overhead cost would otherwise be included as an indirect cost, we have included it here at the low level of five percent of the value of the grant funds.