



Museums Alaska - Collections Management Fund 2019
Round 1

Cordova Historical Society and Museum

Application #CMF2019R10024

Primary Contact: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Document Generated: Wednesday, December 4th 2019, 9:05 am

Applicant Profile

Applicant Type	Organization
Legal Name	Cordova Historical Society and Museum
Date of 501(c)3 incorporation	07/06/1966
Address	PO Box 391 601 First Street Cordova, Alaska 99574 0391 UNITED STATES
Telephone	(907) 424 6665
Fax	(907) 424 6668
Primary Contact	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
Applicant Status	
Applicant Institution	
Applicant Discipline	
FEIN / TAX ID	92 6010338
Date Organization Formed	05/15/1966
Web Address	www.cordovamusem.org

Mission Statement

The purpose of the Cordova Historical Society is to collect, preserve, interpret, exhibit and research objects and works of art which represent the history and cultural background of Cordova, Copper River, Kennecott, Katalla, Prince William Sound, and adjacent areas in order to educate and to promote historical knowledge.

Organization History

The Cordova Historical Museum, an educational institution, is a museum of cultural and economic history to record and interpret everyday life in the Copper River, Bering River and Prince William Sound to help people understand the past, explore the present and plan the future. The museum accomplishes this through exhibitions, programs, publications and other activities that engage, enlighten, educate and entertain children and adults of both community residents and visitors. Current membership of the Society is 253, over 10% of the population.



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Organization Information

Organization President / Executive Director Name

Cathy R. Sherman/Director

Organization President / Executive Director Phone Number

907 424 6665

Organization President / Executive Director Email Address

PO Box 391, Cordova AK 99574

Year Established

1966

Organization Type

(Nonprofit, Government, Tribal Entity, Other)

Nonprofit

Exemption Status

(501(c)(3), 509(a), Other)

501(c)(3)

If other status, please specify

EIN

(IRS Employer Identification Number)

92 6010338

Fiscal Sponsor Information (if applicable)

Fiscal Sponsor Name

Fiscal Sponsor Address

Fiscal Sponsor EIN

Organization Size

Total Organization Budget

70,000



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Total Number of Board Members

Seven

Total Number of Staff

3

Total Number of Volunteers

15

Required Documents

Eligibility is limited to 501(c)(3) nonprofit, government, tribal entities, or equivalent organizations located in the state of Alaska. You are required to provide documented proof of eligibility in the form of 501(c)(3), 509(a), or other Internal Revenue Service code status documentation. Beginning in 2019, Museums Alaska will keep eligibility documentation on file. Upload your document by navigating to "Documents on File" above (be sure to click "Save Work" below first).

I certify that I have uploaded a current version of my organization's 501(c)(3), 509(a), or other Internal Revenue Service code status documentation, to be held on file at Museums Alaska.

Yes

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Funding Request

Project Name

CHS Archive/Research Room Equipment

Total Project Budget

\$20,475.27

Requested Amount

\$5,157.00

Type of Request

(Supplies/Materials, Training, Professional Services)

Supplies/Materials

Secondary Area

(if applicable)

Grant Completion Date

(Must be within 2 years of award. Please attach a timeline on the next page.)

2019 8 15

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Timeline

Please attach a timeline to support your project description narrative. You may create your own or use our basic template.

TIP: You must click "Save Work" at the bottom of each page. It is recommended that you also save a draft of your narrative on your computer as a backup, and copy and paste your narrative into the application.

Timeline Attachment

98826_187817.xlsx

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Narrative

PROJECT DESCRIPTION: Describe your project, the need, and benefit to your institution and community. Include a timeline for completion of project tasks.

Please carefully review the current guidelines.

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Describe your project

(5000 characters max)

In 2015, the Cordova Historical Society began the move into their new home, The Cordova Center, a multi use facility that included new museum exhibit space, collections storage and an archives/research room. The move was completed into the new space in the Spring of 2017 once we accomplished, (very creatively) the move of the larger, awkward objects. During this moving time, things were fairly chaotic, (we confess) and since then great progress has been completed in the temporary gallery, the permanent exhibition galleries, the workshop and exhibit prep room, but the neglected child has been the archive/research room. It has become a mish mosh of filing cabinets, piles of materials not filed, our educational library with books not shelved properly and our photo collection which is safely contained in completely full fireproof cabinets. Volunteers for the Society have been diligently carving out a niche for themselves and have restarted our project of digitizing and expanding catalog descriptions for our photos. The work they have been doing is exemplary and they are really making progress, so much so that they have filled our final fireproof photo cabinet and run out of supplies. In discussion with the Curator, we made the decision to take time this summer and get this particular room up and running in a functional and orderly manner.

Clearly state the organization's need for the funds. What issue will it address? How will it benefit your organization and your community? Are you collaborating with another organization? If so, what is the benefit to them?

(5000 characters max)

The Cordova Historical Society receives funding from the City of Cordova through an agreed Memorandum of Understanding, for staffing and physical space in the Cordova Center. The Society, however is responsible for the care, preservation, conservation and exhibition of the collection. Funding for this come from: Memberships, Museum Store Sales and Donations. Big projects such as equipment purchases are at times beyond our means, especially now while we work to complete our permanent gallery spaces. Organizing and acquiring the extra equipment needed for the archives/research room will allow us to 1) research in a more productive, organized manner; 2) keep our volunteers moving forward on the digitization of our photo collection; 3) allow space for more researchers to benefit from the fact we will know where



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EVERYTHING IS! The community will benefit as well as the Society because this room can become useful to completing research, searching our online database of the collections, photographs and newspapers. We can bring more history forward to the community through programs, newsletters, newspaper articles and temporary gallery exhibits. We will be collaborating with the City of Cordova and the Cordova Public Library. The City of Cordova will benefit from seeing another completion within the Cordova Center; the Cordova Public Library will benefit as the Historical Society takes over the care and management of their Rare Book Collection.

What are the goals of the project? Is the project tied to institutional planning or a professional assessment?

(5000 characters max)

The Cordova Historical Society reviewed and updated its Strategic Plan in 2014, prior to moving into the Cordova Center. It is a five year plan and will be reviewed again in 2020. Goal 2: To successfully accomplish the move and assure efficient operation in the new facility has been the largest and biggest challenge to date. This Goal in our Strategic Plan envelops many tasks and many have already been accomplished, but the overall goal of assuring efficient operation is where the impetus for this project lies. We have volunteers chomping at the bit to help with projects but until we are able to provide the proper equipment and space for them to work in we lose their assistance. When we were building the Cordova Center, the museum staff dreamed about the usefulness of this particular room and the history that could be discovered, organized and celebrated in the Archive/Research Room. Having historic files at our fingertips, books at the ready and all the photographs digitized would feel like a dream come true and an excellent accomplishment.

What specific steps will you take to meet the project goals? Provide a schedule to accompany your timeline for project tasks and completion. Ensure your project is well-designed with clear and realistic goals.

(5000 characters max)

The Curator and Director have already spent time developing a floor plan for the archive/research room. We have already begun the process of going through the piles of boxes in the room and filing as many materials as we can. We have and will continue these steps until the room is clear and ready to be rearranged to make room for the new Fireproof Photo cabinets and an additional work station. Once the piles are addressed, we plan to create a staging area in the collections management room for the items we move out of the Archives/Research room. Our Curator is also an amazing and creative woodworker. He has already created excellent work place improvements for our new area and he will work with us in June to complete any build outs. Volunteers are lined up to help with moving larger items in and out of the area. We also plan to sort through general files and our Alaska files to organize, label and make researching easier. We feel this is a project that can be accomplished within the time frame we have laid out. And we feel we have the number of necessary volunteers committed to complete the project in the time we have allotted.



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How will you evaluate the success of the project? Describes how the proposed project will enhance your organization's ability to deliver programs or services.

(5000 characters max)

As you can see in our Strategic Plan, our hope once we complete some of these final move in projects will allow us to move forward with other goals we have set for ourselves such as expanding our public and school programming. Completing this project will make it easier for us to answer research queries, develop more evening programs and temporary exhibits because the history records will be at our fingertips. Specifically will we be able to finish our project of digitizing our photos and albums and make them accessible to researchers, staff and the general public. Recently, because of the work volunteers are doing with the photographs, we were able to develop a very well received temporary gallery exhibit recounting the history of early theatres and film making in Cordova. We hope to intermix history themed gallery exhibits into the schedule at least twice a year. Completing the Archive/Research room work will allow us to access more of the collection and research various aspects of Cordova history.

How will you sustain the results of this project? Explain the benefits of the project beyond the grant term.

(5000 characters max)

The Cordova Historical Society is committed to carrying out its mission with a strong and active membership and a dedicated board of Trustees. We envision a growth of interest in the museum, the history of Cordova and other areas within our mission statement. We have a strong, dedicated group of volunteers who are loving our new facility and being able to participate in historic research with the staff. We continually fund raise for special projects such as this and with our membership growing, our store sales growing we know we continue to provide the proper care for our collection and in the proper ways we barely dreamed were possible in 1967.

Please state if this is an emergency situation, and describe why.

(5000 characters max)

This is not an emergency situation, but it is of the highest priority for us right now.

Is there anything else the review committee needs to know about your application?

(5000 characters max)

We appreciate these grants specifically for caring for our collections. Having a new facility has taken away the burden of having to protect our extensive collection from water damage, flooding, fluctuations in temperature and humidity, touch of little fingers and potential theft. With those all off our plate, now we are starting to enjoy the hard work of putting everything into an organized and proper storage container, complete inventories and exhibits and have the fun of expanding our programming.

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Project Budget

Project Budget: Please attach a balanced budget for the project, including amount requested in this application. Please use our budget template.

Budget Narrative: Please ensure the proposed budget is adequately justified and supported by budget narrative.

TIP: You must click "Save Work" at the bottom of each page. It is recommended that you also save a draft of your narrative on your computer as a backup, and copy and paste your narrative into the application.

Project Budget

98826_187821.xlsx

Is your organization contributing cash or in kind?

Yes

Budget Narrative

(Explain budget expenses, selection process for goods or contractors, and effort to limit or share costs. Justify how the funding requested is appropriate for the activities proposed. 15000 characters max.)

Our budget for this project reflects what the Society can provide and the request is solely the physical equipment we need for the photo collection. Our current staff has discussed this project at great length. Personnel: Our current staffing consists of myself as Director Cathy Sherman, Curator Denis Keogh, Admin Assistant Mimi Briggs. All of us are FT and have been in our positions from 10 25 years. I am set to retire on May 31st of this year so listed myself as Lead Volunteer assuming I would retain the necessary knowledge to oversee the project. This would allow the Curator to continue working on the permanent exhibits helping with the research room only when needed. Mimi as admin would oversee the grant and I will be coding all the bills. I have volunteers lined up to assist as needed. Equipment: The request for the grant is for the actual fireproof filing cabinets for original photo storage and the supplies we need. CHS will cover any additional equipment that may be needed. Supplies: We anticipate needing to construct book shelves and possibly a work table. With Denis as a woodworker and a local lumber yard, we feel we can cover any additional things we might need to build in this process. Shipping: Shipping will be covered by CHS. We have an agreement with Alaska Marine Lines and receive a discount from them for shipping. We feel our budget reflects good estimates of what will be needed and represents a fair 25%/75% split of the costs and in kind.

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Optional Attachments

You are encouraged to submit support materials with this application such as an itemized list of supplies or materials to be purchased, price quotes, position description for contractual services, recruitment announcement for short term hires, letter of commitment, or other support documents or images. If you are submitting an image, you must convert it to a PDF or paste it into a document (uploader only accepts.txt .pdf .doc and .xls file types). If you are submitting more than 6 attachments, please send additional attachments to the program administrator.

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Optional Attachment

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Optional Attachment

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Certificate and Signature

In order for your application to be considered, you must certify the following and provide your digital signature below.

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An institution that has not completed the requirements for an outstanding grant from Rasmuson Foundation or Museums Alaska will not be eligible for the Collections Management Fund Program until all outstanding obligations have been satisfied.

Have you completed your final reporting for all previous Collections Management Fund grants?

Yes

Have you completed the requirements for any outstanding grants from Rasmuson Foundation?

Yes

Signature of Authorized Representative

(Typed name signifies authorization)

[REDACTED]

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