



**Corporation of The Town of Amherstburg
Request for Grant to
Community Groups and Organization
(F-10)**

Thank you for applying for a Request for Grant to Community Groups and Organizations!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions in the space provided.

Date:	August 4 th , 2020		
Committee or Organization Name:	Amherstburg Historic Sites Association		
Contact Person			
Name	Stephanie L. Pouget-Papak		
Phone Number	519 736 2511		
Organization			
Address	Park House Museum, 214 Dalhousie St, Amherstburg, Ontario, N9V 1W4		
Phone Number	519 736 2511		
E-mail Address	parkhousemuseum@bellnet.ca		
Website	www.parkhousemuseum.com		
Mission/Vision Statement:	<p>Park House Museum, owned and operated by the Amherstburg Historic Sites Association, was established to collect, preserve, study, and exhibit the heritage of the Town of Amherstburg. The Museum will provide for the preservation and availability of such material for all those who wish to view and study it. The Museum will be a non-profit, educational establishment run by a volunteer Board, appointed by Amherstburg Historic Sites Association, operated for the betterment of the Town and open to the public regardless of race, creed, gender, age, sexuality or occupation. The Museum will co-operate with schools and other institutions providing programs that interest, include, and educate people in their heritage. Local interest groups will be encouraged to use the program area of the Museum to present complimentary activities and events.</p>		
Board of Directors			
	<i>Name</i>		
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Insurance Policy Carrier:		The Co Operators	
Town Consultations?		No	
Department Consulted:		N/A	
Non-Profit/Charitable Status Number		0424 804 5081	89608 6477 RR0001

Project or Proposal

Project Overview: (200 words max)

The project overview should present a concise summary of your project. Include the reason for your project, goals and objectives, who will be involved and the amount of funding requested.

Community Collection Project

The aim of the project is to collect, document, research, store, exhibit, and make available to the public artifacts of importance to the community of Amherstburg.

The purpose of the project is to preserve items that tell the history of Amherstburg and its people for future generations and to foster pride in our community by telling its story through exhibit. The project is on-going as the history of Amherstburg is constantly growing.

Involvement in this project comes from many sources. It begins with the staff of the Park House Museum, members of the Amherstburg Historic Sites Association, and is continued with local students and members of the community.

Amount requested:	\$8,500.00
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Project Description: (500 words max)

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will under take.

Market Reach or Attendance. Partnerships or Collaborations.

The conservation and preservation of the *Community Collection* is comprised of a number of principal components. The care of our Community's Collection involves researching, registering, photographing, and storing each item that is being added to the collection.

It is rather important to know the provenance of each item, i.e., what each item is, where and who it came from, what it looks like, and most critically, how it will be preserved for future generations to experience. This work requires training, specialized materials, and a temperature, light, and humidity controlled environment that is essential to the conservation and preservation of all artifacts in the collection.

Each year the existing collection must be examined to certify that it is in good condition and evaluate if it is in need of professional care. Specialized packing materials absorb damaging chemicals from the artifacts, and these must be replaced each year.

The A.S.H.A seeks outside funders and conservation specialists in the event professional conservation is needed, such as with the restoration of a historic painting or artifact repair that is beyond our expertise.

"Indigenous History since 1700"

This exhibit will run from April 2021 until December 2021.

Exhibit Summary

○ The exhibit will showcase a timeline of indigenous people who lived within Amherstburg throughout the 18th, 19th and early 20th century. There will be an additional focus on Bois Blanc. A video will be shown of the exhibit on the main floor for visitors with accessibility requirements.

The content objective of the exhibit is:

- To learn more about Amherstburg's Indigenous History: culture, practises, traditions, and migration.
- To engage visitors in learning about the types of cultures.
- To have an understanding regarding the effect of European Settlements.
- To inspire visitors to become engaged in a positive reception for the heritage of the Town of Amherstburg, inclusivity, and its people through the presentation of artefacts and understanding the multi-faceted nature of the Canadian heritage, culture, and identity.
- To make visitors aware of critical analysis in history, the importance of engaging in inclusivity, process of development, and its effect on cognitive development.

Amount requested: \$8,500.00

Desired Outcomes: (200 words max)

This section should also include what will be accomplished and the desired outcomes.

All items in the *Community Collection*, whether on display or in storage, will be checked for signs of damage or deterioration, and to take appropriate action where necessary; the desired conclusion is a collection of artefacts in the best possible condition.

The purpose of the *Annual Exhibit* is to educate the community on what is being held in the museum's archive/*Community Collection*. We encourage visitors to learn more about the community and to become active community members, which promote good citizenship skills. The museum co-operates with schools, community groups and other institutions providing programs that involve and educate people in their heritage.

Exhibit Learning Objectives:

- To learn more about social, educational and/or political developments in Canadian history
- To engage visitors in learning about important/ changing developments in history and its overall relevance to the town's history.
- To inspire visitors to become engaged in appreciation for the heritage of the Town of Amherstburg and its people through the presentation of artefacts; to recognize the multi-faceted nature of Canadian heritage, culture, and identity.
- Two main components that support one another
 - The identification of historical events, artefacts, and practices
 - A reflection on impact on the past and present society

Goals & Objectives:

Describe the project goals and objective in measurable terms by using the **Timeline and Tasks Completed by Date** requirement. Please see below.

Timeline & Tasks Completed by Date:

Provide a detailed timeline of the major milestones involved in your project using the chart below. An example may be execution or marketing.

Name of Task	Collection Care	Date Completed By	December 31, 2021/ ongoing
Task Description	Collection care is maintained on a continual basis throughout the year. The purpose is to maintain the Collection in the best possible condition. Items on display will be checked regularly for possible wear, put into storage, and (if needed) sent for conservation. Items in storage will be checked for signs in infestation, mold etc... and re-packaged at least once a year.		
Name of Task	Permanent Exhibit	Date Completed By	December 31, 2021/ continuous
Task Description	Research new artifacts, catalogue artifacts, and pick artifacts in a suitable condition for exhibit. Condition inspection of current exhibit artefacts. Exhibit labels prepared, where necessary. Curriculum guidelines reviewed and assigned to exhibit expectations. Promotion and evaluation of exhibit's corresponding programs and events.		
Name of Task	Summer Exhibition	Date Completed By	December 19, 2021

Task Description	Community Collection searched for suitable exhibit items. Artifacts researched. Local history researched. Exhibit design prepared. Prepare for transferred loaned items (if necessary). Exhibit installed. Reception for exhibit. Exhibit maintained. Exhibit Dismantled and stored properly. Exhibition Final Report and visitor analysis.
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Budget:

1. Include a budget breakdown of how the grant funding will be used for your project. List and describe actual and pending costs and any other sources of outside income.

Please see attached breakdown on next page.

2. Please attach copy of last fiscal operating budget.

3. Other Funding Sources for Project; please list all.

Source	Amount
Province of Ontario, Community Museum Operating Grant	\$ 7,459.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total amount anticipated:	\$7459.00

4. What services will your project require from the Town of Amherstburg? Example: picnic tables, PW services, water, hydro etc. Yes or No and list items?

No, we do not anticipate any services needed at this time.

5. Has your organization received a grant previously from the program?		Yes	
Amount (cumulative)	\$196250.00	Year(s)	42

PROJECTED FISCAL OPERATING BUDGET FOR 2021

Income	Grant – Town of Amherstburg	8,500
	Community Museum Operating Grant/Province	7,459
	Rotary Club of Amherstburg/ Donation	7,000
	Memberships and <i>Friends of the Park House</i>	7,000
	Admissions/ Donations	7,500
	Sales: Gift Shop and Tinware	12,000
	Events and Fundraisers	4,000
<hr/> Total		\$53,459
Expenses	Wages– Staff	32,340
	Utilities	5,650
	Communications	1,200
	Office	3,500
	Repairs and Maintenance	2,000
	Insurance	3,700
	Advertising and Promotions	1,200
	Bank Charges	400
	Professional Fees	1,200
	Miscellaneous	3,000
	Re-sale Goods	1,500
<hr/> Total		\$55,690

Project Budget 2021

Collection Care

Climate Control	Utilities 1, 100.00 Balance from CMOG*	4,500
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Insurance	Building and Collection \$3000.00 Balance from CMOG	700
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Conservation Materials	Acid-free Boxes & Tissue, Mylar Sheets, & Envelopes, Marking Materials and Securing.	1400
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Collection Exhibits

Advertising/ Promotion	Includes Adverts, Flyers Website and Social Media	900
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Exhibit Materials	Construction Materials, Descriptive Labels, Mounting Materials, Display Cases, Shipping.	900
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Receptions	Food, Invitations, Mailings Paper Products	100
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Total		8,500
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*CMOG Community Operating Grant, Province of Ontario in the amount of \$7459

Volunteers:

Please describe the number of volunteers and volunteer hours that will be used for your project. How will you recruit and train them for the task?

(150 words max)

The care and exhibition of the *Community Collection* will involve an estimated 24 volunteers and a total of 1850 hours in 2021.

The Park House museum volunteer program includes about 35 Docents and Junior Volunteers. New members are recruited by word of mouth, the Park House news board, our social media accounts, and our website. On occasion, when a particular skill is required, an advertisement will be placed on the local museum internet site.

Training is carried out by staff, board members, and experienced volunteers. A mentorship program is offered for youth to learn additional skills that are transferable to other job related task for future employment in other organizations.

Other Information:

Include any other useful information about your project. This could include reference letters, website pages, photos, etc.

(200 words max)

The Park House Museum is active on social media as required by the ministry, and we post regular updates (annual, quarterly, and weekly) for events, exhibits, general education/ operations, and photographs; please refer to our following sites:

www.parkhousemuseum.com

www.instagram.com/parkhouse_historyrocks

www.facebook.com/parkhouseamherstburg

www.twitter.com/parkhousemuseum

The Park House Museum actively participates in the activities requested by the River lights Festival, Culture Days, Doors Opens, and local festivals to the best of our ability, including free admission requests, with intentions to help bring enjoyment to our community and build community partnerships.

We provide work experiences for our local youth to help build job-skills. We also partner with the University of Windsor to support with their Public History courses.

Once you have completed the application and post report please **email, mail or fax** your responses to:

Paula Parker, Municipal Clerk
271 Sandwich Street South
Amherstburg, ON
N9V 2A5
Telephone: 519-736-0012 ext. 2238
Fax: 519-736-5403
Email: pparker@amherstburg.ca

Disclaimer and Signature:

I certify that my answers are true and complete to the best of my knowledge.

I agree to complete an "Annual Report" and disclose all relevant information to the Town.

The committee takes full responsibility for the actions of all members and volunteers associated with the committee.

Name: Stephanie L. Pouget-Papak, Curator, Park House Museum

Signature: _____ Date: August 4th, 2020

Witness

Name: Janet M. Gardiner, Treasurer, A.H.S.A

Signature: _____ Date: August 26th, 2020

Incomplete applications will not be considered.

****Please see the signed PDF , which is a file that is attached as a separate PDF in the email.****

