Native American/Native Hawaiian Museum Services

Sample Application MN-258012-OMS-25

Monacan Indian Nation
Monacan Indian Nation Museum

Amount awarded by IMLS:	$229, 140
Amount of cost share:	$16,000

The Monacan Indian Nation will address the urgent need to organize and preserve its archival and museum object collections while integrating improved collections care practices with the revitalization of traditional Monacan pottery making. Project staff and student interns will stabilize, catalog, digitize, and rehouse the extensive suite of archival materials that were crucial to proving the Tribe's continued existence and securing its federal recognition. The project team will also catalog and digitize the museum's object collection, document workflows, and rehouse items in a temperature-controlled storage unit. To ensure continuity of the cultural practice of pottery making alongside proper management of the Tribe's Monacan pottery collection, consultants with expertise in Monacan pottery will lead classes focused on the collection, and provide hands-on instruction in production, which will be filmed to document and preserve this knowledge for future generations.

Attached are the following components excerpted from the original application.

- Organizational Profile
- Narrative
- Schedule of Completion
- Digital Products Plan
- Performance Measurement Plan

When preparing an application for the next deadline, be sure to follow the instructions in the current Notice of Funding Opportunity for the grant program and project category to which you are applying.

Monacan Indian Nation—Organizational Profile

The Monacan Indian Nation (MIN) is a federally recognized sovereign Indian tribe, headquartered on Bear Mountain in rural Amherst County, Virginia. Citizens of our Nation are descended from Virginia and North Carolina Eastern Siouan cultural and linguistic groups, and our ancestral territory includes Virginia west of the fall line of the rivers, sections of southeastern West Virginia, and portions of northern North Carolina. **Our mission is to honor, preserve, and uplift the rich heritage, culture, and sovereignty of the Monacan people.** We are governed by an elected Chief and 7-member Tribal Council.

While the earliest written histories of Virginia provide record of the Monacan people as early as 1607, and our oral histories extend back 10,000 years, we only recently received federal recognition in 2018, with passage of H.R. 984, or, the Thomasina E. Jordan Tribes of Virginia Federal Recognition Act of 2017, after a nearly 30-year fight. In the five years since federal recognition, our Tribal government has worked tirelessly to expand services offered to citizens and rebuild the nation. However, much work remains to overcome the generations of hardships faced by the Monacan people. **We embrace the challenges that lie ahead with determination, adaptability, and a strong sense of identity, guided by our ancestors' wisdom and the collective aspirations of our tribal community.** Together, we envision a vibrant and thriving future for the Monacan people, rooted in our heritage and enriched by the contributions of each individual.

Preservation and revitalization of the Monacan culture are paramount to our survival. We are committed to safeguarding our traditions, languages, arts, and ancestral knowledge, ensuring they are passed down to future generations. By promoting cultural education, events, and activities, we seek to strengthen the bond between our people and the rich tapestry of our heritage.

MIN Service Area: With over 2,900 citizens, MIN is the largest tribe in Virginia and is the furthest west—150 miles from the nearest other tribes. The MIN service area covers roughly 6,000 sq. miles, spanning the counties of Albemarle, Amherst, Appomattox, Augusta, Bedford, Botetourt, Buckingham, Campbell, Nelson & Rockbridge and the cities of Bedford, Buena Vista, Lexington & Lynchburg. 40% of Tribal citizens reside in this service area, with the majority residing in Amherst (location of Tribal Offices and Museum) and Rockbridge counties.

The organizational unit responsible for carrying out the work of this grant is the Monacan Nation Cultural Foundation, which operates a historic complex that consists of our Monacan Indian Museum, a log-cabin that served as a one-room schoolhouse for Indian children until school integration in the late 1960s and a historic Indian mission church, which was returned to the Tribe in 1995. The Monacan Indian Museum—a 2,000 sq ft, 3 room building—was originally developed by Monacan people with grants from the Virginia Foundation for the Humanities, the Sweetgrass Foundation, and the Easley Foundation. Many artifacts are now displayed at the museum, including pottery shards peace pipes, jewelry, lunch pails & other artifacts from the school, regalia, pipes, pieces of games, beads, and fishing lures. (See SupportingDoc1 for photos of our museum).

Introduction
The goal of this project is to preserve Monacan cultural and historical knowledge, with an emphasis on digitizing and cataloging materials that unequivocally prove our continued existence and were crucial to federal recognition, urgent object storage upgrades, and documenting our pottery history and collection. The Monacan Indian Nation (MIN) respectfully requests $249,999 from the Institute of Museum and Library Services to accomplish this work. These efforts will directly lead to increased access to our collection, the preservation of our cultural items, the revitalization of culture and the professionalization of our museum.

1) PROJECT JUSTIFICATION

Need: The Monacan Indian Nation (MIN) is among the newest federally recognized Tribes in the country (2018), but among the first ever contacted by English settlers (first contact documented in 1607). Our people faced the nearly unsurmountable task of preserving our culture and identity against numerous hostile, outside influences over 400 years. Much was lost during that time—including our language—but much remains of our rich culture. With federal recognition, we have new power and opportunity to preserve, reclaim and uplift our culture. It is imperative we ensure our knowledge, ways of life and cultural practices are preserved and imparted to our youth and future generations (See Supportingdoc1 for picture of our museum complex).

Through this project, we will digitize our archive, a suite of materials that unequivocally prove our continued existence as a people, and were crucial in securing our federal recognition. Our recognition journey demonstrated the importance of this documentation and the precariousness on which our continued existence rests. MIN could not gain recognition through the standard Bureau of Indian Affairs process, which required producing vital records documenting the existence of Monacans over time. Much of this documentation was destroyed when Virginia's courthouses were burned during the Civil War, and was systemically erased during the 20th century when a eugenics advocate and registrar at Virginia's Bureau of Vital Statistic decreed that all people in Virginia were either "white" or "colored." He subsequently amended thousands of Indian birth and death certificates to "colored," effectively erasing the existence of Indians from the official record.

Monacans worked painstakingly over 30 years to collect additional content to prove our existence and extend our political will to gain federal recognition through an act of Congress (Public Law 115 - 121 - Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017)**.** Documents include Tribal genealogies, family photo albums, newspaper clippings, photographs, maps, books, minutes from Tribal meetings and personal letters. Of particular note are writings by Thomas Jefferson describing Monacan burial mounds on his Monticello estate and writings from early Lynchburg settlers describing Monacans residing on the other side of the James River. Cassette and VHS recordings include Tribal meetings dating back to 1993 including citizens' perspectives on federal recognition and discussions detailing the process, now-deceased Elders discussing traditional practices (pottery, basket weaving and others), and ancient Monacan songs and music which are known only to a few living individuals today.

The current condition of our archive collection is dire. There are three filing cabinets full of documents to be cataloged and digitized, dozens of photographs and three 18-gallon storage tubs full of cassette tapes and VHS recordings. None of these items are cataloged, digitized or archivally stored, nor are they accessible to Monacans, researchers or the public. Should these originals be destroyed, Monacans would again be erased from the historical record. We will address this need by systematically cataloging, scanning and storing this content according to archival standards.

Through this project, we will transform the storage and documentation of our museum object collection. Our museum is a small building (less than 2,000 sq ft) and most of our objects are housed in non-museum grade containers in the unfinished, non-climate controlled basement. While cataloging and digitizing objects is an important first step, our material culture must be preserved for future generations. Furthermore since recognition, institutions in Virginia are bound by the Native American Graves Protection and Repatriation Act (NAGPRA) to return culturally significant artifacts back to Tribes. Since recognition, hundreds of boxes of items have been returned. A recent exchange with the University of Virginia yielded 250 boxes alone, including pottery, pipes, and stone tools, among other items. Institutions do not provide funds or support for storing or cataloging these items. As a result, many items are moving from secured, climate-controlled storage to our unsecured, climate-vulnerable basement. We do not want to return of our objects to be the reason for their demise. We need an interim storage solution while we plan and raise funds for an innovative long-term storage solution. These items have not been cataloged in a meaningful way, and much of the accompanying documentation is erroneous.

Through this project, we will revitalize the research, management and practice of our pottery and its associated documentation. The last thriving Monacan pottery group was Monacan Cooperative Pottery, founded in 1979 and cited in our federal recognition bill as evidence of our continued existence. Pieces produced by this group are included in collections at the Smithsonian Museum of the American Indian (NMAI), and some pieces are on display at our museum. However, this co-op ended due to lack of funding in the early 1990s. Little documentation of these co-op pieces, or ancestral Monacan pottery, exists in the present day. Dozens of pieces produced by co-op artists were destroyed when the modest shed they were housed in was severely damaged in a storm. Only two pages of written documentation details the efforts of this group, and even less is known about pottery traditions from centuries past. (Supportingdoc2: Additional Pottery Information). It is essential that we renew a relationship with NMAI, document the importance of these works, prevent future damage, and revitalize the making of pottery.

The current condition of our object collection, including our pottery, is also dire. Many of our most precious pottery items are displayed on shelving in the museum, where there is no protection from UV light, non-museum grade climate control, no acrylic bonnets or mounts to prevent breakage during a disaster. These items are not digitized. Beyond these physical threats, the number of living Monacans with intimate knowledge of our pottery traditions has dwindled to just a few individuals, presenting an additional threat to our cultural heritage. For us and other Indigenous communities globally, a significant element of caring for our historic objects involves continuing the practice of making them. To ensure the continuity of this cultural practice and the proper management of our collection, we need to both improve the storage of our pottery, catalog and digitize our collection, and revitalize the pottery program to expand the number of Monacans with this irreplaceable cultural knowledge.

Ties To Grant Program*:* This project directly addresses multiple goals of the NANH Museum Services grant program. The proposed activities will primarily address *Objective 3: Support the management and care of Indigenous collections and their associated documentation* by cataloging and digitizing our archival and object collection, making it accessible to our community and implementing essential storage upgrades. The proposed activities will also support *Objective 1: Support the preservation and perpetuation of Indigenous languages and cultural practices.* For us, the act of caring for cultural heritage objects like pottery is inseparable from the continuation of that cultural art practice. We cannot

care for our pottery properly without having a thriving pottery movement in place within our community. The documentation of our pottery is only as strong as the artists who are currently producing new work. Revitalizing an active pottery practice is equally as important to us in preserving our culture as the documentation of historical pottery and the preservation of those works in our care. The grant objectives make distinctions between these objectives, but for us they are synonymous.

Strengthen Museum Services: This project will greatly strengthen the capacity of our museum to provide services to the Monacan community and the wider public. The activities will help protect our archive and object collections from further degradations, make documents and items findable and searchable, significantly expand research access by Monacans and scholars nationally, and enable our cultural heritage to be included in publications and exhibitions via permissions and loans. Lastly, our Tribe is geographically isolated from other Tribes—over 150 miles to the nearest Tribe. Participating in this program will foster connections with and learning from NMAI, other Tribal museums and the IMLS office.

Primary Target Group and Beneficiaries: The primary target group and beneficiaries for our project are Monacan Tribal citizens (~2,900). In a recent survey of Monacan youth and their parents, 100% of youth indicated they were interested in learning about Monacan history, but only 38% felt they were culturally educated.[1] Similarly, 95% of parents indicated that it was a priority that youth are culturally educated.[1] Only 30% of respondents felt that there were many opportunities to engage with Monacan culture.[1] This project will ensure that our archival documents and precious objects are preserved and accessible for our youth and future Monacans, inspiring them to expand research and become ambassadors for our thriving culture in a new way. Pottery traditions have been singled out as a cultural practice that needs immediate work by current Tribal leadership (See Supportingdoc3: Chief Shields Letter of Support).

Engagement: Our project will seek input from several key groups within the community. We will convene an advisory group, comprising of current museum staff and volunteers, Tribal Chief, and 2-3 cultural consultants/Elders. They will provide overall guidance on the project; they will meet no less than quarterly (more if needed). Tribal Elders will be recorded through oral histories. They are respected members of the Tribal community with invaluable historical and cultural knowledge not documented elsewhere. The wider Monacan community will be invited to share feedback during Tribal meetings and via social media; they will be actively engaged in pottery revitalization efforts.

Additional Beneficiaries: The broader community residing in Amherst and surrounding counties and all museum visitors will also benefit from this project. Native Americans make up less than 2% of the population of Virginia.[2] There is a disappointing lack of awareness of the Monacan people in the area, leading to many hurtful stereotypes and ongoing racism. Strengthening our museum services and increasing the opportunity for people to learn about Monacan culture are important first steps in raising this critical awareness. Additionally, all Virginians and Americans will benefit from having a more truthful historical record of the early interactions between settlers, founding fathers and Native peoples. Academic scholars and university students will particularly benefit, as Monacan materials will be newly accessible to research after being cataloged and digitized.

2) PROJECT WORKPLAN

The goal of this project is to preserve Monacan cultural and historical knowledge, with an emphasis on cataloging and digitizing materials, implementing essential storage upgrades, and pottery revitalization including practice and research. We will undertake the following activities to accomplish this goal:

Project Start-Up: Months 1-3 of the project will be focused on initial project set up, and informing the community of the project. We will announce the project on our Tribal website, newsletter, social media channels and at our Tribal meeting. We will establish formal MOUs with partners and contracts with consultants (See Supportingdocs 4-8) to ensure clarity of roles of support on the project. We will convene an advisory group, comprising of the current museum staff and volunteers, Tribal Chief, and 2-3 cultural consultants/Elders. They will provide overall guidance on the project; they will meet no less than quarterly (more if needed).

Digitization Activities: Preparation & planning of digitization activities will occur in Months 2-4. Two museum staff and a Monacan student intern (Carilyn Sue Elliott, Edith Lou Branham, Nick Fink) have received training from the University of Virginia on best practices for digitizing archival documents to maintain the integrity of the collection. They will be responsible for the digitization activities as part of this project. The Project Director (Edith Lou Branham) will work to identify a second student to support digitization activities.

Cataloging and Digitization of Archival Collection: We will draft a cataloging and digitization workflow which will include: standard practices for creation of a primary and access file of each document, file naming conventions, and standard procedures for quality control. We have purchased ReDiscovery Proficio Elements Collection Management Software and will use it to catalog as we digitize our collection. Our digitization workflow will also include a metadata standard to ensure that descriptive information is recorded about each item in a standardized way. We will develop a plan for file storage that includes appropriate redundancies to protect against future data loss, utilizing a recently installed server on the museum premises. We will make upgrades to the original document storage per industry best practices, including the use of acid-free materials and the purchase of fireproof filing cabinets. We anticipate these activities to start in month 4 and continue through the end of the project. The Project Director and Digitization Interns (Nick Fink, To be determined) will be responsible for clearly documenting our processes so they can be reused as the museum collection expands.

In months 4-6, we will catalog our A/V collection and prioritize items based on condition, per best practices. We will work with the Kluge-Ruhe Aboriginal Art Collection of the University of Virginia to identify vendors capable of digitizing these items and obtain quotes (minimum 3). The Project Director will be responsible for selecting and liaising with the identified vendor. Depending on the vendor's timeline, we anticipate completion at the end of year 1.

Cataloging and Digitization of Object Collection: We will draft a cataloging and digitization workflow for our object collection. This will focus first on our pottery collection, which has been identified by Tribal leadership as the highest priority. We will work with our advisory group to prioritize other objects, including those most likely to go on loan or be featured in publications or on our website. (These will be digitized only as time and funds allow). The Project Director will work with a supporting independent museum consultant (See Supportingdoc 8: Lauren Maupin Letter of Support) and Kluge Ruhe (See Supportingdoc6: Kluge Ruhe Letter of Support) to identify a fine art photographer to photograph items. As time allows, digitization interns will catalog and photograph additional items, further down the priority list. We anticipate this to start in month 12 and continue for the project duration.

Collecting Oral Histories: While the current collection includes a wealth of information, we know there are gaps in the record. The museum has undertaken previous efforts to collect oral histories from Tribal Elders to document their lives and their wisdom, but they were disrupted during the COVID-19 pandemic. Since this time, several Elders passed away before their wisdom could be documented. For

this project, an initial list of Elders will be compiled by project staff. We will partner with the Monacan Senior Program who host Elder's events twice weekly at the Tribal Center. We will present this project to them and seek their input and guidance. Any Elder wishing to be recorded will be included (estimated 20). Elders will be asked to sign a consent form explaining the project and that the recording will belong to the Monacan museum. Prompts will be kept general in keeping with Tribal customs of respect for the wisdom of Elders. (See SupportingDoc9: Oral History Interview Release Form & Interview Prompts). The Project Coordinator (Carilyn Sue Elliott) will be responsible for these activities. We anticipate this work to be conducted over months 8-12.

Improving Research Access: We will install a computer workstation at the museum for those wishing to access newly digitized content (month 9). Tribal citizens will be able to access it freely when the museum is open. Outside researchers and non-Tribal citizens will be asked to submit a brief request detailing their purpose for accessing the information, how they will use it and the timeframe they need access. The Project Director will facilitate this process.

New Climate Controlled Storage Space: The Project Director will manage materials procurement and contract with a local storage facility to lease climate-controlled storage space for our collection. She will oversee the movement and rehousing of items in that space. During the course of the project, she will work with the University of Virginia, Kluge-Ruhe and other partners to identify viable long-term storage solutions and apply for funds.

Revitalizing Pottery Practice and Research: We will spark a new pottery movement among Monacan people by engaging expert potter Debbie Block and Monacan pottery expert Victoria Ferguson to lead a cohort of 10-20 Monacans to create new pottery documentation and reinvigorate pottery traditions (See Supportingdoc: 4 and 5). They will lead 8 pottery courses (Months 13-21), with space between courses so students can practice and build upon their skills over time. Courses will be focused on learning about the current Monacan pottery collection, hands-on instruction in production, and conducting new research. Instructors will be filmed to document their knowledge for the museum collection. Participants will be encouraged to produce written, oral or video documentation detailing lessons learned to be added to the museum collection as well. Selected participants and instructors will visit NMAI to build institutional connections and learn about other native pottery traditions and how Monacan pottery is distinct. The Programs Coordinator will coordinate these courses and support the instructor as needed. Attendance will be tracked over time and a survey will be distributed at the conclusion to assess the success of the program.

Risks & Mitigation: It is possible that we will have difficulty recruiting interested Monacans to engage in the pottery activities. We will mitigate this risk by allowing for ample recruitment time, advertising it in multiple ways and personally inviting those with aesthetic abilities to participate.

Project Management & Tracking: The Project Director (Edith Lou Branham) will be responsible for the day-to-day management of the project. She will oversee other project staff, track progress, and manage the timeline. She will meet weekly with project staff to set and monitor weekly work goals. She will maintain a master project workplan to track activities over time and compare to the anticipated timeline. She has over 30 years of experience serving as a cultural ambassador for the Tribe, and has served as the Museum Director since 2021. She has regular speaking engagements on behalf of the Tribe and is also the Assistant Chief (elected June 2023). The Project Director will report progress to the Tribal Chief quarterly, who will provide additional oversight and ensure that the project is on track to meet the overall timeline. The MIN Tribal Finance Manager and Controller (Kaye Harvey, Linda Van Tassell) will

oversee the financial elements of the work (support for their time is provided in-kind by MIN). They will prepare monthly financial reports documenting expenditures and will review them with the Project Director, to ensure that spenddown of funds remains on track. If additional project management support is needed, we have a relationship with a local independent museums consultant with a proven track record in project management who has offered pro-bono services (See SupportingDoc 8: Lauren Maupin Letter of Support).

Resources Needed: Hardware and software for digitization activities and oral history collection will be provided in kind by the museum, but funds are requested for staff time to complete digitization. Resources are needed for costs associated with a vendor for digitization of AV materials and proposed storage upgrades. The Monacan Indian Museum has the space and pottery wheels for the pottery revitalization efforts. Funds are requested for supplies and for pottery instructor payments.

3) PROJECT RESULTS

Intended Results: The intended results of our project are as follows:

Need	Activities to Address Need	Intended Results
Archival collection, including recordings detailing the Tribes' history and cultural practices are not accessible, not securely stored and are incomplete.	1) Catalog all items. 2) Digitize documents and AV recordings 3) Record oral histories to add to the museum collection.	A comprehensive database of our archival collection, including thousands of documents and photographs, hundreds of AV recordings and 20 new oral histories. We will know what we are caring for, and can share these items physically and digitally with our people and external audiences. The risk of our people being forgotten is greatly reduced.
Monacan museum object collection is at risk of degradation due to poor storage conditions. Items received due to NAGPRA cannot be stored securely.	1) Lease of storage facility for newly acquired items 2) Purchase of acid-free materials and fireproof filing cabinets 3) Catalog object collection 4) Digitize object collection	A partial database of our object collection. Improved storage for hundreds of objects in our object collection. Our culture will be protected from degradation and destruction.
Documentation of Monacan pottery collection is minimal, ongoing practice is nonexistent.	1) Engage a cohort of Monacans to work with pottery experts to create new documentation of Monacan pottery and learn about production techniques.	Up to 20 Monacans with improved skills in traditional pottery making. Improved documentation of our pottery collection One of our most important cultural practices will be understood and revitalized. Documentation of our pottery collection will be enhanced. Our community will be educated and new connections will form.
Tribal citizens want to know more about Monacan history and culture.	1) Install a workspace in the museum to access our digital collections. 2) Pottery activities (above)	Monacans will better understand who they are, leading to better health and community growth outcomes. Lost traditions will be revitalized and accessible for the first time.

Little recognition or understanding of MIN by the general public in the area.	1) Install a workspace in the museum to access our digital collections.	Digitized archival materials and objects can be shared with universities, schools, on our website and other groups to enhance understanding of MIN history.

Change in Knowledge, Skills & Behaviors: We anticipate the following changes in knowledge, skills & behaviors as a result of this program:

- Museum staff will increase their knowledge and skills in collections management and registrar practices, significantly professionalizing our museum services.
- Museum staff will have increased knowledge and skills related archival work, preservation and conservation disciplines.
- Monacan Tribal citizens will increase their knowledge and understanding of Monacan history and cultural practices. Research has shown that deeper connections to one's Tribal culture leads to positive physical, emotional, spirit and social health outcomes[3,4], as well as fostering unity among our community and a sense of shared history and purpose.
- Monacan Tribal citizens will gain skills in traditional pottery making, leading to potential individual and museum revenue as they refine their practice and sell their work.
- Monacans, the broader public, scholars and historians, will have increased knowledge of Monacan history, our path to federal recognition and our cultural practices. This will lead to more inclusive histories being written.

Improvements to Museum Collections: The archival and objects collections that will be digitized as part of this project are not currently accessible to Tribal citizens, researchers or museum guests. Digitizing these items and installing a workspace onsite for access makes these items accessible to Monacans and with permissions to community members, universities, libraries and other stakeholders. This will be especially important for our pottery collection as members of the community will begin to create new works. The storage of hundreds of artifacts will be improved by moving them to a climate-controlled storage facility and fireproof filing cabinets.

Products The anticipated products resulting from this grant proposal are:

- A comprehensive database of Monacan history and material culture, including thousands of documents and photographs, hundreds of AV recordings and hundreds of objects.
- 20 new recorded oral histories
- Documentation of traditional Monacan pottery practices
- A new movement of emerging Monacan ceramic artists

Sustainability: The benefits of this project will last beyond the two-year project period for many years to come. It is the foundational work of museum practice, on which more can be developed. Digitizing collections requires a significant up-front investment of time and funds that is nearly impossible to manage within the confines of our normal operating budget. On the other hand, maintaining the digital collection and adding to it as new items are donated or repatriated can be done more affordably and can be supported by the Tribe and museum's annual budget. The processes and skills related to cataloging, digitization, and collections management developed over the course of this project will completely reshape the future of Monacan history and cultural heritage in the world. We anticipate the pottery courses and research will inspire a new pride among Monacans in their own abilities, that will last beyond the project period; it will build cultural confidence, and grow the museum's collection and impact.

	Staff Responsible	Month																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Project Start Up & Ongoing Management Activities																									
Activities to inform community of project	PD	x	x																						
Establish MOUs with consultant/partners	PD		x	x																					
Host Advisory Group meetings	PD, PC, AG			x			x			x			x			x			x			x			x
Attend IMLS Meeting	PD, PC, DI												x												x
Monthly grant spending review	PD, FM, CO			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Digitization Activities																									
Cataloging and Digitization of Archival Collection																									
Draft cataloging and digitization workflow	PD, DI		x	x	x																				
Consult with partners at Kluge-Ruhe museum for digitization support	PD		x	x	x	x			x				x				x				x				x
Finalize workflow	PD, DI				x																				
Scanning of archival documents	PD, DI				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Purchase fireproof filing cabinets	PD					x																			
Create AV recording inventory	PD, DI					x	x	x																	
Identify vendor for digitization of AV recordings	PD						x	x	x																
Initiate contract for digitization of AV recordings	PD, FM								x	x															
Send AV items for digitization	PD									x	x	x	x												
Cataloging and Digitzation of Object Collection																									
Draft cataloging and digitization workflow	PD, DI		x	x	x	x																			
Prioritize objects with AG input	AG						x			x															
Consult with independent museum consultant for object digitzation support	PD, DI		x	x	x	x	x	x	x	x															
Identify fine art photographer	PD									x	x	x													
Initiate contract for photographer to digitize physical objects	PD, FM										x	x													
Photograph objects	Vendor											x	x	x	x										

Photography/Digitzation of additional objects	DI													x	x	x	x	x	x	x	x	x	x	x	x
Collecting Oral Histories																									
Develop presentation for Elders program on oral history project	PC						x	x																	
Conduct oral history interviews with Elders	PC								x	x	x	x													
Catalog oral history interviews	PC										x	x	x	x											
Improving Research Access																									
Purchase workstation for museum	PD									x															
Workstation available for visitors to access digitized items	PD										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
New Climate Controlled Storage Space																									
Contract for climate-controlled storage space	PD										x														
Rehouse items	PD, PC, DI											x	x	x	x	x	x	x	x	x	x	x	x		
Meet with partners to discuss long-term storage solution	PD						x			x			x		x		x		x						
Identify & apply for funding sources for storage solution	PD														x	x	x	x	x						
Revitalization of Pottery Practice and Research																									
Meetings with partners to discuss/plan pottery revitalization efforts	PC, PD							x	x																
Develop lesson plans/program outline	PT, PC								x	x	x														
Purchase supplies for pottery program	PC											x	x												
Recruitment for pottery program	PC											x	x												
Host pottery courses (production & research)	PT, PC													x	x	x	x	x	x	x	x				
Visit to National Museum of the American Indian	PT, PC																					x			
End of program survey	PC																						x	x	
PD=Project Director, DI=Digitization Intern, PC=Programs Coordinator, AG=Advisory Group, PT=Pottery Consultants, FM: Financial Manager; CO: Controller																									

Monacan Indian Nation (MIN)—Digital Products Plan

MIN is committed to establishing and expanding public access to digital products related to its collections holdings. The archive and objects to be digitized as part of this project are not currently accessible to Tribal citizens, researchers or museum guests. In some cases findability is questionable and searchability is not possible. Through our efforts, we will make documents and items findable, searchable, and exportable to excel, significantly expanding research access by Monacans and scholars nationally, while enabling our cultural heritage to be included in publications and exhibitions via permissions and loans. We are committed to maintaining the highest level of stewardship of our digital collection. We are eager to further develop our digital products plan with the support of our current digitization partners—the University of Virginia (UVA) Library system and the Kluge-Ruhe Aboriginal Art Collection of UVA, who have supported us previously (See Supportingdoc6: Kluge-Ruhe Letter of Support). Through this collaboration, we will ensure that we learn from experts in the field to ensure our work reflects best practices and relevant standards.

Type: Digital products produced as part of this grant include records entered into ReDiscovery Proficio Elements, and files created from the digitization of archival materials, AV recordings, 3d and 3d art objects, and new oral histories. The collection has not yet been catalogued, so quantities are estimated. We will consult with our advisors at UVA and work with ReDiscovery Proficio Elements support staff to determine the best metadata fields for each category of objects according to professional standards; we are aware that making such decisions can be challenging, nuanced and biased. If needed, we will send members of the project team to IMLS or other trainings to receive appropriate training.

Type	**Description**
Archive: Documents (Estimated 3000) Image file type: RAW, TIF, JPEG	Correspondence Pamphlets Federal recognition documents Still images Books Posters Field notes
Archive: AV (Estimated 500) Video file Type: Mp3, Mp4	Recordings of Tribal Meetings Recordings of Elders sharing wisdom and history Recordings of Monacan ancestral songs
Object Collection (Estimated 300) Image file Type: RAW, TIF, JPEG	Ceramic Pots Pottery Shards Basketry Jewelry Arrowheads Musical Instruments Grinding stones Regalia Regalia Elements Monacan archeological reconstructions Personal effects of Monacan Tribal citizens Gifts from other Tribal Nation visitors Paintings Drawings

Oral Histories: AV (Estimated 20) File Type: Mp3, Mp4	Newly created as part of this project; videos of Tribal elders sharing their wisdom and personal narratives

Additional, project documentation resulting from this works includes:

- Cataloging and Digitization Workflow/Procedures Manual
- Tracking spreadsheets (Project timeline, etc.)

Availability

The database will be made available through multiple guest users with different levels of access on ReDiscovery Proficio Elements. A computer workstation will be installed at the museum for easy access of Tribal members and museum visitors. Each museum staff person will have access to the database, with varying levels of editing authority depending on their need and tenure. Beyond on-site access, researchers will be able to access content through a request form, to which staff will respond (see below). Our long-term objective is to develop curated online content from the digitized archives to engage Monacans, the communities of Virginia, and historians nationally and globally to learn about our cultural heritage. We also plan to work towards incorporating multimedia content and newly digitized content into the exhibits in our physical museum, or with loans of specific objects. This will enhance the experience for all visitors, near and far.

Access

MIN will likely maintain copyright and the sole owners of intellectual property over all digitized items, but will seek guidance from partners to identify the appropriate copyright permissions. All digital products resulting from this project will made be available at no charge. We plan to work with our digitization partners who have extensive digital collections and expertise in this area to support us in this work. Cultural sensitivity tags will be included as a metadata field during the cataloging process, though we do not currently expect Tribal citizens will be restricted any access. Anything that should not be accessible to those who are not Tribal citizens will be tagged as such. Outside researchers, partners and members of the public will be asked to submit a brief request detailing their purpose for accessing the information, how they will use it and the timeframe they need access, which will determine the restrictions of their access. The Project Director will facilitate this process. Should murky territory regarding access or cultural sensitivities arise, we will consult with the Tribal Chief and Council to determine the appropriate course of action.

Sustainability

We expect the majority, if not all, of the digital products of this project to be long-lived, requiring permanent preservation. We know this preservation requires skilled staff time and ongoing effort, and our fundraising plan for the future includes the addition of first a part-time staff member, then a full-time staff member, to engage in this work. The initial cataloging and digitization effort requires a significant up-front investment of time and funds that is nearly impossible to manage within the confines of our normal operating budget. On the other hand, maintaining, preserving and adding to it as new items are donated or repatriated can be done more affordably, and we feel confident this can work can be supported by the Tribe and museum's annual budget long-term. The processes and skills related to cataloging, digitization, and collections management developed over the course of this project will greatly enhance our museum services long after the grant period ends.

Applicant Name: Monacan Indian Nation

Project Title: Preserving Our History, Securing our Future: Digitization and Collections Enhancements for the Monacan Indian Nation

Performance Measure	**Data We Will Collect** (e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings)	**Source of Our Data** (e.g., members of the target group, project staff, stakeholders, internal/ external documents, recording devices, databases)	**Method We Will Use** (e.g., survey, questionnaire, interview, focus group, informal discussion, observation, assessment, document analysis)	**Schedule** (e.g., daily, weekly, monthly, quarterly, annually, beginning/end)
Effectiveness: The extent to which activities contribute to achieving the intended results				
	• At the end of each month, we will compare the cumulative count of digitized archival materials and ojbects against the total number to be digitized for the project. This will be tracked in an Excel spreadsheet. • At the end of each month, we will compare the number of oral histories recorded and scheduled against the total number to be collected for the project. • During the 8-month pilot pottery program, we will record the number of class attendees in a master attendance sheet. • We will record the number of visitors who are Tribal citizens and who are members of the community to the museum every month. • After installation of a computer workstation in the museum, we will track the number of users monthly. • We will track the number of requests by non-Tribal citizens to access these materials.			
Efficiency: How well resources (e.g., funds, expertise, time) are used and costs are minimized while generating maximum value for the target group				
	• At the conclusion of the pottery program we will assess our expenditures for class supplies on a per-person served basis. • Each quarter, we will calculate the number of hours spent digitizing objects to the number of objects digitized to ensure this process is proceeding efficiently. This will be tracked in an Excel spreadsheet.			
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Quality: How well the activities meet the requirements and expectations of the target group	• At the conclusion of the pottery program, we will conduct a survey of participants' opinions of the class and suggestions for improvement. • Twice per year, we will seek qualitative feedback from the advisory group on their satisfaction with their participation. • Museum visitors who use the computer workstation to access digitized content will be asked to complete a brief survey to indicate if they achieved their objectives, learned something new from their research and if they have any suggestions for improvement. • The Project Director will share project updates, successes, and challenges with the Tribal Chief quarterly to ensure that activities meet the expectations of Tribal leadership.
Timeliness: The extent to which each task/activity is completed within the proposed timeframe	• Quarterly, our Project Director will assess the completed project activities against our proposed schedule of completion. A summary of this information will be presented to our Tribal Administrator for oversight. • Quarterly, our Project Director will meet with MIN Finance staff to assess ensure that funds are being spent on the anticipated timeline.