

# Partner Agency Application for Funding ~ FY 2019

<b>Agency Name:</b>	John J. Wright Educational & Cultural Center Museum				
Physical Address:	7565 Courthouse Road				
Mailing Address/PO Box:	(Same as Above)				
City:	Spotsylvania	State:	VA	Zip:	22551
Telephone Number:	540-582-7583, X: 5545	Fax Number:	N/A		
Federal Tax ID #:	27-2837999				
Web Address:	<a href="http://www.jjwmuseum.org">www.jjwmuseum.org</a>				
General Email Address:	<a href="mailto:office@jjwmuseum.org">office@jjwmuseum.org</a>				
<b>Agency Main Contact:</b>	Constance Braxton	Title:	Treasurer		
Telephone Number:	540-582-5138				
E-Mail Address:	<a href="mailto:cebraxton@aol.com">cebraxton@aol.com</a>				

## Agency General Information

### Agency Mission

**Our mission is to celebrate Spotsylvania by facilitating learning about the interactive history of education, culture, and civic life of Spotsylvania County's African American citizens. In doing so, we demonstrate how these interactions contribute to the richness of the global community.**

Number of years agency has been in operation	7
Localities Served	Spotsylvania, Fredericksburg, Stafford, Culpeper, Caroline, and King George

## REQUIRED items to be submitted with the application: *(include 1 copy of each)*

IRS 501(c)(3) Letter

Audit Report *(with Audit Management Letter)*

Current Financial statement

IRS 990

Accountant Contact Information

Organizational Chart

Current Board Roster *(with contact information)*

Agency's Current Strategic Plan

# Agency Overview

## Purpose/Description

The John J. Wright Educational & Cultural Center Museum is an educational organization first and foremost. The museum preserves and collects objects, archives, photographs, and oral histories in order to tell the story of the African American citizens of Spotsylvania County (with an emphasis given to education, culture, and civic life), in order to meet the educational needs of the community.

## Justification of Agency and Requested Funding

Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the County should consider this funding request.

The John J. Wright Educational & Cultural Center Museum serves as an informal educational organization (with schools serving as formal learning). One of the organization's main goals is to inspire and encourage life long learning in visitors of all ages. To do this, the museum has a permanent exhibition that follows the history of the John J. Wright School, as well as at least two temporary exhibitions each year that illustrate the cultural, educational, or civic life of African American citizens. The museum also hosts a wide variety of programming that teach skills (genealogy research), share culture (how to tie head wraps), and create bonds in the community (Ancestor Dialogue workshops).

## Program Collaboration

The following should describe, in detail, examples of collaborative efforts and key partnerships between your agency and other programs or agencies in the area.

Since the museum's founding in 2010, it has worked diligently to forge partnerships with local institutions and organizations in order to provide quality learning opportunities to the community. This began in 2010 when the museum signed a Memorandum of Understanding (MOU) with Spotsylvania County Public Schools, creating a partnership that is still active. As outlined in the MOU, the museum has agreed to dedicated programming and exhibition components to K-12 learners. The museum has also established a partnership with the John J. Wright Alumni Association. Together these two organizations record the stories of students, faculty, and staff of the John J. Wright School. The Spotsylvania Sunday School Union (SSSU) is a vital partner of the museum due to its historic role in the formation of the John J. Wright School. Both the museum and the SSSU understand the importance of a continued partnership, so both work together to provide quality programming for SSSU members and museum visitors. The museum has also worked with several other organizations (such as the 23<sup>rd</sup> United States Colored Troops and the Trail to Freedom) and plans to continue to partner with likeminded organizations to allow it to provide diverse and educational programs to the community.

## Collaborative Impact

Please describe how the community would be impacted if your agency were dissolved or merged with another partner agency.

The John J. Wright Educational and Cultural Museum is the only museum in the county that tells the stories of the struggles as the triumphs of the African American citizens of Spotsylvania County, as well as celebrates the diversity that makes the community unique. If the museum were to dissolve, there would be a significant gap in the county's history. While the focus of the museum is unique to local museums, it is also the museum to discuss the county's history from the Reconstruction era to the present.

## **Agency Overview *cont'd***

### **Program Audience and Service Delivery**

The following should describe the agency's intended audience or client base and how those clients are served. This should include the location of the service and what geographic areas are served or targeted for service. If your agency has specific entry or application criteria, please describe it below.

Through media and marketing, the John J. Wright Educational & Cultural Center Museum aims to serve both students (as outlined by the MOU with Spotsylvania County Public Schools) as well as adult visitors from Spotsylvania, Stafford, Caroline, Culpeper, and King George counties as well as the City of Fredericksburg. The museum has had visitors from these localities interested in the history the museum as well as for educational opportunities. The museum has also shared with other organizations in the locations listed above who are interested in preserving African American history in their own respective geographical locations.

### **Community Impact**

Please provide at least two examples of how your services have impacted members of our community.

The John J. Wright Educational & Cultural Center Museum serves its community in a multitude of ways. It has worked to assist community members to learn how to discover their family history through resources at the museum and through genealogical lectures. The museum also provides resources and learning experiences for K-12 students. It has hosted students, interns, and volunteers, helping to provide job experience.

### **Client Fees**

Please describe the fees clients must pay for the services provided by your agency, and how those fees are determined.

The John J. Wright Educational & Cultural Center Museum does not charge any fees to visitors.

# Agency Financial Information

## FY 2019 Total Agency Expenditures

	List Program Title/Name	Salary	Benefits	Operating Expenses	Capital Expenses	Total
Salary	Administrative Assistant	\$10,800	NONE	NONE	NONE	\$10,800
Program 1	Bridging Communities	N/A	NONE	\$6,500	NONE	\$6,500
Program 2	Resource Tools	N/A	NONE	\$27,200	NONE	\$27,200
Program 3	Lecture Series	N/A	NONE	\$10,000	NONE	\$10,000
Program 4	African American Heritage Trail	N/A	NONE	\$15,500	NONE	\$15,500
Program 5	Exhibitions	N/A	NONE	\$16,000	NONE	\$16,000
<b>Total Agency Expenditures</b>						<b>\$86,000</b>

- If your application includes funding increases for personnel (to include new positions or merit /COLA increases), please check here and explain in detail the need for this type of increase in the Salary/Benefits Costs section under Agency Budget Justifications.*

## Total Agency Revenues

	FY 2017 Actual	FY 2018 Budgeted	FY 2019 Projected
Spotsylvania	\$24,240	\$29,000	\$31,000
United Way	\$0	\$0	\$0
Grants	\$0	\$10,000	\$24,000
Client Fees	N/A	N/A	N/A
Fundraising	\$0	\$0	\$0
Other <i>(explain below)</i>	\$6,150	\$9,000	\$12,000
<b>Total Agency Revenues</b>	<b>\$30,390</b>	<b>\$48,000</b>	<b>\$67,000</b>

Detail below what is included in the 'Other' category:

Museum Donations and Memberships



**On the following page titled "Agency Budget Justifications", please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2019. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the agency. In particular, please describe in detail if any increase is sought for new positions or personnel.**

# Agency Budget Justifications

## Salary/Benefit Costs

In the box below, provide an overview of any increases or decreases in general personnel expenses for the agency. This would include any planned or projected merit or COLA increases, or new positions being requested. Also include a description of any changes to agency benefits structure or cost.

There are no changes.

## Operating Costs

In the box below, provide an overview of the administrative costs detailed on the Total Agency Expenditures table for the agency as a whole. Please provide justification for and specific amounts of operating costs that are defrayed by locality funds. If your agency is requesting an increase or decrease in operating funding, please describe, in detail, the reasons for these changes.

The museum employs one staff person, a Administration Assistant, part-time. He or she is expected to work the hours the museum is open (15 hours per week).

## Capital Outlay Costs

In the box below, provide an overview of the capital costs detailed on the Total Agency Expenditures table for the agency as a whole. Please provide justification for and specific amounts of capital costs that are defrayed by locality funds.

N/A

## Agency Budget Issues

Please detail below any legislative initiatives or issues that may impact the agency for the upcoming year and how you are planning for them. This could include new legislation that may increase or decrease projected funding at any level (Federal/State/Local), or could affect grants or designated funds as they are currently received. If you are aware of "outside" funding sources that will expire or be reduced on a set cycle or date, please note those below and how you are planning for them.

NONE

Please detail below any identified agency needs or areas of concern that are currently not being addressed in your funding request. This could include training or technical assistance for specific areas, administrative support for a program or service, evaluation of current programs, or consultation for strategic planning, board support, or fundraising.

NONE

## Other Agency Information?

Is there any additional information that the agency would like to provide, and that hasn't already been provided in this application, that will help Spotsylvania County in the review of your application and funding determination?

The John J. Wright Educational & Cultural Center Museum has committed itself to serve the community as an educational resource. To do so, it is invested in developing quality programs, exhibitions, and resources to serve not only K-12 learners, but lifelong learners in the community. The museum Board of Directors are a diverse group made up of current and retired educators, veterans, technological specialists, community activists, and museum professionals, all dedicated to making John J. Wright Museum to be the museum the community deserves.

The museum also understands the importance of meeting and maintaining national standards for museums, so it is enrolled in the American Association of State and Local History's StEPs program. This program guides the museum in all aspects (collections, governance, education, etc.) to ensure the museum is acting in ways that assist it in meeting the national standards set by the American Alliance of Museums. This program serves as a roadmap to assist the museum on its journey to become a fully accredited, first class institution.

**Program Service Data:** **Service Period:** **Jan 2016** to **DEC 2017**

Locality Served	Total Served		Gender						Race				
	FY2016	FY2017*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other			
Fredericksburg	40	43											
Caroline	5	11											
King George	35	36											
Spotsylvania	960	1,048											
Stafford	25	38											
Other	6	221											
<b>Total</b>	<b>1,071</b>	<b>1,359</b>											

*\*Please include the projected number to be served in each locality for the upcoming fiscal year.*

Locality Served	Age Groups							Income Levels					
	0-4	5-10	11-13	14-18	19-25	26-40	41-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George													
Spotsylvania													
Stafford													
Other													
<b>Total</b>													

**Please describe below your data collection methodology and tracking measures. Indicate systems or processes that are used and responsible parties. Please also describe how your projections are determined for the upcoming year. If any of the above information is not available, please indicate why:**

All visitors to the museum register on a sign-in log as they enter. Program numbers are counted separately. Visitor/Program attendance is tallied and reported monthly.