



APPLICATION FORM

JOURNEY STORIES

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Smithsonian Institution



Application form: Four (4) complete copies of the application form are due no later than **Thursday, October 1, 2009** at the offices of the Louisiana Endowment for the Humanities. Applicants will be notified of a decision in December.

RETURN APPLICATION FORM TO: Museum on Main Street – Journey Stories, Louisiana Endowment for the Humanities, 938 Lafayette Street, Suite 300, New Orleans, LA 70113.

DIRECTIONS: Please answer ALL questions, even if the answer is Not Applicable (N/A). The LEH will select six host sites based on factors including geographic distribution, demographics, physical capacity to accommodate the exhibition safely, and strength of proposed auxiliary public humanities programs. Prior contact or affiliation with the LEH, elaborate facilities, and experience with traveling exhibitions are NOT essential to a successful application.

PART I: Tell us about your institution. Please type or print.

Institution Name: _____

Project Director: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Website URL: _____

Are you a friend of the Louisiana Endowment for the Humanities? Yes No

Are you a member of the Louisiana Association of Museums? Yes No

Nonprofit: Yes No

(Eligibility requirements for Journey Stories dictate the host site must be a nonprofit organization)

Exhibition floor space (in square feet): _____

(Site must have a minimum of 750 square feet of floor space)

Floor-to-ceiling height: _____

(Site must have a minimum floor-to-ceiling height of eight feet)

Year institution established: _____

Number of permanent staff: Full-time _____ Part-time _____

Number of regular volunteers: _____

Board size: _____ Annual budget: _____ Annual visitation: _____

Days and hours of operation: _____

Could the museum/institution be open five or more days per week, for five to eight hours per day, during the six-week exhibition of *Journey Stories*? Yes No

If Yes, what would you anticipate the days and hours of operation to be? _____

Town population: _____ Parish population: _____

US Congressional District #: _____ LA Senate District #: _____ LA House District #: _____

Does your community hold an annual festival or other observance which celebrates the contributions of a particular ethnic group, or which celebrates a particular form of transportation? Yes No

If yes, please provide the festival name(s), a brief description of related events, and the dates.

PART II: Please answer each question on SEPARATE pages attached to the application form. Please limit your total response to 10 pages.

1. What is the mission of the applying institution?
2. Please describe the facility where *Journey Stories* would be displayed. If you have a floor plan, please include it with the application, indicating on the plan where this exhibition would be located.
3. What are the facility's current security and climate control conditions?
4. List any traveling exhibitions that your institution has hosted in the last three years and the source of each exhibition.
5. List any grants (including those received from LEH) awarded to the applying institution in the last three years for exhibitions or programs, as well as the source of the grants.
6. Identify some of the resources in your community (organizations, individuals, special facilities, festivals, events, etc.) that would contribute to the success of the project. List (a) any organizations that would assist with the project, and (b) what their role would be. The LEH encourages co-sponsorships and teamwork to help build broad community support for the exhibition and related events.
7. As the applying institution will be required to raise \$2,000-\$2,500 in cash or in-kind dollars as additional support for the exhibition and public programs, would any of these organizations or individuals be potential sources for funding? If so, please elaborate.
8. *Journey Stories* is about how different groups of Americans settled various parts of our nation, and the modes of transportation they used to get there. Briefly describe your community's special immigration, settlement, and/or transportation story. What makes *Journey Stories* a great match for your town?
9. Bearing in mind that the most important aspect of the *Journey Stories* project is to celebrate and explore your town's unique and special history, briefly describe some preliminary ideas you have for creating a community exhibition for display alongside *Journey Stories* to complement and localize its themes.
10. Identify and describe at least three preliminary ideas for public programs based in the disciplines of the humanities. These should target a general adult audience and further interpret and localize the themes of *Journey Stories* with the aim of telling your community's unique story. Public humanities programs include lectures, symposia, conferences, interpretive oral history projects, "living history" programs, film festivals, teacher workshops, reading/discussion groups, historic tours, culture and heritage programs, etc.
11. Briefly describe some preliminary ideas for other types of community programming. These can be more "fun" or "entertainment"-based than the public humanities programs – be creative! These can include food or craft showcases focusing on the contributions of various groups that settled the area, car or model train shows, children's programs, etc.

PART III: (Optional) Please include letters of support from local organizations, government entities, and/or individuals. If possible, include images of the interior and exterior of your facility.