



Request for Proposals Museum on Main Street Touring North Carolina in 2018

The Smithsonian is Coming Back to North Carolina!

With their hands and minds hard at work and sweat on their brows, American workers perform a diverse array of jobs to power our society. Whether we work for professional satisfaction and personal growth or to ensure the well-being of ourselves and our families, work is a part of nearly every American's life. Office workers, factory workers, homemakers, truckers and the millions more who keep the nation going through their work make great contributions not only to industry, but also to American culture.



"I though the exhibit was extremely thought provoking. It gives people a sense of how important work and workers are to our everyday lives." —Visitor, Marshall, Illinois

The diversity of the American workforce is one of its strengths, providing an opportunity to explore how people of all races and ethnicities identified commonalities and worked to knock down barriers in the professional world. And, finally, the exhibition shows how we identify with work - as individuals and as communities. Whether you live in "Steel Town, USA" or wear a uniform each day, work assigns cultural meanings and puts us and our communities in a larger context.

The Way We Worked, adapted from an original exhibition developed by the National Archives, explores how work became such a central element in American culture by tracing the many changes that affected the workforce and work environments over the past 150 years. The exhibition draws from the Archives' rich collections to tell this compelling story.

The Way We Worked is comprised of six content sections and an introduction, requires 600 square feet of floor space, 8.5 foot ceiling height and access to electrical outlets.

DEADLINE: Applications must be postmarked by June 30, 2016. Submission of an application does not guarantee selection as a host site. Selections will be announced in September 2016.

QUESTIONS? Contact the North Carolina Humanities Council Program Coordinator, Caitlin Patton at cpatton@nchumanities.org or 704.687.1521

Selected Host Sites Receive:

- The Smithsonian Institution exhibition for approximately a six-week period
- An exhibition support manual which covers installation, object collection and conservation,
- Public relations, and evaluation
- Exhibition brochures and posters for distribution
- Assistance in program-planning and ready-made promotional materials
- Travel expenses for a project director to attend a state-wide programming meeting and an installation meeting at the opening site of the North Carolina tour
- \$2,000 in grant funds to support community programs, such as oral histories, guest lecturers, film series, artifact collections, workshops, reading discussion programs, dramatizations, etc.
- A humanities scholar and technical assistance for the programming and installation of the exhibit

Host Site Responsibilities:

- A staff member or volunteer who will serve as director of the project for the duration of the tour as well as attend the programming and installation meetings
- Planning and implementation of public programs during the exhibition
- A 2:1 grant match of cash and In-kind resources for public programs
- Records of all staff and volunteer time, facilities, and other resources donated to the project and a report of this local cost share at the project's conclusion
- On-site staff presence when exhibition is open
- Collaboration and engagement with other local stakeholders and community organizations.

Eligibility host sites are: Museums, libraries, historical societies, cultural centers and other community venues. We encourage rural communities to apply. All applicants must demonstrate the physical capacity to host the exhibit, which requires 600 square feet of space and 8.5 ft ceilings and access to electrical outlets. The site must have the capacity to supervise the exhibit space and ensure that panels will not be in direct sunlight

Selection Criteria: Host sites will be chosen based on the following factors.

- Collaboration and support with other organizations in the community,
- Strength of proposed ideas for public programming and auxiliary events
- Creativity for how the themes of *The Way We Worked* will be highlighted either in strong public programming engaging the community or through a local companion exhibit.

How to Apply:

1. **Section 1 - Complete the Host Site Application below with your organization's information**
2. **Section 2 - your plans and aspirations for the bringing the exhibit to your community and institution.**
3. **Section 3 - Attach 3-5 letters of support from community leaders and community organizations (i.e. other nonprofits, civic groups, support groups, funders, civic leaders, local schools, colleges and universities).**

RFP closing date: Postmarked by June 30, 2016

Site Notification: September, 2016

Project Period: January 27, 2018 to November 11, 2018

Part 1: Tell Us About Your Organization

| | | |
|---------------------------------------|------------------------------|-------------|
| Organization Name: | | DUNS Number |
| | | |
| Address: | | |
| | | |
| City: | County: | Zip: |
| | | |
| Phone: | Email: | |
| | | |
| Fax: | Project Director: | |
| | | |
| Number of Permanent Staff: Full Time: | Part Time: | |
| | | |
| Number of Regular Volunteers: | Number of Annual Visitors: | |
| | | |
| Annual Operating Budget: | Days and Hours of Operation: | |
| | | |
| Population of Host Site Location: | County Population: | |
| | | |

A. What is the preferred date for hosting the exhibition at your site? (Please indicate first, second and third choices.)

Jan. – March 2018 ___

April – May 2018 ___

June – July 2018 ___

July – Sep. 2018 ___

Sep. – Oct. 2018 ___

Oct. – Nov. 2018 ___

B. What is the size and composition of your board, and how will you get them involved?

C. Briefly describe the facility and the area where *The Way We Worked* exhibition would be displayed. Does it meet the space requirements? (600 square feet with 8.5 foot ceilings)

| | | |
|--|-----|----|
| Does this area have lockable entryways and/or security alarm/security guard? | YES | NO |
| Is this area in direct sunlight? | YES | NO |
| Will this area monitored by staff and volunteers | YES | NO |

D. Has your site hosted any other traveling exhibits in the past five years? If yes, please list exhibits and source.

PART 2: Share your preliminary ideas for making *The Way We Worked* a successful event for your community. Please answer the questions below demonstrating why your institution and community should be selected to host ***The Way We Worked***. Please respond to the following narrative questions on a separate document and attach your answers.

- A. Identify community resources (partnering organizations, special facilities, festivals or events) that will make the project successful in your town. Please also discuss the best timing for your organization to host the exhibit, as indicated in your selections above in section A.
- B. Briefly describe some ideas you have for public humanities programs and other community events to enhance the exhibit. Be creative! Include fun activities (ex: essay/poetry competition or community scavenger hunt) as well as educational programming. Please be specific in your descriptions.
- C. Please discuss ways in which hosting the exhibit can further your organization's goals (for example: initiate a new building campaign, attract new members/cultivate new audiences or provide staff development).
- D. How will you tie the exhibition to the collections or history at your own site/community? (Be creative. You will have time and assistance in developing these ideas further in the course of the planning meetings for this project.) Has your organization put on an exhibit from your own collections in the past 5 years?
- E. Please identify the intended audience for this project. How will you engage the diverse groups in your community to explore their own history and goals for your community's future related to the themes of *The Way We Worked*?
- F. This exhibit is encouraged to be more than a historical project, but rather to be used as a launching point for critical conversations in your community about work, identity and our changing landscape. In what ways will your programming be forward-looking or initiate these community conversations?



Museum on Main Street Host Site Proposal

PART 3: Please attach 3-5 letters of support from community leaders and community organizations (i.e. other nonprofits, civic groups, support groups, funders, civic leaders, local schools, colleges and universities).

If you have any questions about this application, please contact:
Program Coordinator Caitlin Patton at 704-687-1521 or cpatton@nchumanities.org.

For more information on the North Carolina Humanities Council's Museum on Main Street program and past tours visit: <http://nchumanities.org/content/museum-main-street>

For more details about the exhibition, visit www.museumonmainstreet.org.