

Muriel L. MacGregor Charitable Trust – MacGregor Ranch Museum

Emergency Preparedness Project: Purchase Fire Detection, Suppression and Security Systems and Provide Training/Drill – 2008, Muriel L. MacGregor Charitable Trust, Estes Park, Colorado

Statement of Need: The MacGregor Ranch Museum (MRM) will utilize IMLS MFA grant funds in the category, “Building Institutional Capacity”, to purchase fire detection, suppression, upgrade security systems, conduct a Disaster Preparedness and Response Plan, DPRP drill, provide training and hire a conservation consultant to oversee the project. The outcome of this project will be to increase our ability to reduce identified risks to collections, historic structures, farm animals, and train staff to protect collections during installation and to conduct a second community-wide drill. This grant proposal is an outcome of the IMLS CPS 07’ project entitled, *Risk Assessment and Disaster Preparedness and Response Planning, 2007* and is necessary to increase our ability to protect this very important cultural and historic property that is listed on the National Register for Historic Places. We have completed the risk assessment, Disaster Preparedness and Response Planning (1st draft) and our new Education Coordinator and new Ranch Foreman are currently attending DPRP online training (www.museumclasses.org). We are on schedule to conduct the first community-wide, onsite training with 1st responders hosted by MacGregor Ranch Museum, December, 2007. The Board of Directors has designated this project as the highest institutional priority for 2008 – 09’. This IMLS MFA grant project will fully support the goals of Museums for America grant to improve institutional capacity.

“The mission of the Muriel L. MacGregor Trust is to continue operation of the MacGregor Ranch/Museum as a high mountain historic working cattle ranch and to support youth education. This mission will be carried out by maintaining the presence of a cattle and horse herd, preservation and interpretation of historic buildings and education tours. The focus of the Ranch will be on quality experiences through respect for the land, the ranch and its history for the future generations of tomorrow’s leaders”. (Board approved 2004).

The demographics of the area are 8,000 year-round residents in the Estes Park and 3 million seasonal visitors to Rocky Mountain National Park. There are several cities along the Front Range of the Rockies within a 2 hour driving distance, including Denver, with a population over 1 million people. School groups, Boy and Girl Scout Troops as far away as Colorado Springs visit MacGregor Ranch Museum on an annual basis. We have 20,000 visitors to the Museum and special events per year. We have approximately 10, 000 hits on our website annually.

The MacGregor Ranch Museum is a private, non-profit educational organization dedicated to the preservation and interpretation of the conservation/landscape, history and material culture of a high altitude, historic ranch museum in the Rocky Mountains. The MacGregor Ranch Museum’s scope of interpretation is much broader than just one community. We interpret the great American agricultural, environmental, and educational life as experienced in the Western United States from 1870's to present day. It is the MacGregor land, artifacts, buildings, and sense of place and history that drive the public programs, youth educational programs, in-door an out-door exhibitions, outreach programs to schools, publications, and very active preservation programs. Built in 1873, the MacGregor Ranch Museum is unique to three generations of this homestead ranching family in the high Rocky Mountains. The wood structures include family homestead house (now the Museum) 12 historic structures supporting agricultural operations, office building, Interpretive Center, trails, and campsites for outdoor youth activities. Animals include Black Angus cattle, chickens, horses, and many wild animals such as coyote, elk, mountain lion, bobcats, and birds round out the visitor’s experiences.

The MacGregor Ranch Museum’s photograph collection includes photographs of individuals, families, landscapes, Colorado communities-primarily Denver, Estes Park, local businesses, and flora and fauna. Also included are MacGregor wedding portraits, photographs of Estes Park in 1880's and 1876, and photographs of Estes Park’s early transportation methods to bring products from ranch to town. Archival materials include business ledgers from local companies, diaries of family members, manuscripts, advertisements, stock

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certificates, newspapers and clippings, money, stamps, letters, books, flyers, posters, sheet music, booklets, scrapbooks, financial records and correspondence, blueprints, and maps. Of special note is the collection of Macgregor's diaries from 1880's to 1971; letters, diaries, books, and receipts from the MacGregor family; ledgers that include the names and purchases of local residents from the 19th through 20th centuries. The photographs and archives have received a large sort by the founders of the museum who knows where everything is located by memory. Since the Founders are now near 80 years of age it is time to process the collections prior to the upgrades. There are thousands of artifacts on exhibit in the historic structures and a few of the important artifacts on exhibit in the Ranch House Museum, follows:

- Under 150 - Art: oil paintings, pencil sketches, prints, craftwork, Native American baskets, and pottery.
- 300 – Natural History: animals, rocks and minerals
- 80 – Transportation and agricultural equipment
- 200 – Textiles: quilts, clothing, table linens, ribbons, bedding, hats, purses, and shoes
- 175 – Household: kitchenware, silverware, and glassware
- 100 – Personal: Hygiene, canes, hairbrushes, and jewelry
- 85 – Music: phonograph records, violins, phonograph players, piano,
- 300 – Tools: yokes, carpenter's tools, mining, farming, ranching, ropes, and blacksmith
- 50 – Business: typewriter, safe, bells, pens, signs, badges, and advertisements
- 150 – Historical archaeology and architectural objects: glass bottles, horseshoes, ceramic bottles, and pottery, building remnants
- 30 – Recreational: fishing rod, picnic baskets - books-travel memorabilia

The MacGregor Ranch Museum is located in the original ranch house and the Children's' Agricultural Trail in a portion of the 28 outbuildings. The Museum houses 10,000 original artifacts, Office Building - 5,000 archival and photographic collection, Education Center – 150 educational in-use items and the Nature Center houses 150 natural history specimens/exhibits. We are responsible for 150 head of cattle and a conservation stewardship for 2000 acres of forest and meadow land. The institution is a museum, education center, and historic cattle ranch. We have two full-time paid staff, three part-time and a variety of seasonal workers in the summer. Our core volunteer force numbers 45 people with an additional 15-20 for special events. Our Museum open hours are winter: Weds. 10:00 a.m. to 4:00 p.m. and by appointment for school groups. Our summer, May to September is 9:00 to 6:00 p.m. daily. Our office is open 8:00 a.m. to 4:30 p.m. Monday through Friday year-round (collections are accessible by appointment year-round).

MacGregor Ranch and Museum is located in a high altitude, rural area with very little access by road to interior parts of the property. The highest risk to humans, animals, material culture collections, and facilities is fire and flood. Four fires have occurred in the last 4 years with the staff and volunteers first on the scene. Luckily there were no losses to structures or properties. The outbuildings and historic structures such as the barn are currently without any security, fire detection and or fire suppression systems. Because we have a children's' agricultural trail touring this area and live animals in the outbuildings and paddocks it was labeled urgent, needs immediate attention during the risk assessment. Because we have no fire detection or suppression in the office (archival storage) and education center these buildings were also labeled, urgent needs immediate attention. Two collection risks were noted for the Museum attic storage: incorrect temperature/humidity and over packed boxes with an incomplete inventory/labeling system. The attic storage was recommended as a temporary storage in 1996 by Carl Patterson, Conservator.

How does the project relate to our mission, Long-range Conservation Plan and Strategic Plan? It relates to the Long-range Conservation Plan in the following manner: The Risk Assessment Implementation Project follows the Risk assessment and Disaster Preparedness and Response Planning onsite consultation, systems recommendations and DPRP training, 2007. Conservator Carl Patterson, (**CAP 1996**) recommended we provide training for our staff, prepare for disasters, install fire detection and suppression systems and create temporary

Muriel L. MacGregor Charitable Trust – MacGregor Ranch Museum storage in the attic. Terri Schindel (**ReCAP, 2006**) made the similar recommendations with the exception of attic storage. She highly recommended a climate controlled storage as soon as possible. In an onsite risk assessment, 2007, (funded by IMLSCPS grant) the team (staff, board of trustee members, two conservators and the 1st responder, Scott Dorman, Fire Chief), identified our highest risks as fire, flood, lack of proper environment in collections storage, lack of detection and fire suppression systems and inadequate hard-wired security system. The Risk Assessment Report, 2007 recommended the following 1) install fire hydrants and hose cabinets to protect outdoor resources, 2) purchase and install fire detection and suppression systems to protect indoor resources, 3) Plan a Move Project that identifies resources to adapt the Black Canyon House to a climate-controlled storage facility 4) Conduct onsite training entitled, Disaster Preparedness Response and Recovery Drill to practice with the new equipment and to recruit and train volunteers.

We have successfully completed major preservation/stabilization of 28 historic structures, listed on the National Register “MacGregor Ranch Agricultural Complex Preservation and Restoration Project”. It was funded by the Colorado Historical Fund, (\$450,000), in-kind contributions, and community donations and completed, March 2002. In 1999 we established temporary attic museum storage (not climate-controlled), purchased supplies and rehoused 50% of the artifacts (funded by NEHPAG 05’) and improved environmental conditions for 1000 artifacts. The ranch house museum has fire detection and sprinkler system but the outbuildings, office and educational/nature center have no protection. We do not have a plan for climate controlled storage.

How the Strategic Plan was formulated: The plan was developed by the Board of Trustees and the Executive Director with input from the ranch staff (consisting of the Ranch Foreman, Education Coordinator/Museum Manager, Executive Secretary and Ranch Hands), and consultants who provided key contributions and suggestions as to the subject areas, tasks and management. The components of the overall plan that guides our decisions are as follows: animal operations including the horse-drawn educational program, land maintenance, historic buildings maintenance and planning adaptive reuse, collections care, scholarship programs, general ranch operations, education programs, and events and programs. The Executive Director, board members and staff attend an annual retreat and spend extensive time in self-study and evaluation. Evaluation is based on personal and professional experience at this site as well as networking with other professionals in similar organizations.

Several tools were used to develop and modify the Strategic Plan: Board members, staff and volunteers reviewed the 1996 CAP Assessment report, 1997 Architectural Assessment/Colorado Historical Fund Project reports, 2006 ReCAP Assessment report, 2007 Risk Assessment report, mission statement, and the vision of Muriel L. MacGregor to use the ranch to support education, land conservation, and historic preservation. Staff conducted a self evaluation and to provide more information to the board, staff researched the following areas that corresponded to the functions of the museum and ranch operations:

- a. museum management – historic house, collections care, agricultural collections,
- b. construction and restoration professionals, architect consultations
- c. funding agencies and grant programs
- d. conservators and collections managers
- e. educators and students
- f. USDA land management specialists
- g. livestock management specialists

Board members agree that the physical safety of the workers, visitors, animals and collections was the number one priority. An IMLSCPS grant was written and received to begin Risk Assessment and the Disaster Preparedness Response Planning, DPRP process. To improve our ability to protect the physical and cultural resource we must implement the findings and recommendations from the risk assessment and what we have learned from the disaster preparedness planning process.

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We have committed considerable resources to the conservation and preservation of our historic structures, collections, training staff and providing access to our local, regional, national and international visitors. We have created exhibits, special events, educational programming so visitors can experience the high altitude ranch as Muriel would have wanted. We have restored or stabilized the historic structures, conduct collections care/preventive conservation projects every year including conservation of 22 original paintings, applied for federal grants twice a year with a 50% success rate and operate as a host institution for the Museum Training Network, MTN. Our annual collections care/conservation budget averages \$2,500 and each year 10 to 12 collection volunteers, including members of the Board of Trustees work one day a week on collections from Nov. to April. They have combined contributions of hundreds of hours cataloguing, surface cleaning, rehousing and working with Ms. Schindel on grant-funded projects. We purchase conservation supplies, maintain buildings, and conserve one to two paintings per year. The board members are very committed to emergency planning and life safety issues.

2. Project Design - The MacGregor Ranch Museum (MRM) will utilize IMLSCPS grant funds to implement recommendations by Terri Schindel, and Siegfried Rempel, conservation consultants and the 1st responder, Scott Dorman, Fire Chief, during the risk assessment, training and disaster preparedness planning and response year, 2007. This grant will assist us to reduce identified risks to people, collections, historic structures, farm animals and to purchase fire detection, suppression and security systems and upgrade our plans for climate-controlled storage facility. The design of the project follows their recommendations and includes goals and objectives in seven areas: 1) purchase 3 fire hydrants (to add to the one we have) and 4 hose cabinets to protect outdoor resources, 2) purchase fire detection and suppression systems to protect two historic structures that house collections and the education/nature center, 3) Purchase upgrades to security system, 4) Hire consulting conservator to oversee project, 5) Conservator will conduct onsite training and practicum to protect collections during the project, 6) Conservator will co-manage a community-wide training entitled, Disaster Preparedness Response and Recovery Drills. 7) Conservator will assist us to plan historic structure adaptive reuse for climate-controlled storage facility to reduce risks to collections. We will utilize **the grant funds for the following activities:**

- to purchase and install 3 fire hydrants and 4 hose cabinets, 5 fire extinguishers to protect the high risk historic buildings. Purchase fire detection, suppression, and security upgrades.
- To hire the conservator for a total of 10 days to work with staff/volunteers and provide oversight for project equipment, work schedule, protection of collections, and environmental monitoring and testing new security, fire detection and suppression systems. To provide preplanning, training and guidance to staff and volunteers who will process and care for collections during the project. To provide DPRP training, planning and guidance for DPRP practice drill. Ms. Schindel has worked with our institution in the past and knows the community 1st responders and area museum personnel. She will assist the historical architect (paid by another budget) to plan an adaptive reuse climate controlled storage. She will assist us in writing grant reports and “next step” proposals and be available via Internet.
- To conduct a drill after new equipment is in place: continue our host institution DPRP training program with our collaborative partners and to impact local/regional disaster preparedness efforts.

How the activities will be implemented: October 1st the Director will request funds and set up grant account. October 5th – Consulting Conservator, Education Coordinator, 20 collection volunteers (including new recruits) and grant staff will meet for a 2-day preplanning and training session. Conservator will conduct ½ day onsite training entitled, Care of Collections/Preventive Conservation for the new people (and refresher for the collection volunteers). The practicum will be to set up environmental monitoring equipment and to practice the following plan under the supervision of the conservator: to work one month in organizing, labeling and checking the inventory list for every file and box. As the collection volunteer registers the information a second person will be rehousing, packaging, labeling and preparing the item(s) for the move. Currently the inventory is hand-written and location will be updated by the volunteer daily. Approximately 5, 000 archival and

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photographic items will be upgraded. (rehousing supplies purchased with a different budget). We will move the items to the administrative supply storage unit in a separate secured structure. As part of the in-kind contribution the Ranch Foreman will assist in moving heavy items.

Oct 1 to 30th - Purchase fire detection, suppression systems and security upgrades. Together with Eric Adams, Director Conservator will update the DPRPlan to reflect the new equipment and prepare for a practice drill.

Oct 5 to Nov 5 - Education Coordinator will work with a total of 20 volunteers one month to process and prepare the collections for this project. Volunteers work in teams of 5 two days each. The conservator will be onsite one day every two weeks to oversee the workers, new systems and make any necessary adjustments with the collection protection project.

Nov. 6th While the new systems are installed the Conservator will be in contact with historical architect and guide staff through a self assessment to plan an adaptive reuse of a historic structure for climate controlled storage. She is available via Internet and telephone between site visits. Education Coordinator will notify people from small, rural, and community 1st responders the December dates for a drill.

December, 2008 – Invite all participants utilizing the participant list from 2007 and post the training opportunity on the Colorado Wyoming Association of Museums website. Conduct a practice drill with conservator, staff, volunteers, 1st responders and area emergency management personnel.

Dec to Jan. 2009 - Dan Ciehola will conduct evaluation and Terri Schindel will write and submit reports. Director will be responsible for all grant reports and time/project management. Or we may need February and March to complete our activities if we have inclement weather.

Products: 1) installation of appropriate fire/flood detection and suppression systems inside the office/archive storage and education/nature center, 2) installation of appropriate outside fire suppression hydrants and hoses to protect outbuildings, 3) updated security systems, 4) plan to adapt the Black Canyon House to a climate controlled storage facility. Plan for funding to implement a future climate controlled storage facility, 5) an additional number of trained volunteers, staff, and surrounding area museum/library personnel able and willing to respond in an emergency, 6) reduced risks to a 5000 item archive and photographic collection as well as reduced risks to humans and animals on the ranch.

Project Evaluation: The goal of the grant evaluation process will be to provide project staff, participants, and IMLS with project analysis and recommendations regarding what works well as well as ways to improve delivery of project services for future Collections-related partnership initiatives. Throughout the project, the evaluator will collect and aggregate project data using assessment techniques including: 1) archival project data searches. 2) individual and small group interviews. The analysis of data and determination of the degree of project efficacy will be made using *best-practice* standards from organizations including IMLS, AAM, and AIC. Finally, the evaluator will create a written summative report that discusses the fostering of effective partnerships and documents the degree to which the project has met its stated implementation results and project outcomes.

Proposed training curriculum: We have attended many workshops at Westend Training Center, www.westendtc.org, and onsite to learn professional museum practices and to work under the direction of Terri Schindel. By the time this grant is awarded we will have implement our fall/winter collections care and preventive conservation program (started in 1998) and spent 18 months on Disaster Preparedness Planning and Response topic, (including online training and in-person drills). The next step in training is to learn how to protect collections during the installation of the new systems, how to respond and recover collections and practice the DPRPlan with area 1st responders and other museums and libraries is to conduct a drill. Terri Schindel will be the instructor/guide once again because she can accommodate our schedule, identify our level

Muriel L. MacGregor Charitable Trust – MacGregor Ranch Museum of our learning skills and implement professional museum practices. Through the use of resource materials and demonstrations, participant input, contractor demonstrations, and 1st responder's procedures we will drill after the new systems are installed. See Training Curriculum Attachment.

3. Project Resources: Time, Personnel, Budget: The staff members, in consultation with Terri Schindel developed the project budget. Ms. Schindel formulated the time for planning, training, drills and collection protection based on her experience training similar groups and the need for guidance throughout the process. The budget for the on-site drills is very reasonable considering the number of participants and community members volunteering their time to participate. The training supplies are in-house and further supplies will not be part of this grant. Upgrades to the security system, mainly new smoke and heat detectors, was provided by a volunteer with experience in electrical and security work.

The staff budget and timeline reflect the availability of the Ranch Foreman, Education Coordinator and Conservator from October to Jan. and this is the best time of year to fit in all the necessary activities and still have good weather. We have created a schedule that is spread over 6 months so we may continue our ranch/museum responsibilities of feeding animals, haying, and conducting historic educational tours. We have built in time for any weather delays. Our volunteers work one day per week in the fall/winter and they will attend training and assist Terri Schindel in her duties. They have agreed to work the full month of October to accomplish the goals of this grant. They will attend training, drill and work under the direction of the Education Coordinator and Conservator.

Conservation Consultant: Terri Schindel, Conservator will provide over sight for the protection of collections during the preparation and installation of systems. She will train staff and volunteers in specific collection protection techniques such as environmental monitoring, rehousing, packing, labeling and moving items. She will teach further response and recovery techniques and co-direct an onsite drill after the new systems are in place. She will lead a planning phase to determine if the Black Canyon House can be rehabilitated and used for climate-controlled storage. Terri Schindel has worked for the MacGregor Ranch since 1996 and is responsible for directing us to funds to restore our historic structures, assisted in creating outdoor Barn Tour exhibits, established storage and rotation schedules and taught in-service Elderhostel courses for three years. She has extensive experience in planning, organizing and implementing disaster preparedness/response training for small, rural, museums. Funded by the NEH and IMLS she has used this three tier, host institution DPRP training style with organizations in SD, MT, WY, CO, and AZ. She has received excellent evaluations. She has extensive experience, connections, and knowledge of the people and resources in our region. Terri Schindel received her conservation diploma from the Courtauld Institute of Art, University of London and has worked in the field of conservation since 1985. She has attended Risk Assessment training at CCI, Ottawa Canada, Emergency Preparedness/Response training, "Train the Trainers" designed specifically for cultural institutions, libraries, and museums taught by the National Task Force in Dallas, Texas. She received her fire training at the National Fire Institute and collections response training at the Hillwood Museum, (sponsored by AIC), 1998.

MacGregor Ranch Staff: Two staff members and 15 volunteers have received collections care instruction from Conservator Terri Schindel over the last five years. All of the staff and 15 volunteers have participated in our current DPRPlanning process, risk assessment and planning the future climate-controlled storage facility. The staff and volunteers are instrumental in accomplishing the activities listed in this grant. We will also use the training opportunities to recruit 5 new volunteers.

Eric D. Adams, Executive Director – Will give ½ time for 5 months to complete project. Project Director, fiscal agent, and the supervisor for all consultants. BA Criminal Justice, University of Alaska, Fairbanks, 1993Advanced experience in fiscal management duties of non-profit corporation. Owner and operator of private

Muriel L. MacGregor Charitable Trust – MacGregor Ranch Museum martial arts school and Family Corporation. Continuing education in areas of fiscal management, museum and preservation issues and agriculture management.

Emily Barnthouse, Education Coordinator – Project Manager will give ¼ time on the project. Head of youth education activities and outdoor education; supervise volunteer staff and docents, coordinates and implements collections care in the museum/archive, program development and instruction of History Camp, special events, exhibits and ranch activities. In October Emily will attend pre planning session, training and work with the Conservator and volunteers to prepare for the project by aligning archival files, labeling all boxes, and containerizing loose materials. She will work with the conservation consultant and volunteers as her schedule allows. She will work ¼ time as the functioning Education Coordinator. The grant schedule is after school group visits and before serious winter. Emily's duties are the prep work, including ordering supplies, scheduling workshop, collection volunteers, letters to community partners notifying them of the drill in December and work with the conservator to plan collection move and reinstall. She will track volunteer grant hours worked and download monitoring data.

Brett Rasmussen, Foreman

Extensive experience with livestock, range management and building construction experience. Licensed heavy equipment operator. On original team to plan Disaster Preparedness and Response Plan and now will attend response, recovery training, and drill. Ranch foreman - 2 years: keen interest and experience in historic ranching methods, history and youth programming/guide.

4. Impact: What are the anticipated benefits of this project? This project is of utmost importance to the preservation of this historic landmark's resources. We will purchase new fire detection, suppression and security systems that allow us to lower the risk to the people, property, facilities, structures, operations, animals and our surrounding neighbors. Planning a new climate-controlled storage will be one step in reducing risks to collections due to incorrect temperature, humidity and over packing.

Under Terri Schindel's guidance we have implemented all of the IMLS CPS 07' goals and objectives except the drill which is planned for December, 2007. We have identified the highest risks of fire and flood as well as incorrect temperature and humidity and we will be taking a proactive approach to reduce or eliminate the threats we currently face. The benefit to purchasing and operating new fire detection, suppression and security systems in our facilities is immeasurable. We will be able to provide a safe, secure, and informative experience for all of our visitors. We will have addressed major life safety issues with our board members, staff and volunteers.

We will lead the way with area 1st responders and emergency management personnel in training people how to respond and recover from a disaster involving animals, historic structures and historic collections. We now have a unified core group of people trained to respond to an emergency.

The continuous online and onsite training offered by Terri Schindel is used as a recruitment tool. Our collection volunteers increase by 5 new people at each new training opportunity. We have a volunteer collections crew that will add to their knowledge, experience and gain confidence that they too can be of help in an emergency.

The equipment purchased for this project will last many years and protect this valuable historic property.

Finally we will have gained knowledge and experience working with Dan Ciehola, the evaluator. We do not know much about outcome based evaluation and we look forward to working with this new Museum Training Network, MTN (a 501 c 3) provider.

BUDGET FORM - PAGE FOUR

Section B: Summary Budget

| | \$ IMLS | \$ Cost Share | \$ TOTAL COSTS |
|-----------------------------------|-----------|---------------|----------------|
| 1. Salaries and Wages | | 39,600.00 | 39,600.00 |
| 2. Fringe Benefits | 360.00 | 1,200.00 | 1,560.00 |
| 3. Consultant Fees | 8,700.00 | | 8,700.00 |
| 4. Travel | 360.00 | | 360.00 |
| 5. Supplies and Materials | 38,050.00 | | 38,050.00 |
| 6. Services | | | 0.00 |
| 7. Student Support | | | 0.00 |
| 8. Other Costs | | | 0.00 |
| TOTAL DIRECT COSTS (1–8) | 47,470.00 | 40,800.00 | 88,270.00 |
| 9. Indirect Costs | | 6,120.00 | 6,120.00 |
| TOTAL COSTS (Direct and Indirect) | 47,470.00 | 46,920.00 | 94,390.00 |

Project Funding for the Entire Grant Period

| | |
|--------------------------------------|-----------|
| 1. Grant Funds Requested from IMLS | 47,470.00 |
| 2. Cost Sharing: | |
| a. Cash Contribution | 5,000.00 |
| b. In-Kind Contribution | 46,920.00 |
| c. Other Federal Agencies* | |
| d. TOTAL COST SHARING | 51,920.00 |
| 3. TOTAL PROJECT FUNDING (1+2d) | 99,390.00 |
| % of Total Costs Requested from IMLS | 48.00% |

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

Schedule of Completion: The project will take 12months to complete, from Oct 1, 2008 to Sept 30, 2009 - Please see narrative for more details on plan of work

1. October 1st the Director will request funds and set up grant account. October 5th – Consulting Conservator, Education Coordinator, 20 collection volunteers (including new recruits) and grant staff will meet for a 2-day preplanning and training session. Conservator will conduct ½ day onsite training entitled, Care of Collections/Preventive Conservation for the new people (and refresher for the collection volunteers). The practicum will be to set up environmental monitoring equipment. As part of the in-kind contribution the Ranch Foreman will assist in moving heavy items.

2. Oct 1 to 30th - Purchase fire detection, suppression systems and security upgrades. Together with Eric Adams, Director Conservator will update the DPRPlan to reflect the new equipment and prepare for a practice drill. Oct 5 to Nov 5 - Education Coordinator will work with a total of 20 volunteers one month to process and prepare the collections for this project. Volunteers work in teams of 5 two days each. The conservator will be onsite one day every two weeks to oversee the workers, new systems and make any necessary adjustments with the collection protection project.

3. Nov. 6th While the new systems are installed the Conservator will be in contact with historical architect and guide staff through a self assessment to plan an adaptive reuse of a historic structure for climate controlled storage. She is available via Internet and telephone between site visits. Education Coordinator will notify people from small, rural, and community 1st responders the December dates for a drill. December, 2008 – Invite all participants utilizing the participant list from 2007 and post the training opportunity on the Colorado Wyoming Association of Museums website. Conduct a practice drill with conservator, staff, volunteers, 1st responders and area emergency management personnel.

4 Dec to Jan. 2009 - Dan Ciehola will conduct evaluation and Terri Schindel will write and submit reports. Director will be responsible for all grant reports and time/project management. Or we may need February and March to complete our activities if we have inclement weather.

See above for description of activities:

2008 **1 and 2 - Project begins in Oct., training, collection protection**
Nov. Activity 3 - Nov –collections work, training and conservator
onsite – equipment arrives - drills
2009 **4. 2009 Jan – evaluation and report writing**

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|-------------------|--|--|--|--|--|--|--|--|--|--|
| Activity 1 | | | | | | | | | | |
| Activity 2 | | | | | | | | | | |
| Activity 3 | | | | | | | | | | |
| Activity 4 | | | | | | | | | | |