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 Hessler, 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)
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 Website 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 currently has a website that was designed by one of our members. However, it looks unprofessional and does not present the Society in the most advantageous manner. We would like to have a website that is designed to be easier to navigate and to reflect the services that we can offer to the public.

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

The project would include designing a website that includes tabs that allow users to access information about the Society, our mission, our events, our collections, and our two properties. We would like the website to have the capability to allow users to contact us and fill out documents such as membership forms. The website should also encourage viewers to want to rent our properties by including photos of events such as weddings, parties and business meetings.

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
Gregg Mierka, Resident Manager

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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
☐ Existing website

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 improving the image that we present to the public, the Cranston Historical Society will attract more members and encourage a greater use of our collections and archival materials by the public in line with our educational goals. We would also like to improve our financial situation by increasing the public’s renting of our two historic properties. This would bring in more funds to provide for preservation and upkeep.

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).

The Cranston Historical Society’s two properties – the Joy Homestead c.1770 and the Governor Sprague Mansion c. 1790 – are our city’s only historic buildings which are maintained by a nonprofit organization and open to the public for the purpose of education. Numerous school groups use our facilities as do the general public. The city has also used our properties for community meetings. We think that an attractive, informative website would increase our involvement in the community and could be linked to the city’s official website.

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