

Partner Agency Application for Funding ~ FY 2018

Agency Name:		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, ext-5545	Fax Number:			
Federal Tax ID #:	27-2837999				
Web Address:	www.jjwmuseum.org				
General Email Address:	office@jjwmuseum.org				
Agency Main Contact:	Constance Braxton	Title:	Treasurer		
Telephone Number:	540.582.5138				
E-Mail Address:	Cebrahton20@aol.com				

Agency General Information

Agency Mission

Mission Statement: 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 within the greater contribution to the richness of the global community.

Vision Statement: The John J. Wright Museum will be an agent, helping to foster civic dialogue about race, ethnicity, immigration, and culture in our dynamically changing community through new programs initiated in the 2018-2019 Fiscal Year.

Number of years agency has been in operation | 6

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)*

X Current Financial statement

X IRS 990

X Accountant Contact Information

X Organizational Chart

Current Board Roster *(with contact information)*

X Agency's Current Strategic Plan

Agency Overview

Purpose/Description

The John J. Wright Educational & Cultural Center Museum is an educational organization first and foremost. It's purpose to preserve and collect objects in order to tell the story of African American citizens of Spotsylvania County with emphasis given to education, culture, and civic life.

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 a non-traditional educational organization to inspire life long learning in Spotsylvania County. To do this, the museum provides a temporary exhibition on the John J. Wright School, at least two temporary exhibitions each year varying in topics, and multiple programs, lectures, and events throughout the year including the annual TORCH Awards and Anniversary event.

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.

In the six years since the John J. Wright Museum opened, it has worked to forge partnerships with local organizations to provide quality-learning opportunities to the community. In 2010, the museum signed a memorandum of understanding with Spotsylvania County Public Schools, creating a partnership that is still active. Through this partnership the museum has agreed to dedicate programming and exhibition components to K-12 learners. The museum is also partnered with the John J. Wright Alumni Association. Together the museum works with the alumni of the school to record and preserve the stories of students, faculty, and staff of the school. The Spotsylvania Sunday School Union is a vital partner of the museum due to its historic role in the formation of the John J. Wright Consolidated 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 worked with several other organizations (such as the 23rd 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 & Cultural Center Museum is the only museum that tells the stories of struggles and triumphs of the African American citizens of Spotsylvania County as well as an organization that celebrates the diversity of our community. If the museum were to dissolve there would be significant and detrimental gap in the history of Spotsylvania County.

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 student and adult visitors from Spotsylvania, Stafford, Fredericksburg, Caroline, Culpepper, and King George. The museum has had visitors from these localities, interested in the history and educational opportunities at the museum. The museum has also worked with other organizations in these locations who are interested in preserving African American history in their respective geographic areas.

Community Impact

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

The John J. Wright Museum serves as an educational institution. It has worked to assist community members to learn how to discover their family history through resources at the museum and through genealogy lectures.

The museum also serves as a host to 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 Museum does not charge fees for museum visitors.

Agency Financial Information

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 Generations	N/A	NONE	\$8,500	NONE	\$8,500
Program 2	Resource Tools	N/A	NONE	\$33,700	NONE	\$33,700
Program 3	Lecture Series	N/A	NONE	\$8,500	NONE	\$8,500
Program 4	Heritage Trail	N/A	NONE	\$16,500	NONE	\$16,500
Program 5	Interactive Exhibits	N/A	NONE	\$17,000	NONE	\$17,000
Total Agency Expenditures						\$95,000

- 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 2016 Actual Estimated	FY 2017 Budgeted	FY 2018 Projected
Spotsylvania	\$24,200	\$28,000	\$29,000
United Way			
Grants	\$10,000	\$37,500	\$37,000
Client Fees	\$10,500		
Fundraising	\$10,000	\$12,000	\$20,000
Other <i>(explain below)</i>	\$7,000	\$8,500	\$9,000
Total Agency Revenues	\$61,700	\$86,000	\$95,000

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 2018. 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.

The museum plans to increase its hours of operation and in turn, increase the number of staff hours. The museum is open Thursday through Saturday from 10 a.m. until 3 p.m. The museum plans to extend the hours on Saturday from 9 a.m. until 5 p.m. to provide a greater window for visitors. Interns are a valuable resource to the museum and would provide experience for students at institutions of higher learning. The museum would like to provide a stipend to offset travel expenses as an incentive to encourage participation of students from Germanna Community College and the University of Mary Washington.

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 has a paid part-time Museum Administrator on staff who is expected to work the hours the museum is open to the public. Due to the museum's decision to increase the hours of operation, there will be an increase in the administrative costs.

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 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, technology specialists, community activists, and museums professionals, all dedicated to making John J. Wright Museum the museum the community deserves.

The museum also understands the importance of meeting and maintaining national standards for museums, so it has 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 will serve as a roadmap to assist the John J. Wright Museum on its journey to become a fully accredited, first class institution.

Program Service Data:

Service Period:

JAN 2015

to

DEC 2016

Locality Served	Total Served		Gender		Race					
	FY2015	FY2016*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other
Fredericksburg	25	40								
Caroline	8	5								
King George	17	35								
Spotsylvania	615	960								
Stafford	20	25								
Other	12	6								
Total	697	1,071								

**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													
Total													

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 John J. Wright Museum must register on a sign-in log as they enter. The visitors are then tallied and reported monthly.