



Bill Wright Technology Matching Fund 2008 APPLICATION

Review the 2008 Application Guidelines & Resources before completing your application. If you do not have the Guidelines, they can be found at www.seattle.gov/tech/tmf. You must submit this form. You may add space as necessary to complete the questions. Your application package should include this application form, the budget spreadsheet and attachments (if applicable).

Wing Luke Asian Museum	www.wingluke.org
Applicant Organization	Website
Margaret Su	
Project Contact Person	
719 South King Street Seattle, WA	98104
Mailing Address	Zip Code
206.623.5124	grants@wingluke.org
Phone	Email
Beth Takekawa	btakekawa@wingluke.org
Executive Director or Board President	Email
Building Technology Skills through Oral History Gathering	
Project Name	
719 South King Street Seattle, WA	98104
Project Location(s)	Zip Code
	91-6067431
Fiscal Agent Organization (See Appendix I in the Application Guidelines & Resources)	Tax ID (If applicable)

Describe your proposed project in 1- 3 sentences.

The Wing Luke Asian Museum respectfully requests funding to support the development and launch of an oral history gathering lab. Using current technology, the oral history gathering lab will enable local Asian Pacific American community members to preserve stories important to their heritage and legacy, while building technology awareness and skills.

TOTAL amount of City funds requested for this project (up to \$20,000)	\$10,000
TOTAL value of community match (This must be greater than or equal to the total amount of City funds requested):	\$10,540
TOTAL PROJECT COST (Amount of City funds + value of community match):	\$20,540

ORGANIZATIONAL INFORMATION

1. Organizational Description

Give a brief description of your organization and its mission.

The Wing Luke Asian Museum is a community-based cultural institution in Seattle's historic Chinatown/International District. It engages Asian Pacific Americans (APA) and the public in exploring issues related to APA culture, history, and art through exhibitions, community-based projects, outreach, research and publications. Founded in 1966, it commemorates the life of Seattle City Council member Wing Luke, the first APA elected official in the Northwest. He championed causes of civil rights, historic preservation, and urban renewal, and his accomplishments continue to reverberate in the Museum's work. Since its inception, the Museum's programs and annual exhibitions have enriched the cultural landscape by broaching themes that speak to people of all ethnic backgrounds: identity, migration and immigration, discrimination, creativity, and personal struggles and triumphs.

The Museum serves diverse APA communities, which regionally represent 26 ethnic groups, as well as the general public, including students, seniors, artists, educators, and other community members. The Museum provides discounted admission tickets for seniors, students, and children as well as free school tours for students qualifying for free or reduced lunch.

2. Information about Existing Program(s) What programs do you currently offer? Do these programs provide information technology access and training or support civic engagement?

The Museum's programs include: permanent and special exhibitions; tours for students, educators, and adults; free family art workshops; and other public programs, such as *From Hiroshima to Hope*, a commemoration of atomic bomb victims in Hiroshima and Nagasaki and all victims of violence and *Day of Remembrance*, a high school education program exploring the World War II internment of Japanese Americans and contemporary issues of civil liberties.

While the Museum exhibits' overall focus is to present work that reveal the wide expanse of APA communities, concerted effort is placed on telling stories less commonly heard and on actively involving low-income, working class and other underrepresented constituents in the planning and presentation process – by encouraging APA community members themselves to dictate the messages, themes, content and form for each exhibit. In fact, the Museum's *New Dialogues Initiative* series was launched in response to the community's desire for more opportunities to present their contemporary issues to the public. The upcoming *Voter Registration* and *US/Iraq War* exhibits will provide timely empowerment and civic engagement opportunities for program participants and exhibit visitors alike.

The Museum also offers two afterschool youth programs, YouthCAN and TeensWAY, both of which target youth from low-income, immigrant, and/or refugee APA families. While many youth programs exist in the Greater Seattle Area, there are few fun, creative, and skill-building forums for disadvantaged and inner city Asian Pacific American youth to connect with and take pride in their heritage. Without positive support and engaging activities for these youth, violence among them is on the rise. Museum staff noticed that students were frequently hanging out on the sidewalks of the Chinatown-International District and in the neighborhood's Hing Hay Park and took initiative to engage them and neighborhood social service agency youth advocates in discussions that led to the creation of the Museum's youth programs, TeensWAY and YouthCAN. These two youth programs are designed to provide APA youth with unique opportunities to develop creative, organizational, and leadership skills while learning about their cultural heritage. The programs' out-of-school activities not only encourage exploration of issues, such as culture and self-identity, but they also empower students through hands-on opportunities to

develop a creative work that will speak out to and be shared with other APA youth and the public. Using oral histories and other materials, YouthCAN participants will create and plan an exhibit that will focus on community-building issues critical to youth, their families and their communities. This coming year, we expect to work with 10 core students through the summer and engage 25 additional students, with whom we will work intensively over a longer period of time, at five high schools in Seattle's South End through outreach and exhibition workshops.

While the Museum tries to integrate technology and multi-media into its exhibits and programs, equipment and space have been limiting factors. Now that the Museum has recently moved into its new and much larger facility of 50,000 square feet, we hope to grow our equipment capabilities and increase use of computers and technology through access in our new Library/Cultural Heritage Center and new YouthCAN/TeensWAY space as well as increasing multi-media components in our exhibits.

3. Organizational Budget

What is your organization's budget? Please check one.

Under \$100K

\$100K - \$300K

Over \$300K

4. Staff Size

What is your organization's staff size?

21 full-time and 7 part-time staff

PROJECT INFORMATION

5. Project Description.

Give a brief description of your project.

This project will support the creation and launch of an oral history gathering lab. The project will include the purchase/acquisition or production of:

- Computer workstation
- Adobe Premiere software
- Digital recorders (2)
- Lockable storage cabinet
- Training materials (development and printing)
- Outreach materials related to the oral history gathering lab (development and printing)

In addition to the technology training and access that will be available to the public through this oral history gathering lab, it will also enable the Museum to collect oral histories for upcoming exhibits and projects, including Native Hawaiian Community; New Dialogues Initiative: Asian Pacific Islander American Veterans and the Return Home; Mixed Race Community; and LGBT Community

6. Type of Project.

Please check one. This project is a(n):



New project



Expansion of an existing project

7. Project Goals List up to 3 to 5 goals for your project.

Goals of the project are to:

- Provide technology resource for local Asian Pacific American (APA) community – youth and adults alike – in the historic Chinatown-International District to record the history and experience of APAs and the neighborhood on an ongoing basis
- Develop training materials and train at least 10 community members to gather and process oral histories so they can be shared with the public in upcoming exhibitions as well as serve as research materials in our new Library/Community Heritage Center
- Record at least 35 oral histories in the first year
- Encourage future oral history gathering within our APA community and neighborhood through creation of a general outreach brochure for the oral history gathering lab, which will be translated in Chinese

8. Project Activities and Outcomes What will you do to accomplish your goals? Please complete the chart below. You may add rows if necessary. (See Appendix G in the Application Guidelines & Resources for examples)

Activity	Target Audience	#'s Served	Tech Skills Taught	Life Skills Taught	Outcomes for organization and/or participants
Acquire technology resources related to oral history gathering, including computer workstation, software program and digital recorders	Community Advisory Committee (CAC) members and volunteers for exhibitions (initially), then expanding to YouthCAN participants and Chinatown-International District neighborhood stakeholders (residents, business owners and their families, and service providers)	40 CAC members initially, then 60-90 annually gathering oral histories; oral histories will be showcased through exhibitions seen by approximately 60,000 visitors annually	Use of digital recorders; transferring source digital media to computer format; transcribing and editing oral histories; editing digital files to output final format for public sharing	Research and presentation; inquiry and listening skills; learning history; connecting within and across communities; connecting between generations	Establish technology resource for APA community within the historic Chinatown-International District to record the history and experience of APAs and the neighborhood on an ongoing basis; record at least 35 oral histories in the first year
Develop training materials and provide oral history gathering workshops	Volunteers from APA communities	10 in the first year	Use of digital recorders; transferring source digital media to computer format;	Research and presentation; inquiry and listening skills; learning history;	Train at least 10 community members to gather and process oral histories; establish training materials for use on an

			transcribing and editing oral histories; editing digital files to output final format for public sharing	connecting within and across communities; connecting between generations	ongoing basic
Print and distribute general outreach brochure for the oral history gathering lab	Members of the Chinatown-International District and the APA Community	Print and distribute 750 brochures annually	Appreciation of technology as accessible and meaningful	Learning history; connecting within and across communities; connecting between generations	Raise awareness of the oral history lab and encourage broad use of the lab

9. Project Timeline

A. List in chronological order specific steps you will take to complete this project. You may add rows if necessary.

B. Next to each step, identify who will be responsible for carrying out the step or activity.

C. Estimate the date the step will be completed (month and year). Dates should start no earlier than July 2008 and end no later than June 2009.

A. Step	B. Responsible Person/Group	C. Date Done
Confirm and purchase equipment	David Chattin-McNichols, IT Technician	August 15, 2008
Test equipment and establish process of use	Joshua Heim, Exhibit Developer	August 15, 2008
Develop list of oral history interview subjects with exhibit Community Advisory Committees	Michelle Kumata, Exhibit Manager, and Joshua Heim, Exhibit Developer	September 15, 2008
Develop and produce training materials for oral history gathering	Joshua Heim, Exhibit Developer	August 31, 2008
Recruit initial volunteer oral history interviewers and train	Joshua Heim, Exhibit Developer	October 15, 2008
Gather and process oral histories and present through exhibitions year-round	Michelle Kumata, Exhibit Manager, and Joshua Heim, Exhibit Developer	May 31, 2009
Develop, translate and produce general outreach brochure	Cassie Chinn, Deputy Director for Program	January 15, 2009
Distribute general outreach brochure through Museum Library/Community Heritage Center, Museum mailing list, and neighborhood Lunar New Year festival	Cassie Chinn, Deputy Director for Program	May 31, 2009

10. Community Benefit Describe what will be left in place as a result of your project? (technology, programs, organizational capacity, community capacity)

As a result of the project, we will:

- develop an oral history lab that will serve as a long-term resource to the community for oral history gathering and sharing
- educate and train youth and other community members about how to record oral histories. This will also strengthen and complement our afterschool educational programs where students gather oral histories as part of their projects as well as raise awareness and technical skill of the community
- empower the community to make their voices heard through oral histories – oftentimes oral history gathering stops at just the taped interview without additional training on presentation of the oral histories for broader sharing with the public. These oral histories will be shared with the public by being integrated into exhibits and/or made available through the Library/Cultural Heritage Center for research.

11. Community Involvement and Partnerships How have you involved the community and partners in the planning for this project?

As part of its exhibits and programs, the Museum has consistently made community involvement a priority with its Community Advisory Committees (CACs). These CACs play integral roles in all phases of the Museum's work, from planning through implementation of programs, and assist in ensuring sensitivity to community concerns. Committee members are volunteering students, artists, teachers, activists, business people and neighbors who contribute knowledge and creativity to exploration of issues such as identity, immigration, discrimination, and personal struggles and triumphs. Placing low-income parents, caregivers, youth, elders and other community stakeholders in decision-making positions for the planning and implementation of exhibit work validates community members' experiences and opinions in a way that is not realized at other cultural institutions. Over time, this leads to community building and broad-based social change and civic engagement.

Similarly, as part of this project, the Museum will work with a CAC to help develop an oral history interviewee list. The CAC will also review and provide input on interview questions and connect with interview subjects.

12. Promotion and Recruitment What steps will you take to ensure participation and promote your project?

This oral history lab will be promoted through the Museum's website, quarterly newsletters, e-newsletters, and other promotional/marketing materials. It will also be integrated into our CAC process for exhibition development and our afterschool programs, YouthCAN and TeensWay, where middle school and high school students are creating their own exhibitions. A general outreach brochure will be produced and translated into Chinese to function as an ongoing vehicle for promotion. The Museum participates in the annual neighborhood Lunar New Year celebration, Summer Festival and Night Markets through a booth, and outreach and education about the oral history lab resource will be shared there as well as distribution of the brochure.

13. Evaluation. What is your evaluation plan? How will you evaluate the impact that your project has on the individuals that participate and on the community? What information will you gather to track this?

The project will be evaluated base on: number of oral histories gathered and individuals trained, including base number and annual growth. We will also track equipment use in the oral history gathering lab, which is

attached to our Library/Community Heritage Center, for ongoing monitoring and staffing. We will also ask for evaluation and feedback from our CAC members and other participants through a survey tool.

14. Technical Support. Who will be providing support for the technology infrastructure of your project? Briefly describe their experience and affiliation with your organization.

David Chattin-McNichols, the Museum's new IT Technician, will provide technology support for the oral history gathering lab. At the Museum, he is responsible for managing the Museum's computer systems, website, phone systems, and exhibits technology. David has a B.S. in Computer Science from the University of California Santa Cruz and has been working with and fixing computers for about 10 years. David began his involvement with the Wing Luke Asian Museum when he served as the Museum Assistant between 2001 and 2003. During that time, he provided computer and tech support as well as worked in the Collections department, organizing and duplicating oral histories, which was at that time, in analog/cassette format.

15. Project Budget. Review Appendices C, D, F and J in the Application Guidelines & Resources.

A. Budget Spreadsheet

Please complete a project budget and include in your application. Use the TMF budget template available at www.seattle.gov/tech/tmf.

B. Budget Narrative

It is very important that your budget be clear to the review committee. Briefly describe each budget item here. Be sure to note the rate and number of hours used in your personnel calculations.

16. Attachments. Include if applicable.

An attachment that itemizes the current list of existing oral history gathering equipment is included.

APPLICATION SUBMISSION

Submit your application via email or in hard copy format. We request that you please email as much of your application as possible. Deliver to:

Delia Burke, Technology Matching Fund Manager
City of Seattle, Department of Information Technology
700 Fifth Avenue, Suite 2700, P.O. Box 94709
Seattle, Washington 98124-4709
(206) 233-2751
communitytechnology@seattle.gov

or drop it at your nearest Neighborhood Service Center. Visit www.seattle.gov/neighborhoods/nsc for a list of Neighborhood Service Center locations.

The application package must be received by 5:00 P.M. on Monday, March 10, 2008. All applications must be easy to photocopy. Do not staple or bind hard copy applications.

15A. Project Budget

Description	City Funds	In- kind or Cash Match	Volunteer Match	Sources not counted as Match	Total
Supplies, Material and Equipment					
Hardware	\$2,500.00				\$2,500.00
Software		\$800.00			\$800.00
Supplies	\$250.00				\$250.00
Other - Cabinet	\$500.00				\$500.00
Subtotal	\$3,250.00	\$800.00	\$0.00	\$0.00	\$4,050.00
Services					
Internet connectivity					\$0.00
Insurance					\$0.00
Printing and publicity	\$2,500.00				\$2,500.00
Other					\$0.00
Subtotal	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Personnel:					
Technical support	\$1,442.31				\$1,442.31
Training and open lab facilitation	\$420.67				\$420.67
Outreach and marketing	\$1,250.00				\$1,250.00
Administration and coordination	\$1,137.02	\$427.40			\$1,564.42
Evaluation		\$312.88			\$312.88
Application preparation (10 hrs x\$15/hr)		\$150.00			\$150.00
Other			\$8,850.00		\$8,850.00
Subtotal	\$4,250.00	\$890.28	\$8,850.00	\$0.00	\$13,990.29
Totals	\$10,000.00	\$1,690.28	\$8,850.00	\$0.00	\$20,540.29

Reminders

- * Total community match must be equal to or greater than total request for city funds
- * The maximum city funds that can be requested is \$20,000

Budget Narrative

Funds will be used to pay for:

- Supplies, Material and Equipment

Hardware –Dell desktop workstation (\$1,250); 2x digital recorders (\$250 each); laser printer (\$500)

Supplies (\$250) – miscellaneous cost for paper, copies, printer toner, notepads, pens, etc.

Other (\$500) – for a lockable cabinet used to safely store the oral history gathering recorders

- Services

Printing and publicity – to cover costs associated with printing and publicity: design (\$500); translation (\$250); mailing/postage (\$750); and production/printing (\$1,000)

- Personnel

Technical support – by the IT Technician (100 hours @ \$14.42/hr) – to confirm and purchase equipment; provide ongoing maintenance and IT support

Training and open lab facilitation – by Exhibits Developer (25 hours @ \$16.83/hr) – to develop and produce training materials for oral history gathering; train volunteer oral history interviewers

Outreach and marketing – Deputy Director for Program (40 hours @ \$31.25/hr) – to develop, translate, produce, and distribute general outreach brochure

Administration and coordination – by Exhibits Manager (40 hours @ \$22.28/hr) and Exhibits Developer (15 hours @ 16.83/hr) – to recruit volunteer oral history interviewers; gather and process oral histories and integrate into exhibits

Evaluation – by Exhibits Manager (8 hours @ \$22.28/hr) and Exhibits Developer (8 hours @ \$16.83/hr) – to develop/conduct survey and summarize findings

Costs covered by in-kind, cash, or matching funds are:

- Supplies, Material and Equipment

Software –Adobe Premiere (\$800) to be donated in-kind and used for editing oral histories.

- Personnel

Administration and coordination – by Exhibits Developer (25 hours @ 16.83/hr) – to recruit volunteer oral history interviewers; gather and process oral histories and integrate into exhibits

Other – we will be working with 10 oral history volunteer interviewers (35 hours each @ \$15/hr) and 60 CAC members (4 hours each @ \$15/hr). The volunteer interviewers will be conducting the oral history gathering, while CAC members will help identify and recruit interviewees as well as formulate interview questions, etc.

Attachment: List of existing oral history equipment

- 2 digital recorders
- 4 cassette-based transcribers

The Museum does not have a dedicated oral history computer workstation and currently rotates oral history projects on staff computers.