

# **Example of successful minigrant application**

**NOTE:**

The application format has changed. This example can provide general guidance in preparing your proposal. Grant applications are now submitted electronically through the Humanities Council website at [www.wvhumanities.org](http://www.wvhumanities.org)

# West Virginia Humanities Council Minigrant Application Cover Sheet



Mail application to: WVHC 1310 Kanawha Blvd., East, Charleston, WV 25301  
Phone: 304-346-8500 <http://www.wvhumanities.org>

### Project Title

Civil War Days

### Sponsoring Organization

#### Name

Putnam County Parks and Recreation *26824*

#### Address

1 Valley Way

#### City

Hurricane

WV

#### Zip

25526

#### Phone

(304) 562-0518 x12

#### Email

scott@putnamcountyparks.com

#### CEO of Organization

Scott Williamson

#### Signature

### Project Director

#### Name

Scott Williamson *24322*

#### Address

1 Valley Way

#### City

Hurricane

WV

#### Zip

25526

#### Phone

(304) 562-0518 x12

#### Email

scott@putnamcountyparks.com

### Fiscal Officer

#### Name

Connie Young *24621*

#### Address

1 Valley Way

#### City

Hurricane

WV

#### Zip

25526

#### Phone

(304) 562-0518 x13

#### Email

connie@putnamcountyparks.com

### For Council Use Only

Project No.

15046

Type of Grant

MINI

Date Received

2-1-15

Decision Date

2-25-15

Date Notified

3-11-15

Amount Funded

\$ 1,500

Target Audience

**Brief Project Description**

**Estimated Audience**

5200

Putnam County Civil War Days is designed to educate the community about the American Civil War directly relating national and sectional issues to the experience of those who called Putnam County home in 1861. Through combination of re-enactments, lectures, school days, sutlers camps, lady's tea, a military ball and more, visitors will have the opportunity to learn, to see, and to touch their history.

WV House District

15

WV Senate District

4

Congressional District

2

**Project Budget**

Request	\$ 1,500
Cash Cost Share	\$ 14,778.80
In-Kind Share	\$ 23,108.28
<b>Total</b>	<b>\$ 39,387.08</b>

**Schedule of Project Activities** (dates, times, locations)

A schedule of new confirmed events, probable new events, and the 2014 schedule, which is expected to re-occur is listed in the narrative section.

March 23-26: Speakers at 7p-9p  
March 26-27: School days 9a-2p  
March 28: Registration, Camps, Interp Stations, Reenactments 6:30a-10p  
March 29: Camps, Interp Stations, Reenactments, Cleanup 9a-4p

**Project Period**

Beginning of project	March 23, 2015
Expected Final Report Date	April 28, 2015

During the last five years, has the applicant organization been investigated for its financial or management practices?

Yes  No  If yes, please explain.

Has the project director directed a previous WVHC Project?

Yes  No  If yes, please give date. N/A

**Budget Form**

Expenditure Categories	Grant Request	In-Kind Cost Share	Cash Cost Share
Honoraria	\$1,200.00	\$0.00	\$5,197.83
Salaries	\$0.00	\$13,512.80	\$0.00
Travel	300.00	\$1,266.00	\$1,608.60
Supplies	\$0.00	\$0.00	\$940.68
Promotion & Printing	\$0.00	\$0.00	\$2,148.00
Postage/Telephone	\$0.00	\$0.00	\$0.00
Equipment/Facilities Rental	\$0.00	\$0.00	\$3,253.17
Other (specify)			
Catering, Refreshments, Expected Cash Donations	\$0.00	\$0.00	\$9,960.00
<b>Totals</b>	<b>\$ 1,500.00</b>	<b>\$ 14,778.80</b>	<b>\$ 23,108.28</b>

	WWHC Grant Request	Putnam Co. Parks & Rec - CASH	Putnam Co. Parks & Rec - IN-KIND	Putnam County CVB	Rivers to Ridges Heritage Trail IN-KIND	Virginia Civil War 150th HistoryMobile IN-KIND	Putnam County Civil War Days Committee IN-KIND	Holiday Inn IN-KIND	Hampton Hotels IN-KIND
<b>Honoraria</b>									
Speaker's Honoraria (\$300/each) for Lowry, Motts, Cunningham, Carroll	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fritz Klein Honoraria (and travel from Springfield, IL) for appearing as Abraham Lincoln	\$0.00	\$3,325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amazing Women of History for appearance as Mary Todd Lincoln	\$0.00	\$597.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Steven Cassle for appearing as Gen. Jackson	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Historic Impersonation by AI Stone	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Church Service Minister	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dance Caller	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Band of Historic Dance	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Civic Chorus	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal - Honoraria</b>	<b>\$1,200.00</b>	<b>\$5,197.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Request	WVHC Grant Request	Putnam Co. Parks & Rec - CASH	Putnam Co. Parks & Rec - IN-KIND	Putnam County CVB	Rivers to Ridges Heritage Trail IN-KIND	Virginia Civil War 150th History/Mobile IN-KIND	Putnam County Civil War Days Committee IN-KIND	Holiday Inn IN-KIND	Hampton Hotels IN-KIND
<b>Salaries</b>									
Putnam County Parks and Recreation - estimate 341 man hours * \$16/hr	\$0.00	\$0.00	\$5,456.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Putnam County Civil War Days Committee - 16 members * 6 meetings * 1 hrs/meeting +31 event hours=127 hrs *\$22.38/hr (Federal Volunteer value)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,842.26	\$0.00	\$0.00
Rivers to Ridges VISTA - Jim Flook (4 hrs/wk *12 wks + 31 event hours = 89 hours*\$22.38/hr (Federal Volunteer value)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,991.82	\$0.00	\$0.00	\$0.00	\$0.00
Virginia 150th Civil War History/Mobile - 4 people * 9 hrs/day * 4days = 144 hours *\$22.38/hr (Federal Volunteer value)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,222.72	\$0.00	\$0.00	\$0.00
<b>Subtotal - Honoraria</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,456.00</b>	<b>\$0.00</b>	<b>\$1,991.82</b>	<b>\$3,222.72</b>	<b>\$2,842.26</b>	<b>\$0.00</b>	<b>\$0.00</b>

	<b>WWHC Grant Request</b>	<b>Putnam Co. Parks &amp; Rec - CASH</b>	<b>Putnam Co. Parks &amp; Rec - IN- KIND</b>	<b>Putnam County CVB</b>	<b>Rivers to Ridges Heritage Trail IN- KIND</b>	<b>Virginia Civil War 150th HistoryMobile IN-KIND</b>	<b>Putnam County Civil War Days Committee IN-KIND</b>	<b>Holiday Inn IN- KIND</b>	<b>Hampton Hotels IN- KIND</b>
<b>Travel</b>									
Speaker 2 Wayne Motts - mileage (Harrisburg, PA to Hurricane, WV and back is 780 miles * \$0.47/mile)	\$300.00	\$66.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Speaker 2 Wayne Motts - lodging allowance (\$100/night *1 night)	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Speaker 2 Wayne Motts - food allowance (\$50/day *1 day)	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging for HistoryMobile (4 people *3nights*106/night)	\$0.00	\$1,392.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging for Historic Impersonations (2 people *3nights *106/night)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$636.00
Lodging for Historic Impersonations (2 people *3nights *\$105/night)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$630.00	\$0.00
<b>Subtotal - Honoraria</b>	<b>\$300.00</b>	<b>\$1,608.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$630.00</b>	<b>\$636.00</b>
<b>Supplies</b>									
Cannon Bounty (gunpowder)	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ladies Tea	\$0.00	\$440.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal - Supplies</b>	<b>\$0.00</b>	<b>\$940.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

	<b>WHC Grant Request</b>	Putnam Co. Parks & Rec - CASH	Putnam Co. Parks & Rec - IN-KIND	Putnam County CVB	Rivers to Ridges Heritage Trail IN-KIND	Virginia Civil War 150th HistoryMobile IN-KIND	Putnam County Civil War Days Committee IN-KIND	Holiday Inn IN-KIND	Hampton Hotels IN-KIND
<b>Promotion &amp; Printing</b>									
Radio Advertising on WCHS (4 ads each on Mar 18, Mar 19, Mar 20, Mar 23, Mar 24, 3 ads on Mar 25, 2 ads on Mar 26 = 25 ads *\$37/ad)	\$0.00	\$0.00	\$0.00	\$925.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Radio Advertising on V100 (5 ads each on Mar 24, Mar 25, Mar 26, Mar 27, Mar 28 = 25ads * \$41/ad)	\$0.00	\$950.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Putnam County Parks and Rec Facebook page advertising (5 days * \$20/day to reach a total of 25,000 people)	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Event Programs	\$0.00	\$98.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal - Promotion &amp; Printing</b>	<b>\$0.00</b>	<b>\$1,148.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Equipment/Facilities Rental</b>									
Horse and Wagon for wagonrides	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Portajohns	\$0.00	\$465.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WV Extension Service History Wagon	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Janitorial Services	\$0.00	\$488.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal - Equipment/Facilities Rental</b>	<b>\$0.00</b>	<b>\$3,253.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>





Holiday Inn	\$630.00													
Hampton Inn	\$636.00													
<b>Grand Total</b>	<b>\$39,387.08</b>													

## Putnam County Civil War Days, Project Narrative

### A: Explanation of desired accomplishments

Begun in 1998, the goal of the annual Putnam County Civil War Days, a free public event, is to educate residents about local connections to the American Civil War. The event is also progressing toward the goal of becoming a regional event. Questions over slavery, government, and loyalty ultimately created the state of West Virginia just as they gave Kentucky the designation, 'border-state.' Soldiers from West Virginia, Ohio, and Kentucky fought here in Putnam County and today a two hour driving radius easily stretches into those states.

Civil War Days will be expanding this year to begin with a series of speakers (March 23-26). Four Civil War scholars, three local and another nationally known, will deliver a one-hour evening lecture, free to the public, followed by refreshments, Q&A, book signing, and an opportunity for one-on-one conversations. These presentations highlight the quality of local scholars and connect West Virginians to the larger American community seeking to learn about the American Civil War.

A second new item this year, will be Virginia's Civil War 150<sup>th</sup> HistoryMobile. The HistoryMobile will begin with student days on Thursday March 26<sup>th</sup> and Friday March 27<sup>th</sup>. Each day more than 400 students—8<sup>th</sup> graders studying West Virginia history, elementary students, and private school students—will have the opportunity to enter the visual confusion of battle, learn about the home front wartime experience, explore the meaning of freedom, and ponder the legacy of the Civil War through the stories of 40 individuals who experienced loss or gain. The goal is to provide a dynamic learning experience where students read primary source materials and make connections to the stories and experiences of those who lived during the war. The HistoryMobile will remain on site on Saturday March 28<sup>th</sup> and Sunday March 29<sup>th</sup>, when it will be open to the general public seeking to educate all ages.

Re-enactments on Saturday March 28<sup>th</sup>, and Sunday March 29<sup>th</sup> provide a visual simulation of the American Civil War battles fought in this community including the battles of Scary Creek and Hurricane Bridge. These events help showcase the challenge of moving large numbers of civilians across the terrain, the uniforms soldiers wore, they equipment they carried, and the practical challenges of using a weapon that required nine steps to fire. Cumulatively, this brings history to life providing a visual of events from 150 years ago.

### B: Statement of humanities content

As a history event, Civil War Days offers visitors a multi-faceted approach to examining a pivotal event in United States History. Scholars and primary source documents will introduce visitors to the significant questions including the meaning of freedom, the guarantees of the United States Constitution, and the challenges to concurrent political power between state and federal entities, and the role of West Virginia and especially West Virginians in this conflict. Scholars will discuss the Battle of Scary Creek, West Virginia Civil War objects, Cavalry in West Virginia, and the conflict between slavery and freedom in West Virginia. The HistoryMobile will showcase primary source documents and the stories of 40 individuals during and after the conflict. Re-enactments, sutlers, a military ball, and a period church service provide a visual of the battlefield and the home front giving a glimpse into the human experience of 1861-1865. Although history is the primary focus, the event does include a look at religion during the Civil War and also touches upon some of the philosophical questions raised in the conflict concerning freedom, equality, various forms of rights, and dealing with death and catastrophe.

### C: Scholar participation

**Terry Lowry**, 237 Kenna Dr., South Charleston, WV 25309, (304) 7684216

13601

Bio: Mr. Terry Lowry holds a B.A. in History from West Virginia State College and studied Civil War History at Marshall University Graduate School. He is the author of several Civil War books including *The Battle of Scary Creek: Military Operations in the Kanawha Valley April–July 1861* and the forthcoming *The Battle of Charleston and the 1862 Kanawha Valley Campaign*. Mr. Lowry has also published articles on the Civil War in West Virginia, spoken at roundtables, and he currently works as a historian in the West Virginia State Archives, Charleston, West Virginia.

General Topic: Mr. Lowry will be speaking about the battles of Scary Creek and Hurricane Bridge.

**Wayne Motts**, The National Civil War Museum, One Lincoln Circle at Reservoir Park, Harrisburg, PA 17103, (717) 260-1861

28633

Bio: A graduate of the Ohio State University, Mr. Wayne Motts became a Licensed Battlefield Guides at Gettysburg National Military Park in 1988. He also worked as curator of the Cumberland County Historical Society in Carlisle, artifact collections manager and then executive director at the Adams County Historical Society, and currently, he is the CEO of The National Civil War Museum in Harrisburg. A prolific writer and speaker, Mr. Motts has spoken at a dozen Civil War roundtables in the past year from Maine to Georgia to Washington.

General Topic: Mr. Motts will speak on WV Civil War artifacts held in the National Civil War Museum.

**Steve Cunningham**, 2141 Kaye Neva Lane, Charleston WV 25312

13579

Bio: Mr. Steve Cunningham holds a B.A. in Industrial Engineering and Operations Research from Virginia Tech, and an M.B.A. from the Marshall University Graduate College. He has been researching the 7<sup>th</sup> West Virginia Cavalry for 20 years and maintains a website about the unit. His forthcoming book is *Loyalty They Always Had: The 7th West Virginia Cavalry in the U.S. Civil War*. Mr. Cunningham co-authored *Their Deeds Are Their Monuments: West Virginia at Gettysburg* and he is also the president/owner of 35<sup>th</sup> Star Publishing, which specializes in non-fiction titles on WV history and culture.

General Topic: Mr. Cunningham will be speaking on the 7<sup>th</sup> West Virginia Cavalry.

**Greg Carroll**, 3501 Benedict Road, Culloden, WV 25510, (304)-206-8849

12812

Bio: Mr. Greg Carroll worked as a historian with West Virginia Archives and History for 23 years where he handled research inquiries on Civil War, Native American, and African American research as well as overseeing the West Virginia Union Civil War Medal Program. He lectures on Native Americans, the Civil War, and slavery. Mr. Carroll has spoken in the Workshops/Lecture series of the West Virginia Archives and History Library. He serves on the boards of West Virginia Citizen Action Group, the West Virginia Environmental Council, and the West Virginia International Film Festival.

General Topic: Mr. Carroll will speak on slavery and freedom in WV with a focus on the Kanawha Valley.

#### **D: Sponsoring and cooperating organizations; project staff**

##### **Putnam County Parks and Recreation**

Putnam County Parks and Recreation provides outdoor recreational opportunities, cultural learning events, and community building events as well as rental space for the residents of Putnam County. Director: Scott Williamson. Parks and Rec is the sponsor and operator of Civil War Days under the leadership of Mr. Williamson and his staff of 8. Mr. Williamson plans the events and coordinates between the various collaborators. He has served as director of the Putnam County Parks and Recreation for eight years and led the operations of Civil War Days for two years.

##### **Putnam County Convention and Visitors Bureau**

The Putnam County Convention and Visitors Bureau exists to promote all the exciting lodging and tourism opportunities in Putnam County, West Virginia. The Putnam County CVB has committed \$1000 of promoting the Putnam County Civil War Days.

##### **Virginia Sesquicentennial HistoryMobile**

The Civil War 150 HistoryMobile is an interactive "museum on wheels" housed in a 53' expandable tractor-trailer. The HistoryMobile draws together stories from all over Virginia and uses state-of-the-art technology and immersive exhibit spaces to present individual stories of the Civil War from the perspectives of those who experienced it—young and old, enslaved and free, soldiers and civilians.

##### **Rivers to Ridges Heritage Trail**

The Rivers to Ridges Heritage Trail is a 501C-3 non-profit organization created to support projects that encourage heritage education and tourism in Putnam and Mason counties. AmeriCorps VISTA: Jim Flook. Mr. Flook will assist with event planning by writing a WVHC mini-grant, and coordinating the speaker series. He holds a B.A. from Penn State and an M.A. from University of Florida, both in history. Mr. Flook taught two collegiate courses in US History, worked as an NPS Park Ranger for 10 summers and an NPS Historian for two years.

##### **Additional Community Support**

Local government: The Putnam County Commission donates \$3,000 and the City of Hurricane donates \$2,000 to the event. Private Business: Putnam County Bank donates \$1,000 to the event.

### **E: Schedule of events**

#### Confirmed NEW 2015 Events

M Mar 23, 7p-9p: Lecture with Terry Lowry  
T Mar 24, 7p-9p: Lecture with Wayne Motts  
W Mar 25, 7p-9p: Lecture with Steve Cunningham  
Th Mar 26, 9a-2p: School Days with HistoryMobile  
Th Mar 26, 7p-9p: Lecture with Greg Carroll  
F Mar 27, 9a-2p: School Days with HistoryMobile

#### Probable NEW 2015 Events

Sa Mar 28, 9a-4p: Interpretative Stations  
Su Mar 28, 9a-4p: Interpretative Stations

#### Tentative 2015 Schedule

Friday March 28, 2014

11a-9p: Registration  
7p-8p: Refreshments by United Daughters of the Confederacy 2580 Board of Rangers  
6:30p-7:30p: Hurricane Civic Chorus Concert  
8:00p: Historical Remembrance Play  
9:00p: Artillery Night Firing  
10:00p: All Quiet in Camp  
Saturday March 29, 2014  
6:30a-1p: Registration

7a-8:30a: Breakfast for Troops  
8:30a-9:30a: Commander Meeting  
9:00a: Colors (Raising Flags)  
9a-5p: Camps open to Public  
9:30a: Dress Parade Company Drills  
11a: Memorial Service by the UDC  
12:30p-3:30p: Horse Drawn Wagon Rides  
2:00p: Battle & Tactical Demonstrations  
3:00p – 4:00p: Ladies Tea  
5:00p: Camp closes to public  
5:00p – 6:00p: Dinner for Troops  
7:30p-10:30p: Military Ball  
10:00p: All quiet in camp

Sunday March 30, 2014

9:00 am: Camps/Sutlers open to public  
9:30 am: Dress Parade/Company Drills  
10:30am – 11:30am: Period Church Service  
12:30p-3:30p: Horse Drawn Wagon Rides  
1:00p: Officers Call  
2:00p: Battle & Tactical Demonstrations  
4:00p: Break camp/closed to public

### **F: Promotional plans and intended audience**

Promotional Plans: Radio advertising with WCHS will be used five days in advance of the lecture series to target and audience that participates in and listens to talk radio and political/historical subjects. Radio advertising with V100 will be used five days in advance of the weekend events to target women who plan family activities for the weekend. Facebook advertising through the Putnam County Parks and Rec page will begin five days in advance of the event to reach 25,000 people electronically. Free advertising for non-profits will be pursued in local newspaper publications and mailers. Parks and Rec staff will advertise to schools while coordinating school groups for the school days. VISTA volunteer will contact historically minded civic groups and share about the event at the Upper Vandalia Historical Society and the Kanawha Valley Civil War Roundtable.

Intended Audiences: 8<sup>th</sup> Grade students studying West Virginia history, school children, residents of Putnam County, Civil War enthusiasts throughout the Kanawha Valley, Civil War enthusiasts within a two hour drive of Hurricane, West Virginia extending into Kentucky and Ohio.

### **G: Evaluation plan**

We will utilize the West Virginia Humanities Council Audience Evaluation form. In addition to this, we'll be utilizing an online survey through Survey Monkey to learn more information about where visitors are from, what events they attended, general thoughts about those events, and an opportunity for open comment on what visitors would like to see in the future.