

## 1. Humanities mission and record of contribution

The Longmont Museum and Longmont Public Library are both divisions of the City of Longmont, Colorado, submitting a joint application to NEH CARES, GA52020, Public Programming. The Longmont Museum has exhibited objects and photographs relating to local and regional history and culture since 1940. It is now a 35,000 sq. ft. facility with three galleries, a 250-seat auditorium, three classrooms, an archives, and support spaces, serving over 60,000 people annually. In 2013, the Museum received an NEH Challenge Grant to support a successful capital campaign to construct the Stewart Auditorium. The Museum's core history exhibit, *Front Range Rising*, won an AALSH Award of Merit in 2007. Each year the Museum hosts the largest Día de los Muertos exhibition and celebration in Colorado. Recent changing exhibitions have included *Lowriders: Cars and Culture*; *WWI: Longmont and the Great War*; and *Ansel Adams: Early Works*. The Museum's mission is: "The Longmont Museum is a center for culture in Northern Colorado where people of all ages explore history, experience art, and discover new ideas through dynamic programs, exhibitions, and events."

The Longmont Public Library officially opened in 1907. Today, its 51,000 sq. ft. facility welcomes hundreds of thousands of visitors each year who read, study, check out materials, use technology, attend programs, and meet with friends and colleagues. Patrons of all ages attend storytimes and children's programs in English and Spanish, writer's groups, tech programs for teens, and a popular series for adults featuring musicians, authors, and lecturers from Colorado and beyond. The Library has a print collection of over 250,000 items, and in response to patron demand is increasing its books, movies, lectures, and music which can be accessed online, as well as non-traditional items like musical instruments and wifi hotspots. The Library's mission is: "The Longmont Public Library serves our community by providing equal access to information and resources for education, enrichment, enlightenment and enjoyment." Each year, the Library partners with the Museum to bring in a local or regional author for a presentation, and is an enthusiastic partner for Día de los Muertos, offering cultural displays and activities.

## 2. Proposed activities and audience

Responding to shifting audience needs during COVID-19 for online programming at home, the Museum and Library request funding to increase programs and humanities content through online channels. Major components include:

Online tours of local history and culture. The Museum has offered in-person walking tours of history and architecture in Longmont for the past four years. This year the Museum added a walking tour app, [www.tourlongmont.com](http://www.tourlongmont.com), with one tour of downtown Longmont. With current social distancing requirements, large in-person tours will not be possible this summer. A grant-funded Museum Technician will produce three additional online walking tours: 1) A tour of the Museum's core history exhibit, *Front Range Rising*, allowing individuals that are not able to attend the museum during the coronavirus to take a virtual walk through 14,000 years of human history in the Longmont area; 2) An outdoor walking tour exploring the long history of Latinos in the area, including WWII veterans who fought to have "White Trade Only" signs taken down; and 3) An outdoor tour focusing on the entrepreneurial and innovative women of Longmont, from grocery store owner Jennie McKeirnan to pilot Winifred Blackwell. All walking tours will be available in English and Spanish, and accessible online by smartphone.

Converting humanities-based school programs to an online format. The Museum Technician will support the transformation of two existing in-person 3<sup>rd</sup> grade social studies field trip programs into an interactive digital format. *Working Together on the Front Range* is a hands-on guided gallery tour that highlights peoples of this region from the Paleoindians through the settling of Longmont in 1871 and up to 19<sup>th</sup> and early 20<sup>th</sup> century immigrants. Students imagine what life might have been like in our region from different cultural viewpoints. *Buffalo Harvest* is a hands-on guided classroom program that revolves around dissecting a life-size plush bison replica. Before COVID-19, a trained docent led the students through the harvesting of the bison while exploring Plains Indians' use of bison for subsistence, cultural, and spiritual purposes. The Museum Tech will review existing scripts, determine what needs to be reimagined for distance learning, rewrite for review by the Curator of Education, then record, edit, and format online content in collaboration with a grant-funded Digital Communication Specialist. A third program, also for 3<sup>rd</sup>-grade social studies students, will be researched and created in collaboration with the St. Vrain School District's Mobile Lab. Programs will be produced in both Spanish and English.

Creating online engagement for adult public programs. In fall 2020 the Museum will present several programs related to humanities themes and cultural stories. This will include a series that explores the history of civic engagement and voter rights in the United States in recognition of the 100th anniversary of women's suffrage and the U.S. presidential election. Instead of presenting programs in the Stewart Auditorium, we anticipate ongoing social distancing will require us to present these programs online, needing engagement through social media and the Museum's website. The Digital Communication Specialist hired for this project will expand the Museum's existing social media presence and develop new audiences for these programs.

Enhancing remote early childhood education. One of the longest-running and most successful Museum programs is Discovery Days, an early childhood education program for ages 2-5 and a parent. This program closed along with the Museum on March 13, and quickly moved to a simple online video format that has generated great reviews. The Digital Communication Specialist, in coordination with Museum education staff, will develop a robust remote program that combines online components and hands-on kits, plus other methods to engage young minds without needing to be physically present.

Providing remote technical support to access online resources. Grant funds will hire Technology Assistants at the Longmont Library to provide technical support to people in the community that are struggling to access online social, cultural, and educational humanities content. With the current closure and expected continued need for social distancing reducing access to the Library's computer lab, much of the support that had been provided in the Library building will now need to move to support over the phone or in person by appointment.

Expanding access to the internet through wifi hotspots. Grant funds will purchase several hundred wifi hotspots that could be checked out for free by anyone with a Longmont Library card, to provide online access to residents who are now needing internet access more than ever. Since the Library closed March 13, staff have been contacted by many people who have been adversely affected by not being able to access the internet through the Library. In particular, people have gathered near the Library's doors to try to access the wifi. Having these wifi hotspots would alleviate some portion of that need.

### 3. Jobs and Personnel

The proposed budget retains one Museum staff position by moving her activity responsibilities. In addition, a new position for the Museum and 1.5 new positions for the Library will support the rapid shift in audience needs in 2020.

Elizabeth Beaudoin, Museum Technician. This will retain a full-time job for 6.5 months. Funding for her current position documenting the Museum's collection ends in mid-June. Beaudoin will work with curatorial staff to synthesize existing research and fill in gaps for new walking tours; and work with education staff to implement online school programs.

Digital Communication Specialist. This will create a full-time job for five months. The Digital Communication Specialist will help the Museum address the technical needs of remote humanities programs for adults and children, and will promote those programs through a variety of online channels.

Library Technology Assistants. This will create 1.5 full-time equivalent jobs for six months. The Library Technology Assistants will help the community in accessing online resources, such as the digital collections of the Longmont Museum, the Denver Public Library, and the online databases available through the Longmont Public Library. They will also create training models through the online education platform Niche Academy. The staff for this position will be drawn from individuals experienced in providing customer support to Library patrons.

### 4. Institutional Capacity

The City of Longmont, parent organization of the Longmont Museum and the Longmont Public Library, has responded to the pandemic through a combination of facility closures, social distancing, and teleworking. Both the Museum and Library have been closed to the public since March 13, and all but essential personnel have been teleworking since March 26. By prioritizing staff and redirecting planned capital funds, furloughs or layoffs have not been necessary at this time. The City provides all accounting, payroll, and human resources functions for the Museum and Library, and those functions have operated well during the transition to telework. The City handles many federal grants and is well acquainted with the relevant regulations.

This pandemic has made clear that providing online services is essential to the mission and long-term viability of both the Museum and Library. With both physical facilities closed, all services have moved online. The Library, which has extensive online services already, must find new ways of connecting people to those services. Online storytimes in English and Spanish and programs for children and teens are gaining in popularity. Adults can access online book recommendations and book clubs. With thousands of students out of school and needing online access to do basic schoolwork, the free wifi hotspots will be an essential tool to ensure that children can access their humanities work. During the closure the Museum has rapidly adapted its humanities programs, providing Facebook Live talks on the history of Longmont and the 1918 influenza, as well as videos to support its Discovery Days audience.

Annual operating costs for the last three fiscal years were as follows: In 2017, \$1,493,745 for the Museum and \$3,488,254 for the Library, in 2018, \$1,572,413 for the Museum and \$3,476,231 for the Library, and in 2019, \$1,765,080 for the Museum and \$3,575,169 for the Library.

## RESEARCH &amp; RELATED BUDGET - Budget Period 1

OMB Number: 4040-0001  
Expiration Date: 12/31/2022

ORGANIZATIONAL DUNS: (b) (4)

Enter name of Organization: City of Longmont

Budget Type: ☒ Project ☐ Subaward/Consortium

Budget Period: 1 Start Date: 06/15/2020 End Date: 12/31/2020

## A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
	Kim		Manajek						0.00	0.00	0.00

Project Role: PD/PI

Additional Senior Key Persons:

Add Attachment

Delete Attachment

View Attachment

Total Funds requested for all Senior  
Key Persons in the attached file

Total Senior/Key Person

0.00

## B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
		Cal.	Acad.	Sum.			
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial/Clerical						
1	Elizabeth Beaudoin, Museum Technician	6.00			(b) (6)	(b) (6)	(b) (6)
1	Digital Communication Specialist	5.00			(b) (6)	(b) (6)	(b) (6)
1	Library Technology Assistant (1.5 FTE for 6 months)	9.00			(b) (6)	(b) (6)	(b) (6)
3	Total Number Other Personnel					Total Other Personnel	82,554.63
Total Salary, Wages and Fringe Benefits (A+B)							82,554.63

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	Funds Requested (\$)
<input type="text" value="Wifi hotspots"/>	<input type="text" value="15,000.00"/>
Additional Equipment: <input type="text"/>	<input type="button" value="Add Attachment"/>
	<input type="button" value="Delete Attachment"/>
	<input type="button" value="View Attachment"/>
Total funds requested for all equipment listed in the attached file	<input type="text"/>
Total Equipment	<input type="text" value="15,000.00"/>

D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions)	<input type="text"/>
2. Foreign Travel Costs	<input type="text"/>
Total Travel Cost	<input type="text"/>

E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	<input type="text"/>
2. Stipends	<input type="text"/>
3. Travel	<input type="text"/>
4. Subsistence	<input type="text"/>
5. Other <input type="text"/>	<input type="text"/>
<input type="text"/> Number of Participants/Trainees	
Total Participant/Trainee Support Costs	<input type="text"/>

**F. Other Direct Costs**

		Funds Requested (\$)
1. Materials and Supplies		9,276.00
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		4,000.00
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8.		
9.		
10.		
Total Other Direct Costs		13,276.00

**G. Direct Costs**

	Funds Requested (\$)
Total Direct Costs (A thru F)	110,830.63

**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
De minimus rate	10.00	110,830.63	11,083.06
Total Indirect Costs			11,083.06

**Cognizant Federal Agency**(Agency Name, POC Name, and  
POC Phone Number)**I. Total Direct and Indirect Costs**

	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H)	121,913.69

**J. Fee**

Funds Requested (\$)

**K. Total Costs and Fee**

	Funds Requested (\$)
Total Costs and Fee (I + J)	121,913.69

**L. Budget Justification**

(Only attach one file.)

1234-justification.pdf

Add Attachment

Delete Attachment

View Attachment

## RESEARCH & RELATED BUDGET - Cumulative Budget

		Totals (\$)
<b>Section A, Senior/Key Person</b>		0.00
<b>Section B, Other Personnel</b>		82,554.63
Total Number Other Personnel	3	
<b>Total Salary, Wages and Fringe Benefits (A+B)</b>		82,554.63
<b>Section C, Equipment</b>		15,000.00
<b>Section D, Travel</b>		
1. Domestic		
2. Foreign		
<b>Section E, Participant/Trainee Support Costs</b>		
1. Tuition/Fees/Health Insurance		
2. Stipends		
3. Travel		
4. Subsistence		
5. Other		
6. Number of Participants/Trainees		
<b>Section F, Other Direct Costs</b>		13,276.00
1. Materials and Supplies	9,276.00	
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs	4,000.00	
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1		
9. Other 2		
10. Other 3		
<b>Section G, Direct Costs (A thru F)</b>		110,830.63
<b>Section H, Indirect Costs</b>		11,083.06
<b>Section I, Total Direct and Indirect Costs (G + H)</b>		121,913.69
<b>Section J, Fee</b>		
<b>Section K, Total Costs and Fee (I + J)</b>		121,913.69