



Native American/Native Hawaiian Museum Services

Sample Application MN-248958-OMS-21

Wyandotte Nation

Amount awarded by IMLS:	\$78,562
Amount of cost share:	\$0

The project description can be viewed in the IMLS Awarded Grants Search:
<https://www.ims.gov/grants/awarded/mn-248958-oms-21>

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion

When preparing an application for the next deadline be sure to follow the instructions in the most recent Notice of Funding Opportunity for the grant program and project category (if applicable) to which you are applying.

Proposal Narrative

Project Justification

Need, Problem, or Challenge: Wyandotte Nation citizens are gradually losing their cultural identity. Prior to European contact, more than a dozen tribes along the St. Lawrence River and Upper Great Lakes Region were collectively part of the Iroquoian linguistic family. The Wyandot (later spelled Wyandotte) was one of those tribes. Within a few years, a portion of the tribe ventured south and settled along the Sandusky River in present-day Ohio. Pressure from settlers and the Treaty of 1843 forced their removal to Indian Territory in present-day Kansas. Finally, they were removed a second time after the Treaty of 1867 and settled in present-day northeastern Oklahoma.

By the early 1900s, few tribal citizens taught their children the Wyandot language. Those capable of passing on traditional stories and ceremonies were gone. Sadly, our tribal interests focused on the care of orphans, land disputes, and other issues with the government, leaving original correspondence, treaties, maps, photographs, and other historical documents in the hands and care of non-natives. Most, if not close to all, of these primary sources remain housed in libraries, repositories, and archives across various regions of the United States.

In recent years, a number of tribal members interested in Wyandot heritage have noticed problems with the current state of resources on the topic. Most obvious is a general lack of published primary source materials, despite the existence of thousands of relevant documents. Equally problematic is access to these original materials as few tribal members have the means or opportunity to travel to major libraries, such as the Kansas City, Kansas Public Library ([KCKPL](#)). Archaic, illegible, poor quality handwriting, together with the restrictions placed on worn and fragile papers can further hinder a researcher's task, makes research time-consuming and costly. Given this deficiency, Wyandotte tribal leadership has made it a priority to maintain, defend, and celebrate our culture as we learn from Wyandot collections and archival resources through available technology.

Wyandotte Nation is proposing a partnership with the KCKPL to address these problems by publishing an electronic database, "Wyandot Heritage Digital Archive" ([WHDA](#)). The database has as its objective the creation of a critical edition of Wyandot-related primary source materials gathered from partner institutions into one robust virtual collection, where the items are digitized, transcribed, and edited to high standards and made freely available over the Internet.

The Tribe's Vision Statement, "preserving the future of our past" is evidence of its commitment to not only celebrating, but also preserving our cultural heritage. Dr. Robert S. Wicks of Miami University in Oxford, Ohio initiated WHDA, which is an important step forward in making Wyandot collections and historical documents accessible to tribal citizens wherever they reside.

Wyandotte Nation citizens and Tribal leadership **identified a need** to celebrate the culture and learn from Wyandot collections and archival resources with technology, which would make it available to all Wyandotte's nationwide. Wyandotte Nation is **proposing a 24-month project to create a digital database using the Omeka platform for digitally compiling, preserving, and sharing its cultural heritage**. Our proposed project titled, "WHDA: the William E. Connelley Collection" is part in parcel to an existing IMLS project [[MN-245563-OMS-20](#)]. While the previous project focuses on the Wyandot experience in Michigan and Wisconsin beginning in the 17th century, our proposed project focuses on the 19th century experience in Ohio, Kansas, and Oklahoma. In other words, this project is distinct from our existing IMLS project, and is, in fact, the next phase of the project as part of our Three-Year Strategic Plan (2019-2022).

A significant portion of the William E. Connelley Collection (Connelley Collection) contains original material relating to the Wyandot dating back to its Ohio period. The collection consists of artifacts, diaries, journals, manuscripts, mission records, land plats, maps and photographs. Some of the original materials in the collection date as far back as 1818. The Connelley Collection comprises documents including research materials and writings by Mr. Connelley, accumulated during his career as a historian. After numerous roles and occupations, he was given power of attorney to represent the remnant of the Wyandot in Indian Territory including the sale of the Huron Cemetery in 1899. Connelley's collection also includes correspondence of Wyandot leaders, copies of legal documents, historic photographs, diaries, journal transcripts, plat maps, books, newspaper clippings, and book manuscripts. Digitizing the Connelley Collection has been an aspirational project for years, but has never been possible given staffing and budget constraints.

The open source Omeka platform has been chosen for this project because of its utility and adaptability to the needs of the WHDA. The Omeka configuration used by the Wyandotte Nation is specifically designed for cultural materials associated with the Wyandot and will ultimately be transferred to a stand-alone server in Wyandotte Oklahoma. While the KCKPL subscribes to Omeka, their use is quite distinct from that of the WHDA; they are not interchangeable or compatible with one another. In addition, the KCKPL subscribes to a tier of the platform that does not provide adequate space to store all digital assets that will be produced during this project.

We are a living people, with a present and future. Funding from IMLS will enable us to weave together the fragmented tapestry of our people as we preserve. Native involvement is real and there are clear and identifiable Native beneficiaries.

Beneficiaries: Our project will benefit the nearly 7,000 Wyandotte Nation citizens across the nation as well as students, educators, and researchers. Tribal citizens were involved in planning the project as they participated in the community assessment while providing input for necessary projects eventually leading to the development of the Strategic Plan as well as the attached logic model.

Strengthening Museum Services: Tribal historical information on our organization's website and cultural pamphlet is limited in scope. Wyandotte Nation intends to remedy this deficiency by partnering with KCKPL to access Wyandot-related documents from the Connelley Collection. This partnership will lead to creating a digital platform by providing access to Wyandot primary resources. This platform will afford us the opportunity to address access barriers to Wyandot heritage, history, and culture. We believe this will **strengthen museum services as exposure of primary resources** and other materials as this will likely **encourage Wyandotte citizens to add to this collection** with historic photographs in private hands as well as journals, diaries, letters, warranty deeds, etc.

We must look beyond our doors and outside the walls in order to be a progressive museum. Therefore, expanding access to collections through a searchable online database is a priority. To meet the ever-changing technology needs of patrons and provide access to tribal citizens across the nation, it is imperative that Wyandotte Nation invest in more digital resources to increase use and ease of access to information in these collections for all. The ways in which this project strengthens museum services are specific, actionable, measurable, and connect with IMLS agency-level goals. **IMLS Goal Connection:** Wyandotte proposes a project that achieves IMLS' purpose for the Native American/Native Hawaiian Museum Services funding opportunity by sustaining heritage, culture, and knowledge through strengthened activities in digital resource development and delivery. The intended goal of the project that will guide our project to completion are based upon IMLS' mission to advance innovation, lifelong learning, and cultural and civic engagement. Based upon IMLS agency-level goals, our proposed project best aligns with **Goal 3:** access to information, ideas, and networks through libraries and museums. **INCREASE PUBLIC ACCESS** ~ this correlating goal of increased public access focuses on partnerships to address access barriers to collections, programs, and information.

Project Work Plan

Proposed Activities: WHDA: the William E. Connelley Collection is a documentary effort hosted by Wyandotte Nation under the auspices of the Wyandotte Nation Tribal Heritage Department. The main objective is to assemble digital versions of primary historical sources associated with the Wyandot experience in Ohio, Kansas and Oklahoma during the nineteenth century in partnership with KCKPL.

The scope of WHDA includes correspondence, postal history, legal documents, contemporary newspaper articles, contemporary journal articles and books, treaties, journals, tribal rolls, census records, diaries, ledger books, maps, photographs, paintings, drawings and items of material culture. The WHDA will compile and edit digital images of these primary sources together with searchable transcriptions and commentaries according to standards corresponding to best practices in the field. Specifically, modeled on the Yale Indian Papers Project and the Northeast Native Portal, WHDA will become a vibrant and dynamic resource of immediate and continuing relevance to tribal members, researchers, educators, and students. We will also adopt technical guidelines for digitizing materials based on the Federal Agencies Digital Guidelines Initiative. The proposed activities are based upon informed decisions by **appropriate theory and practice**.

Expected Risks: Wyandotte Nation has developed a contingency plan to address any expected risks to our project. This contingency plan is designed to minimize interruptions towards implementation of the proposed project.

1. **Expected Risk:** Digitization process begins to fall significantly behind schedule.
Contingency Plan: Recruit and train volunteers to help with the project's implementation.
2. **Expected Risk:** Partner unable to fulfill commitment.
Contingency Plan: Seek partnership with another repository or historical society with items of interest to WHDA material, such as the Kansas Historical Society in Topeka, KS.
3. **Expected Risk:** External hard drives malfunction or crash.
Contingency Plan: Utilize online cloud storage as an additional backup to digital files for redundancy.

Project Management: WHDA: the William E. Connelley Collection was **planned by Wyandotte Nation's Tribal Heritage Department**, which included conference calls and email discussions with Anne Lacey and Dr. Robert Wicks. Ms. Lacey is the Kansas Collection Librarian at KCKPL. Dr. Wicks is the Director of the Miami University Art Museum in Oxford, OH.

Kim Garcia is the proposed **Project Director** who will **implement and manage the project**. Mrs. Garcia is the Wyandotte Nation's Cultural Preservation Officer. Mrs. Garcia has recent and relevant programmatic and financial experience to serve as the Project Director. She was the Tribe's Accounting Director for fifteen (15) years before her current position. Kim will ensure the project goals, objectives, and activities are achieved in a timely manner utilizing the Schedule of Completion and Logic Model.

Beci Wright will assist the Project Director achieve project goals, objectives, and activities. She earned a Master of Library Science Degree from the University of Washington. Ms. Wright will remain in regular communication with the Partner and Consultant, receiving and transferring data from the portable external hard drive, uploading metadata and transcriptions into the database, and conducting a community workshop.

Leading the way in Reading Information and Culture, KCKPL connects members of the community with information, tools, resources, and welcoming spaces to enrich their lives. **KCKPL is the proposed partner** for this project. The **main point of contact at KCKPL is Anne Lacey**. Ms. Lacey earned a Master of Library Sciences degree from Emporia State University and completed coursework in archives and preservation. She oversees the Kansas Room Special Collections, which includes the William E. Connelley Collection. The Kansas Room provides reference and research services to patrons and strives to connect people with Wyandotte County's rich history. **Dr. Robert S. Wicks** is the **proposed consultant**. He is the founding editor of the Wyandot Heritage Digital Archive. Dr. Wicks will develop, create, and incorporate training videos on metadata and document transcription best practices. The identified **staff, partner, and consultant** possess the **experience and skills necessary to successfully complete the proposed work**.

Sequence of Activities: Proposed high-level activities carried out over the 24-month time frame include: 1) advertising, hiring, and training contract labor for proper scanning and cataloging, 2) purchasing supplies, materials, and equipment, 3) conducting an inventory and creating a finding aid of the Connelley Collection, 4) scanning and digitally photographing Wyandot-related materials, 5) labeling, filing, and securely placing hard copies in acid-free folders and cases, 6) cataloging and compiling metadata and digital images of primary source materials before uploading into the database, 7) developing, creating, and publishing training videos on metadata and document transcription to a private YouTube channel, 8) documenting the progress of scanning and cataloging materials in KCKPL, 9) disseminating educational outreach material, 10) transferring compiled data in digital shells from whda.omeka.net to Omeka Classic, 11) uploading metadata and transcriptions into the database, and 12) conducting a community workshop on the development, creation, and use of the new digital database.

Once the database is fully functional, it will be beneficial for students, educators, researchers, Native American tribal members, and others with visual and intellectual access to significant historical knowledge for the purposes of teaching, scholarly analysis, and research. This resource and sequence of activities will allow Wyandotte Nation to further its vision of preserving the past.

Resources to Carry Out Activities: Most resources essential to carry out the project's activities are from the existing IMLS project [[MN-245563-OMS-20](#)], viz. flatbed scanner, digital camera, marking kit, and cases. Nevertheless, we are requesting additional resources for the proposed project. Legal size folders are ideal for storing and protecting document collections, small prints, and photos. These folders are acid-free, lignin-free, buffered to resist acid migration, and have passed the Photographic Activity Test (P.A.T.). Document cases will provide safe storage of legal size folders containing documents, small prints, and photos. Metal edges protect the integrity of the case and add support. The flip-top lid closes tightly to protect against dust, dirt and light while metal edges add strength and support. Cotton gloves will prevent finger oils from contacting surfaces and causing chemical damage as we handle rare documents, small prints, and photos. The redundancy in the backup system is critical during the initial scanning process. KCKPL would generate digital files, one on their hard drive and maintain a backup of all digital files in an external hard drive. The portable hard drive will allow us to store, share and transport files from KCKPL's external hard drive to Wyandotte Nation's external hard drive. WHDA will have its own backup strategy, providing another level of redundancy. Specific time, financial, and personnel necessary to carry out project activities are detailed in the required attachments and supporting documents.

Tracking Progress: The Project Director will monitor the work plan and timeline to keep the project on track using the Schedule of Completion and Logic Model to aid in quantifying data and ensuring goals are met to show progress over time. Anne Lacey, Dr. Wicks and the Project Director will coordinate efforts in creating an Excel Spreadsheet to track the number of Wyandot materials catalogued, scanned, digitized, and uploaded. On a weekly basis, the Project Assistant and Ms. Lacey will communicate via email or phone call in order to update and revise this spreadsheet. This is a step toward quality assurance while avoiding duplication of efforts. In measuring success, this evaluation methodology is not only appropriate, but will **result in valid, reliable, and generalizable findings.**

Sharing Project Results: Wyandotte Nation will publicize our IMLS-funded project across multiple platforms throughout the grant period in order to reach our audience of nearly 7,000 tribal citizens and other website and social media visitors. Our communication plan involves the Project Assistant reaching out and promoting the project's activities and discoveries to the community through various forms of social media, such as Facebook and Twitter to reach as many demographics as possible. We will openly and effectively share project updates, interesting objects, and stories along with photographs of the William E. Connelley Collection on a quarterly basis in the tribal newsletter *Gyah'-wish Atak-ia* [[The Turtle Speaks](#)] and Cultural Facebook page [facebook.com/Wyandotteculturalcenter]. The Project Assistant will also be responsible for outreach, promotion, and dissemination including a community workshop and educational information on the new WHDA domain. All digital and printed announcements will include the IMLS logo and statement, "This project was made possible in part by the Institute of Museum and Library Services."

Project Results

Intended Results: The project's intended results allow Wyandotte Nation to advance work begun in the existing IMLS project with progress in the area of digitization, cataloging, and transcription of Wyandot-related materials. The digital resource and new website will provide visual and intellectual access to significant historical knowledge for all.

This vital project will benefit Wyandotte tribal citizens nationwide, our tribal community, and online researchers. Wyandotte Nation's intended results from the proposed project include, but are not limit to, the following:

- One (1) partnership developed with Kansas City, KS Public Library (KCKPL);
- 8-10,000 documents of Wyandot materials from KCKPL catalogued, scanned, digitized, and uploaded;
- One (1) private YouTube Channel for training videos on metadata and document transcription best practices;
- One (1) digital database created and utilized by tribal citizens and online researchers across the nation; and
- One (1) community workshop on the use of technology with access to the newly created digital database.

Changes Resulting from the Project: Through this multigenerational project, we expect to see the following results and changes:

- Increased level of access to Wyandotte history;
- Appreciated cultural significance to be Wyandotte;
- Gained knowledge, interest, and understanding of researching tribal cultural heritage;
- Enhanced connection with the tribe and tribal citizens nationwide; and
- Increased tribal self-esteem and cultural identity.

Data Collection: Wyandotte Nation will collect and report the number of items catalogued with bibliographic referencing as well as items scanned, photographed, and digitized. The redundancy in the backup systems is critical during the initial scanning process. KCKPL will generate digital files, keeping the originals on their external hard drive and maintain one backup of all digital files in their original format on a separate drive. WHDA will have its own backup strategy, providing another level of redundancy. Other data collected will be the number in attendance at the community workshop during Powwow. Data collected will assist us in measuring our project's success. The **plan for collecting and reporting data** is well designed and feasible.

Improvements to Collection: Grant funds will afford us the opportunity to safely and securely catalogue, scan, and digitize primary Wyandot documents later transferred in a digital database. The care, condition, management, and access to the digital database will improve because of this tangible project.

Tangible Product: The tangible product resulting from our project is a digital database under the domain name whda.com that will serve as the main site for this initiative.

Sustainable Benefits: The mantra of success is sustainability and growth. Wyandotte Nation employs an approach to solve problems that is caring, thoughtful, reflective and sustainable. The proposed project represents the second phase of a larger multi-year initiative to make a digital database available to tribal citizens and the public. The proposed project is part of our long-term Strategic Plan, which prioritizes and addresses tribal citizen and community needs. Wyandotte Nation will ensure that staff and funds are available in our annual operating budget to maintain records, images, and online access after completion of this project. The files will easily integrate into the robust digital and long-term OMEKA platform's preservation workflow, including redundant archives stored at separate physical locations. We anticipate this initiative to become a model for future digital archive projects by other American Indian/First Nation communities once the database is fully developed.

Schedule of Completion
Year 1 – WHDA: the William E. Connelley Collection

The Schedule of Completion reflects each major activity identified in our Narrative and project dates identified on the SF-424S and IMLS Budget Form.

	J	A	S	O	N	D	J	F	M	A	M	J
Activity 1 – Advertise / Hire Contract Labor												
Activity 2 – Project Orientation and Planning												
Activity 3 – Training												
Activity 4 – Procure Supplies and Equipment												
Activity 5 – Conduct Inventory												
Activity 6 – Scan & Photograph Materials												
Activity 7 – Catalogue & Upload												
Activity 8 – Create Training Videos												
Activity 9 – IMLS-Designated Meetings	T	B	D	-	-	-	-	-	-	-	-	>
Activity 10 - Outreach and Dissemination												
Activity 11 - Document Progress												
Activity 12 - Evaluate and/or Submit Reports												

Outline of Year 1 Activities	
1	Advertise and hire contract labor to scan and catalogue Wyandot-related materials; transfer files to digital shells on Omeka platform.
2	Conduct orientation meeting with Project Staff in order to review the project's goal, objectives, and plan for activities, outcomes, results, and products.
3	Train Contract Labor on best practices for proper scanning and cataloging for consistency and quality of work.
4	Purchase supplies, materials, and equipment for project implementation; create an inventory of purchased supplies, materials, and equipment.
5	Conduct inventory of the William E. Connelley Collection and create a finding aid.
6	Scan and digitally photograph Wyandot-related materials; hard copies labeled, filed, and securely placed in acid-free folders and cases.
7	Catalogue Wyandot-related documents; Compile metadata and digital images of primary source materials; Upload into the database.
8	Develop and create training videos on metadata and document transcription best practices.
9	Project Director will travel, attend, and participate in IMLS-designated meetings, i.e. ATALM Conference.
10	Disseminate educational outreach material for tribal citizens and guests to museum programs as well as digital announcements on social media.
11	Project Director and Project Assistant will travel to KCKPL in order to review progress and document process of scanning and cataloging materials.
12	The Financial Review Committee will meet with the Project Director in order to evaluate and monitor the project's effectiveness. Prepare to submit performance and financial reports due to the reporting schedule from the Official Award Notification for Grants and Cooperative Agreements. Project reports will be submitted electronically using the IMLS performance and financial report forms.

Schedule of Completion
Year 2 – WHDA: the William E. Connelley Collection

The Schedule of Completion reflects each major activity identified in our Narrative and project dates identified on the SF-424S and IMLS Budget Form.

	J	A	S	O	N	D	J	F	M	A	M	J
Activity 1 – IMLS Designated Meetings	T	B	D	-	-	-	-	-	-	-	-	>
Activity 2 – Procure Supplies and Equipment												
Activity 3 – Scan & Photograph Materials												
Activity 4 – Catalogue & Upload												
Activity 5 – Conduct Workshop												
Activity 6 – Transfer Data to Omeka Classic												
Activity 7 – Launch WHDA												
Activity 8 – Outreach and Dissemination												
Activity 9 – Publish Training Videos												
Activity 10 – Transcribe Material												
Activity 11 - Evaluate and/or Submit Reports												

Outline of Year 2 Activities	
1	Project Director will travel, attend, and participate in IMLS – Designated Meetings, i.e. ATALM Conference.
2	Purchase supplies, materials, and equipment for project implementation; create an inventory of purchased supplies, materials, and equipment.
3	Scan and digitally photograph Wyandot-related materials; hard copies labeled, filed, and securely placed in acid-free folders and cases.
4	Catalogue Wyandot-related documents; Compile metadata and digital images of primary source materials; Upload into the database.
5	Conduct community workshop during Powwow on the development, creation, transcribing, and use of digital database.
6	Transfer compiled data in digital shells from whda.omeka.net to Omeka Classic and activate domain names WHDA.com or WHDA.net.
7	Launch newly created digital database under the domain name WHDA.com or WHDA.net.
8	Disseminate educational outreach material for tribal citizens and guests to museum programs as well as digital announcements on social media.
9	Publish training videos of transcribing uploaded material from the database via private YouTube Channel.
10	Incorporate document transcriptions into the database.
11	The Financial Review Committee will meet with the Project Director in order to evaluate and monitor the project’s effectiveness. Prepare to submit performance and financial reports due to the reporting schedule from the Official Award Notification for Grants and Cooperative Agreements. Project reports will be submitted electronically using the IMLS performance and financial report forms.