

# THE LOCAL HISTORY AWARD

The Project application submitted to the Natalie Field Foundation includes the following elements:

## 1. Executive Summary

- The Executive Summary is designed to provide information about the Project proposal in a brief and consistent format. It is important that the Executive Summary presented be a clear and concise statement that captures the essence of the proposed project. Include the most compelling points on why this project should be funded.
- Project name
- Requested dollar amount
- Why are you undertaking this Project?
- Project objectives and how they specifically align with these criteria:
  - ✓ an interpretation of life in the twentieth century in Jackson County Michigan
  - ✓ use of primary source research as the principle research practice
  - ✓ knowledge of a particular audience in which to share the completed project
- Process and detailed timeline
  - ✓ Project must be completed within the calendar year
- Product produced (i.e. film, lecture series, book, etc...)
- Detailed plan demonstrating how you will address potential legal issues (including but not limited to the following: release forms, publishing rights, copyright law issues, etc...)
- Detailed budget demonstrating how will you use the funds requested
  - ✓ Include where else you have applied for funding for this project
- Section that details the roles of the participants, including Project Director.
  - ✓ Two Project Directors are suggested in the event that one Director cannot see the project to its end
- Section describing how the results will be published and to what target audience?
- What type of assessment will be performed at the end of the project?

All projects will include a written report presented to the Foundation Board. The Report will include the following:

- Summary of Project
- Copies of end product: film, script, archive photos, interviews, etc...
- Copies of release forms and copyright permissions including but not limited to
  - Release forms, biographical information form, interview information forms, potential narrator information form, interviewer agreement form, staff time log and volunteer time log, artifact and photograph inventory forms, etc.
- End of project budget summary

- ✓ Copies of receipts
- Copies of advertisement or survey materials demonstrating the way in which you published your project to the community

**Project Directors:** It is suggested that Directors have background in one or more of the following fields: History, English, Humanities, Music, archive administration, or library/information science.