

**COVERT TOWNSHIP
HISTORICAL MUSEUM ADVISORY COMMITTEE
Monday, March 18 at 1:00 PM
Covert Township Hall, 73943 Lake Street, Covert, MI 49043**

MEETING AGENDA

Call to Order
Roll Call Attendance
Approve Agenda
Public Comment
Approve November 13, 2023 Draft Minutes
Review Budget

OLD BUSINESS
Building Repair & Maintenance
Equipment Needs

NEW BUSINESS
Plan for Programming
Fundraising Efforts
Volunteer Recruitment
Media & Communication

Adjourn

COVERT HISTORICAL MUSEUM ADVISORY COMMITTEE MINUTES

November 13, 2023 Meeting

Meeting called to order by Supervisor Daywi Cook at 1:05.

Members present: Daywi Cook, Mia Bennett, Marjorie Clayton, Christy Zwenger

Members absent: Patrice Jackson

Introductions were made.

Daywi asked for approval of the minutes. Mia approved. Marjorie seconded.

PUBLIC COMMENT:

Jean Cook shared that the "open" flag has come in to display in front of the museum. George will set it up in the Spring.

LaDonna Golden expressed appreciation to the new ladies who are now on the committee.

Termite damage in the back office was discussed. It has gotten worse. An exterminator has been called out. Daywi will follow up.

OLD BUSINESS:

The Safe: Its size was discussed.

The Basement: Dampness still exists there. A dehumidifier was suggested.

Both of the above to be checked out by George in the Spring.

Covert School: Christy to continue conversation with Superintendant Brundt about future field trips at the museum.

Volunteer Recruitment: Laura Fogarty to be the point of contact.

Donation Process: The Township Board needs to adopt the donation process at their monthly meeting. A strong policy needs to be enforced. This will be a topic of the March 2024 meeting.

NEW BUSINESS:

Phones: Daywi is checking to make sure the phones will be forwarded to Township Hall for the “off season.”

Email: LaDonna volunteered to check the “off season” email as well.

Newsletter: Jean Cook has volunteered to once again, create a museum newsletter. She invited all attendees to write an article.

Treasurer: Re-instating the treasurer position was discussed and approved. Mia nominated Marjorie Clayton for the position. All approved.

Chairperson: Daywi nominated Mia Bennett to be the new chairperson. All approved.

Fund Raising: It was decided to wait until Spring 2024 to send out the donation letters. Offering memberships was mentioned.

Grants:

Cathy Green knows about grants that are offered specifically to museums, and offered to look them up, then confer with Daywi on it. It was suggested she have them ready to share at the first meeting of 2024.

The Covert Community Foundation being a strong possibility was brought up as well.

Meeting was adjourned at 2:15.

Next meeting is set for March 2024.

Respectfully submitted,
Christy Zwenger

03/14/2024

BUDGET REPORT FOR COVERT TOWNSHIP
Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2022-23 ACTIVITY
Dept 804.00 - MUSEUM				
Expenditure				
101.0-804.00-718.000	INSURANCE/MUSEUM			
101.0-804.00-965.100	SUBSIDY	4,738	2,433	4,573
TOTAL EXPENDITURE		4,738	2,433	4,573
NET OF REVENUES/APPROPRIATIONS - 804.00 - MUSEUM		(4,738)	(2,433)	(4,573)
Fund 270.0 - MUSEUM				
Dept 265.00 - TWP HALL				
Expenditure				
270.0-265.00-704.000	WAGES - PUBLIC WORKS		116	
270.0-265.00-715.000	FICA/MED		8	
270.0-265.00-850.000	COMMUNICATIONS	206	224	223
270.0-265.00-920.000	UTILITIES	3,500	2,004	2,746
270.0-265.00-930.000	BLDG REPAIRS/MAINTENANCE	1,000	1,078	850
270.0-265.00-931.000	EQUIPMENT MAINT/REPAIR			
270.0-265.00-934.000	OFFICE EQUIP/MAINTENANCE	32	56	27
TOTAL EXPENDITURE		4,738	3,486	3,846
Transfers-In				
270.0-265.00-699.000	TRANSFER FROM GENERAL FUND			678
TOTAL TRANSFERS-IN				678
Revenue				
270.0-265.00-677.000	REIMBURSEMENTS FROM GF	4,738	2,433	3,846
TOTAL REVENUE		4,738	2,433	3,846
NET OF REVENUES/APPROPRIATIONS - 265.00 - TWP HALL			(1,053)	678
ESTIMATED REVENUES - FUND 270.0		4,738	2,433	4,524
APPROPRIATIONS - FUND 270.0		4,738	3,486	3,846
NET OF REVENUES/APPROPRIATIONS - FUND 270.0			(1,053)	678
BEGINNING FUND BALANCE		25,725	25,725	24,764
ENDING FUND BALANCE		25,725	24,672	25,442

From: [Supervisor](#)
To: [PublicWorks](#)
Subject: RE: Museum Questions
Date: Thursday, March 14, 2024 1:48:00 PM

Hi George,

We have our Museum meeting on Monday and wanted to follow up with you on this email from our last meeting. If you could provide a status on these items at your earliest convenience.

Thank you!

Daywi Cook
Covert Township Supervisor
O: (269) 764-5137 | C: (269) 767-6800
Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043
Coverttwp.com

From: Supervisor
Sent: Tuesday, November 28, 2023 1:57 PM
To: PublicWorks <PublicWorks@coverttwp.com>
Cc: Laura Fogarty <officemanager@coverttwp.com>
Subject: Museum Questions

Hi George,

We had a meeting with the advisory committee and wanted to touch base on some items. There is no rush on any of this, I just wanted to be sure to get this note out to keep in mind for next spring.

- There is cracked concrete near the main door that needs repair, was this done yet? If not, let's put it on the list of items to do next spring.
- The door does not latch closed when it is unlocked. Also, let's put that on the list of repairs for next spring.
- They still need a safe. Was the old one returned? I will figure out the actual dimensions they prefer based on the items they need to secure.
- Is the front porch safe for visitors?
- What have we done to mitigate moisture in the basement?
- A new "Open" flag will eventually need to be installed.

Laura – our next meeting won't be until March. Can you please see that a sign is posted at the museum while it is closed for the season? Something that instructs visitors to contact the Township Hall for an appointment or for more information. Also, I believe all of the equipment was turned off – including the phone. I wonder if we should check the voicemail, and turn it off for the season but with an outgoing message instructing callers to call the Township and that it is closed for the season? Let me know what you think.

SAMPLE MESSAGE:

“Thank you for calling the Covert Township Historical Museum. We are closed for the season and will reopen May 14, 2024. If you need to speak to someone regarding the museum, please call the Covert Township Hall at 269-764-8986 for more information. That’s 269-764-8986. Or email coverthistoricalmuseum@gmail.com. Thank you and have a wonderful day.”

Thank you!

Daywi Cook

Covert Township Supervisor

O: (269) 764-5137 | C: (269) 767-6800

Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043

Coverttwp.com

[PLACE ON HISTORICAL MUSEUM LETTERHEAD]

Name

Organization

Address

Date

Dear [Name],

The Covert Historical Museum is gearing up to provide another season of programming and exhibits to the public at large. We are reaching out to community members and seeking support in our efforts to continue the preservation of Covert Township's unique and profound history.

Founded in 1976 by Pearl Sarno, and located in what was once a general store during the Civil War era, this museum displays a variety of exhibits. From the culture and artifacts of our indigenous people, to the unprecedented early racial integration - visitors are taken on a journey of our story and how it has shaped who we are today.

Your generous donation will go directly toward our efforts to continue to preserve artifacts, perform repair and maintenance to the historical building, and improve programming and exhibits for years to come.

We sincerely thank you for the consideration,

Marjorie Clayton

Covert Historical Museum Advisory Committee Chairperson

Please complete the form below and return in the enclosed envelope, or drop off at the Covert Township Hall. **Checks must be made payable to Covert Township.**

Contact Name: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Amount Enclosed: \$ _____



SOUTH HAVEN AREA COMMUNITY FOUNDATION

For good. For all.

The South Haven Area Community Foundation is dedicated to enriching the quality of life in the area by securing its future through endowments.

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Grants



[How to Apply](#)



[Information on
Grants](#)



[Youth Advisory
Committee](#)

The Greater South Haven Area Community Foundation makes grants available annually to local non-profit organizations. Grant applications are accepted Jan 1 – March 15 each year. Criteria is aimed at enhancing quality of life in the Greater South Haven Area through:

- Education
- Economic Development
- Arts and Culture

Grantable funds come from the interest, earnings and dividends of our endowment funds. The Foundation has granted more than \$650,000 since the Foundation's inception.

In order to be eligible for a grant from the Greater South Haven Area Community Foundation, your agency, or the people your agency works with, must reside within a 10-mile radius of South Haven in one of the following cities or townships: Arlington, Bangor, Casco, Columbia, Covert, Geneva, Lee or South Haven.



South Haven Area Community Foundation

For good, For all

P.O. Box 507
South Haven, MI 49090
info@southhavencf.org
(269) 815-4223



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RESOURCES

Resources like ours help individuals and institutions preserve and protect their collections. Advance your skills with program materials, professional development, and funding opportunities.

[Home](#) / [Resources](#) / [Collections Care](#) / [Collections Assessment for Preservation \(CAP\) Program](#) / [Resource List](#) / [Funding Resources](#)

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FUNDING RESOURCES

Museums might find the following resources useful when seeking support for projects based on recommendations in the CAP report.

National Grants

THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS)

[INSPIRE! Grants for Small Museums](#)
Inspire! is a special initiative of the Museums for America program. This special initiative is designed to inspire small museums to apply for and implement projects that address priorities identified in their strategic plans. Inspire! has three project categories: Collections Stewardship and Public Access, Lifelong Learning, and Community Anchors and Catalysts. Grants range from \$5,000 - \$50,000. No cost sharing requirement.

[Museums for America \(MFA\)](#)
The Museums for America (MFA) program supports projects that strengthen the ability of an individual museum to serve its public. MFA has three project categories: Collections Stewardship and Public Access, Lifelong Learning, and Community Anchors and Catalysts. Grants range from \$5,000-\$250,000 with a cost sharing requirement.

[Native American/ Native Hawaiian Services Program](#)
Native American/Native Hawaiian Museum Services (NANH) grants support Indian tribes and organizations that primarily serve and represent Native Hawaiians. They are intended to provide opportunities to sustain heritage, culture, and knowledge through strengthened activities in areas such as collections stewardship, exhibitions, educational services and programming, and professional development. Grants range from \$5,000 - \$100,000. No cost sharing requirement.

[Museum Grants for African American History and Culture](#)
Museum Grants for African American History and Culture support activities that build the capacity of African American museums and support the growth and development of museum professionals at African American museums. Grants range from \$5,000-\$250,000. No cost sharing is required for applications requesting amounts from \$5,000-\$50,000.

[Museums Empowered: Professional Development Opportunities for Museum Staff](#)
A special initiative of the Museums for America grant program, supports staff capacity building projects that use professional development to generate systemic

➤ Outreach

Language Hub

Climate and Sustainability

change within a museum. Museums Empowered has four project categories; Digital Technology, Diversity and Inclusion, Evaluation, and Organizational Management. Grants range from \$5,000-\$250,000 with a cost sharing requirement.

NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH)

[Preservation Assistance Grants for Smaller Institutions](#)

Preservation Assistance Grants help small and mid-sized institutions improve their ability to preserve and care for their significant humanities collections. The maximum grant amount is \$6,000.

[Sustaining Cultural Heritage Collections](#)

This grant helps cultural institutions preserve large and diverse holdings of humanities materials by supporting sustainable conservation measures.

[Infrastructure and Capacity Building Challenge Grants](#)

Awards of federal matching funds aim to help institutions secure long-term support for their core activities and expand efforts to preserve and create access to outstanding humanities materials (critical building system work may be included).

NATIONAL PARKS SERVICE (NPS)

[Save America's Treasures Grants \(SAT\)](#)

SAT grants provide preservation and/or conservation assistance to nationally significant historic properties and collections. Grants will be awarded through a competitive process and require a dollar-for-dollar, non-Federal match, which can be cash or documented in-kind. There are two separate applications: one for preservation projects and one for projects involving collections.

SOCIETY FOR INDUSTRIAL ARCHAEOLOGY (SIA)

[Industrial Heritage Preservation Grants](#)

The Society for Industrial Archaeology offers Industrial Heritage Preservation Grants (IHPG) from \$1,000 to \$3,000 for the study, documentation, recordation, and/or preservation of significant historic industrial sites, structures, and objects. Funds may be used for a range of projects including, but not limited to: increasing public awareness of preservation efforts, photography, videography, preparing inventories and developing measured drawings of extant significant industrial sites, structures, maritime facilities and industrial artifacts.

COSTUME SOCIETY OF AMERICA (CSA)

[CSA Small Museums Collection Care Grant](#)

A CSA Small Museum Collection Care Grant of \$1,500 is intended to assist the costume and textiles collection of a small museum (including historical societies, historic houses or sites, and other similar institutions) that has a very limited budget and staff. Funding may be used to support the care, conservation, and/or exhibition of costume and textiles that have historic, regional, or other significance and are intended for preservation. *Preference is given to institutions that have previously undergone a Collection Assessment for Preservation (CAP) Program Grant.*

[College and University Collection Care Grant](#)

A CSA College and University Collection Care Grant of \$1,500 is intended to assist the costume and textiles collection of a college or university that receives little or no financial support from its institution. Funding may be used to support the care, conservation, and/or instructional mission of a collection of historic, period, or otherwise informative costume and textiles that are intended for preservation and are used for study by an institution that has a degree program in apparel, textiles, or theatre.

AMERICAN PUBLIC GARDENS ASSOCIATION

[Public Garden Funding Resources](#)

There are many grants available to non-profit gardens that may be applicable to your wants and needs as a public garden.

State Grants

Most states offer grant funding for museum and/or preservation activities. Visit our [State Grants](#) page to find opportunities in your state.

Additional Fundraising Resources

TECHNICAL GUIDES

[Capitalize on Collections Care](#)

This booklet shares strategies for fundraising at your museum. It outlines some principles and strategies that can help garner support from the private and public sectors, especially your local community. It also provides a variety of case studies and examples to show how fundraising for preservation and conservation can be successful.

Webinars and Courses

NATIONAL PRESERVATION INSTITUTE

[Finding New Sources of Funding in Challenging Times: An Introduction](#)

An investigation of any grants database using the search terms “historic preservation” or “cultural resources” will yield minimal results. During times of economic hardship, and the resulting narrowing of priorities for funders, results may be downright nonexistent. Learn how to evaluate a cultural resource project for its value in serving broader community needs. Review traditional funding types vs. alternative sources that can be redirected to meet project goals. Consider new partnerships that can expand the universe of support.

CONNECTING TO COLLECTIONS CARE

[Fundraising for Collections Care](#)

This free online course offers training, tools and tips through a series of self-paced webinars. It reviews the basics of creating a fundraising plan, where to look for support, how to cultivate individual donors and members, how to write successful proposals, and creative ideas for funding your collections care projects.

[Funding For Collections Care](#)

One of the biggest challenges in moving ahead with collections care projects can be finding adequate funding. Learn how enthusiasm in making the case, coupled with a rich understanding of the stories behind your collections, can yield success in fundraising.

[So, You Want to Run a Kickstarter Campaign? Lessons/Tips for Crowd Funding Your Project](#)

Crowdfunding, once a novel approach to financing a project, has now become mainstream with multiple hosting platforms to choose from. In this Connecting to Collections Care webinar, conservator J. Claire Dean highlights the challenges and rewards of using a crowdfunding approach. The most popular platforms are discussed, as are the key factors to organizing, promoting, and completing a campaign.

[Adopt-an-Object Fundraising Tool](#)

Object adoption programs offer a unique opportunity for visitors to meaningfully contribute to conservation efforts and to gain a sense of ownership of their favorite objects and institutions. This live chat discussed existing Adopt-an-Object models and explored the lessons learned by the institutions that have used them.



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AMERICAN INSTITUTE FOR CONSERVATION (AIC)
FOUNDATION FOR ADVANCEMENT IN CONSERVATION (FAIC)
727 15TH STREET NW | SUITE 500 | WASHINGTON, DC | 20005

[CONTACT US](#) | [PRIVACY POLICY](#)

COVERT TOWNSHIP COMMUNITY FOUNDATION GRANT APPLICATION INFORMATION AND FORMAT

*The Covert Township Community Foundation is an
Advised Fund of the Kalamazoo Community
Foundation. A Board of seven members makes
recommendations to the Kalamazoo Community
Foundation Board of Trustees for the disbursement of
funds based on submitted grant proposals.*

FUNDING PRIORITIES

*The Covert Township Community Foundation seeks to
help create a healthy, caring community for all residents
of Covert Township.*

THE APPLICATION PROCESS

Applications are available at Covert Township Hall,
73943 Lake, Covert, MI. Business hours are Monday
through Friday, from 8:30 a.m. to 4:00 p.m.
Applications may also be requested by phone at (269)
487-6313.

SUBMISSION DEADLINES

The first working day of each of the following months:
*January *April *July *October

Decisions of awards will be made at the next board
meeting after the submission deadline. Awarded grant
funds will be given approximately two months after the
award decision.

FUNDING CONDITIONS

The Covert Township Community Foundation does not
make grants to individuals, political organizations, for
religious purposes, or annual fundraising campaigns.
It is not the practice of the Covert Community
Foundation to award grants to fund ongoing
maintenance expenses.

Completed application can be returned to:

Covert Township Community Foundation
PO Box 35
Covert, MI 49043

OR

*ropped off at the Covert Township Hall,
46 Lake St. Covert, Michigan*

THE GRANT APPLICATION

The following application information and forms are
provided as guidelines. Each organization and program
is different, so we expect that applicants will adapt the
form to fit their particular project needs. The application
consists of the following components:

- A. Application Face Sheet – The face sheet is the
form included in this application that provides
all pertinent contact information.
- B. Letter of Application – It is preferred that
submissions take the form of a 1-2 page letter
on official letterhead if possible. The letter
should contain the following:
 1. Organization information – A description
of current programs, activities and
accomplishments.
 2. Project information – A statement of the
need to be met or problem to be addressed.
A summary of project goals, objectives and
target population, and a list of other
organizations participating in the project and
their roles.
 3. Evaluation Plan – A description of how
project success will be defined and measured.
- C. Budget Information – An itemized list of the
expenses related to your project and/or revenue
that is pending or has been requested and/or
awarded. Please use the attached budget sheet
or you may adapt it to fit your needs.
- D. Attachments – Please attach a copy of the
current IRS determination letter indicating
501(c)(3) tax-exempt status.

COMPLETING THE APPLICATION

Please prepare a response for every question and item
requested. Responses should be easy to understand,
concise and complete. Please do not staple or bind the
application. Grants will not be considered without the
grant application being completely filled out.

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**COVERT TOWNSHIP COMMUNITY FOUNDATION
GRANT APPLICATION FACE SHEET**

Date of Application

Legal name of organization applying

Address

City/State/Zip

Telephone number Fax number

Email address

Web Site

Executive director

Contact person

Year organization was founded Operating budget \$

501(c)(3) Status (check one) ☐ Current ☐ Pending ☐ Other

Project name for this application

Purpose of grant (limit response to these 2 lines)

Amount requested \$ Total project costs \$

(President, Chairman or CEO) Signature

Date

Covert Township Community Foundation
PO Box 35
Covert, MI 49043
(269)764-8986

**COVERT TOWNSHIP COMMUNITY FOUNDATION
GRANT APPLICATION PROJECT BUDGET**

Name of Organization _____

Time period this budget covers

TOTAL PROJECT EXPENSES

EXPENSES		AMOUNT
Personnel (salaries & benefits)		
Consultants		
Insurance		
Travel		
Equipment, Supplies		
Telephone/Fax		
Postage, Print, Copies		
Rent, Utilities		
Maintenance		
Evaluation		
Marketing		
Other		
Total		

REVENUE

Sources	Budget Amount	Status (R/C/P*)	Date
Government Support			
Corporate Support			
Earned Income			
In-Kind Support			
United Way			
Local Foundations			
National Foundations			
Covert Twp. Community Foundation			
Other			
Total Revenue			

*Requested/Committed/Pending