CALL FOR PROJECTS:  
SPRING 2013

Application Deadline: April 22, 2013

Application for CPC Project Assistance

Instructions: We encourage non-profit organizations and municipal agencies to contact the CPC with ideas for projects that can benefit the community while providing meaningful service-learning for RWU students. Please fill out the Application for Project Assistance, answering all applicable questions and including all supporting documents.

In order for any project to be considered for assistance, completed applications must be submitted to CPC Project Coordinator, Stephany Hessier, by 5 pm on April 22, 2013. Applications may be submitted by:

Email: shessler@rwu.edu
Fax: (401) 254-3565
Mail: RWU Community Partnerships Center
Roger Williams University
One Old Ferry Road
Bristol, RI 02809-2921

Any questions regarding the application process can be directed to Stephany at (401) 254-5211.

CPC project services are performed by students in support of their educational experience. Applicants shall understand that any deliverables generated through an accepted project are intended to provide conceptual information only to assist design and planning and as such are not intended, nor should they be used for, construction or other project implementation. Professional and/or other services may be needed to ultimately implement a sponsor’s desired goals.

SECTION 1: Organization Information

Name of Organization: Cranston Historical Society

Mailing Address: 1351 Cranston Street, Cranston, RI 02920

Name of Project Contact Person(s): Sandra Moyer

Contact Information:

Phone: (401) 942-5077 (home) (401) 944-9226 (office)  
Fax:

E-mail: smoyer3@verizon.net

Type of Organization

☐ Public (town, city, municipality, special district, government agency)
☒ Private (citizen, non-profit)
☐ Other (please explain)

Description of Organization and Mission:
The mission of the Cranston Historical Society is to preserve and promote the history of our community. The Society does that by maintaining two properties important to our history (the Joy Homestead and the Sprague Mansion) and by offering educational programs for children and adults.
How did you hear about the CPC? I received an email.

SECTION 2: Project Description

Title of the Project: Designing a campaign to encourage more business rentals of the Gov. Sprague Mansion for the Cranston Historical Society

Project Location (Address, City, State, and Zip): 1351 Cranston Street, Cranston, RI 02920

General Project Description (you may attach a longer narrative if necessary):

The Cranston Historical Society derives much of its income from renting the Gov. Sprague Mansion for social events like small weddings, parties and other non commercial celebrations. Most of these rentals take place on the weekends. We would like to increase the use of the mansion by businesses during the weekday. Our facilities would be amenable for meetings and small conferences. The mansion is equipped with WIFI, audio visual equipment, and kitchen facilities as well as one large meeting space and smaller break out rooms.

Potential Scope of Work/Tasks for RWU CPC¹ (you may attach a longer narrative if necessary):

The campaign to attract businesses might include:
1. Compiling a list of potential customers
2. Writing promotional materials
3. Conducting a mailing to targeted businesses
4. Planning and hosting an event for potential business renters

Proposed Project Schedule (when the tasks/project needs to be completed): no special date

Please provide the names and contact information for any staff members or volunteers who will be playing a primary role in the proposed CPC project. Sandra Moyer, President
Mary Mierka, Resident Manager and Events Planner

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What resources/previous work would the CPC be building upon that you already have completed? (Please select all items that are applicable)

☐ Strategic Plan
☐ Marketing & Communication Plans
  Additional organizational documents
☐ Preliminary photos of the site/project
☐ Maps
☐ Previous research
☐ Survey results
☐ Architectural or building plans

What active support would your organization be able to contribute should your project be selected?

☒ Funding (minimal)
☐ Volunteers
☐ Staff time
☐ Consultants
☐ Other (please list) office supplies and equipment

SECTION 3: Project Outcomes

Please describe how this project will benefit your organization and the advancement of your mission:

We believe that by encouraging use of the Gov. Sprague Mansion by businesses, we would dramatically increase our rentals. This would improve our financial situation, therefore bringing in more funds to provide for preservation and upkeep of our properties.

Please describe how this project might benefit the overall community, including specific groups that could benefit from this project (i.e. target populations, neighborhoods, specific town/city/region).

This project would provide a valuable meeting/conference facility for businesses in our community. The Gov. Sprague Mansion is located in the Knightsville section of the city. The Economic Development office of Cranston has plans in place to make this area more attractive to businesses as well as to residents and visitors. The Cranston Print Works, which is across the street from the mansion, is currently for sale. One of the redevelopment proposals for this complex is to provide space for small businesses. Having an attractive meeting facility next door would be mutually advantageous.

Please explain why you have chosen to seek assistance from the RWU CPC with your project request, instead of undertaking the project using fee-for-services from a paid professional:

Currently, the Cranston Historical Society is not in a position to pay professionals. We are a strictly volunteer organization and all of our funding goes to maintaining our properties and the daily expenses of running the society.
SECTION 4: Financial Information

What is your organization’s annual operating budget? Please include a copy of your most recent budget with the application. $33,500

What are your major sources of funding?

Most of our operating income comes from a grant from the city of Cranston and the proceeds from renting our properties for events. We occasionally do have other grants but they are for specific purposes, not general operating expenses.

How much funding from your annual operating budget is set aside for this project (if any)?

Some funds could come from curator expenses and office supplies but we do not have much that we can offer.

• SECTION 5: Private Sector Involvement

• Have you or your organization discussed the project with practicing professionals (e.g. architect, engineer, planner, consultants, etc.)? (please circle one): Yes / No

If no, please explain why:

Because our all of our operating funds are needed for maintain the buildings and keep the Society functioning, we do not have money for professional consultation in our budget. So far we are relying strictly on volunteer help to maintain our website and market plan to businesses. We do have a report from an engineering/architecture firm for restoring the Carriage House but it does not address exhibit space design. The money for renovations would have to come from targeted fund raising or grants.

SECTION 6: Supporting Documents

Please include the following items when submitting your application:

☑️ Budget for the current fiscal year
☑️ List of current Board members
☐ Copies of supporting resources identified in section 2 as needed to support your application  N/A
Cranston Historical Society
Officers and Board of Directors 2011-2013

Officers

President          Sandra Moyer
Vice President     Frank DelSanto
Secretary          Mary Mierka
Treasurer          Steven Frias
Assistant Treasurer Leland Andrew

Board Members Who Chair Standing Committees

Martha Cornell (Gift Shop)
Frank DelSanto (Program)
Steven Frias (Finance)
David Griswold (Publicity)
James Hall (Curator)
John Lonardo (Hospitality)
Gregg Mierka (Property Management)
Mary Mierka (Events and Rentals Management)
Sandra Moyer (Endowment)
Barbara Motta (Tours)
Lydia Rapoza (Joy Homestead)
Herbert Zakrison (Buildings and Grounds)

Directors at Large

Richard DelSesto
William Downing
Fred Joslyn
Categories for Budget

General Operating Budget July 2012 – June 2013

Income

- Government grants 7,500
- Foundation grants 3,000
- Gifts 1,500
- Annual Fund Appeal 4,000
- Rentals – Mansion 6,750
- Rentals – Homestead 400
- Fundraising 4,700
- Tours - Mansion 850
- Tours - Homestead 600
- Membership Dues 2,800
- Interest Income 450
- Curator’s income 750
- Gift Shop 200

Total 33,500

Expenses

- Grounds Maintenance – Mansion 3,000
- Grounds Maintenance – Homestead 550
- Building Maintenance – Mansion 4,000
- Building Maintenance – Homestead 500
- Heating Gas – Mansion 6,750
- Heating Oil – Homestead 700
- Electricity – Mansion 2,500
- Electricity – Homestead 550
- Sewer and Water 1,450
- Telephone – Mansion 400
- Telephone - Homestead 300
- Insurance 7,500
- Alarm – Mansion 350
- Alarm – Homestead 350
- Fund Raising Expenses 1,200
- Office Supplies, Postage & Printing 1,100
- Household Supplies 250
- Hospitality 150
- Tax Return Prep 400
- Curator’s Expense 750
- Gift Shop 100
- Miscellaneous – Mansion 450
- Miscellaneous – Homestead 200

Total 33,500