

Otter Tail County Story Mapping Project Proposal and Guidelines

What is the Otter Tail County Community Story Project?

The Otter Tail County Story Mapping Project is a 10-month pilot project by Rethos: Places Reimagined in partnership with the Otter Tail County Historical Society and Springboard for the Arts. The purpose of this project is to collect and map the stories of Otter Tail County by engaging community members through small projects led by local Story Mappers (local organizations, historians, artists, students, businesses, etc).

Goals:

1. Share Otter Tail County's community stories on a customized digital story map.
2. Engage new and non-dominant perspectives in identifying overlooked cultural assets that are important to Otter Tail County's history and identity.
3. Bring greater awareness, foster interaction and build relationships around the people, places, events, cultural traditions, objects, family histories, etc. that are important to local residents.

What do I need to do to get involved?

1. Attend a Community Story Workshop (**Jan. 30-31, 2020**).
2. If you live, work or have a connection to Otter Tail County, you are eligible to develop a project idea
3. Prepare your proposal and budget (information is at the end of this form). Project support ranges from as low as \$200 to as much as \$2,500.
4. Questions or need to discuss your project? Please reach out to Sarina Otaibi at sarina@rethos.org or call 320-262-9514.
5. Submit your project by one of the two proposal deadlines **February 20, 2020 or March 19, 2020**. Proposals should be sent to Sarina Otaibi via email, sarina@rethos.org.

What happens if my project is accepted?

1. Sign your contract.
2. Once your contract is signed you will receive 80% of your project support funds (i.e. \$800 if you're requesting \$1000).
3. Initiate your project and submit all evaluation materials by June 15, 2020.
4. Help Rethos communicate information to the public about your project while it is happening.

5. In any publicity materials or written description for credits of the project, always use the following language: *"This activity is part of the Otter Tail County Story Mapping Project, a partnership between Rethos, the Otter Tail County Historical Society, and Springboard for the Arts. This project was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Arts and Cultural Heritage Fund."*
6. Submit final report (This will be a simple set of questions asking what you did and an updated list of expenses. The form will be sent with your contract when the project is confirmed).
7. Receive the remaining balance of your project support and celebrate with your friends and partners!

What is the timeline for these projects?

- All proposal materials should be sent to Sarina Otaibi, sarina@rethos.org as a PDF or Word document. Submissions are due by:
 - **Early Deadline: February 20, 2020**
 - **Regular Deadline: March 19, 2020**
- All projects (including final reporting) must be completed by **June 15, 2020**.

How is my project reviewed, and when will I find out if it was funded?

- Proposals will be reviewed by a committee made up of representatives from Rethos, Springboard for the Arts, Otter Tail County Historical Society, New York Mills Cultural Center, Henning Landmark Center, and other community leaders.
- You will be notified of your project status within two weeks of the proposal deadline.
- Projects may be given feedback for small adjustments before being officially funded.

CONTACT INFORMATION

- Sarina Otaibi, Rethos Rural Programs Manager, sarina@rethos.org / 320-262-9514
- Tyler McDaniel, OTC Story Mapping Project Coordinator, tyler@rethos.org
- Emily Kurash Casey, Rethos Rural Programs Coordinator, emily@rethos.org
- Michele Anderson, Springboard for the Arts Rural Program Director, michele@springboardforthearts.org
- Chris Schuelke, Otter Tail County Historical Society Executive Director, cschuelke@otchs.org

WHAT TO INCLUDE IN YOUR PROJECT PROPOSAL

Please send the following in PDF or Word format to sarina@rethos.org by February 20, 2020 if you are submitting early or March 19, 2020 if you are submitting later.

1. COVER PAGE (1 page max)

- ☐ Project name/title (something catchy!)
- ☐ Project Summary (keep it short – how would you describe to someone on the street?)
- ☐ Project Lead's Information
 - ☐ Name
 - ☐ Address
 - ☐ Phone
 - ☐ Email
 - ☐ What is your relationship with Otter Tail County? (3 sentences max.)
- ☐ Community Collaborator(s) info (only applicable if you have collaborators)
 - ☐ Name
 - ☐ Address
 - ☐ Phone
 - ☐ Email
 - ☐ Describe community collaborator and its interest/goals in this project (3 sentences max)
- ☐ Location(s) of proposed project within Otter Tail County (describe if necessary)

2. OPTIONAL: IMAGES AND IMAGE LIST (5 jpg file images max)

- ☐ If it helps us understand your project, you're welcome to provide up to 5 images related to your proposal (i.e. sketches of proposed project, "before" pictures, etc.) . Nothing fancy – cell phone photos are acceptable!

Submit images as jpgs, in this format: 01.ProjectName.jpg, and if necessary, describe each image on a separate sheet.

3. PROJECT DESCRIPTION (3 pages max)

- ☐ The Story (What is your topic idea, and why does it matter to you?)
- ☐ The Project (What are you going to do? How are you going to do it? How does it address major goals stated above using story and community engagement? If it is related to existing work, how is it new or different from what has happened before?)

- ☐ The Plan and Timeline (Describe the activities and timeline required to complete your project by June 15, 2020)
- ☐ Outreach/Promotion (Who is your audience? How will you let people know about your activity or event?)
- ☐ Additional Info (Is there anything else you would like to tell us about your proposal?)
- ☐ *Optional: Supporting Images/Work Samples* (Include if you wish to submit draft designs, mock-ups or other relevant materials that reflect your final Project.)

4. Budget (1 page max)

Use this template for developing your budget.

BUDGET TEMPLATE

Expense Item	Cost
Time (project lead/collaborator compensation)	
Materials (describe)	
Other	
Total	

Income Source	Amount
Rethos project support (up to \$1,000 for small projects and up to \$2,500 for larger projects)	

