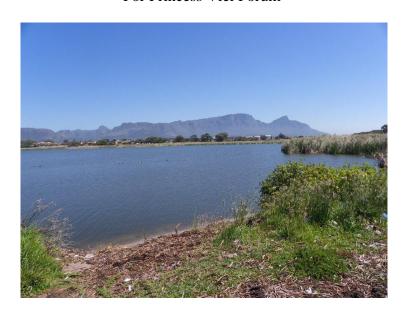# Digital Team Implementation Packet

For Princess Vlei Forum

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HIST-6200-E01: Public History Seminar

Dr. Ann McCleary

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Contributors

Nikolas Kekel: I am a public historian working at the Marietta History Center as an assistant and the University of West Georgia as a Graduate Research Assistant. I am studying for my master's in history with a focus on public history at UWG. During my time as a historian, I have worked on multiple exhibits and digital projects, which have helped inform my work for Princess Vlei Forum. I was originally attracted to public history because of the way it connects people of different backgrounds. Schools help educate students, but historic sites and museums present the opportunity to engage with a wider audience. To me, Princess Vlei embodies this aspect of public history; it has many stakeholders from a variety of backgrounds who will all benefit from the work being done by the Forum.

Sam Harris: I am a museum educator at the Booth Western Art Museum and a public historian with a background in military history and K-12 museum programming and education. I am currently earning my master's in history with a public history focus. During my time at the University of West Georgia, I have become proficient in public history applications such as ArcGIS, Omeka Digital Collections, and Weebly. I am currently developing programs for all levels of Scouts at the Booth Museum for the purpose of boosting public engagement and creating lasting connections with both the Boy Scouts of America and the Girl Scouts of the United States of America.

Sarah Craig: I am an emerging public historian with a background in mass communications, public relations, and public history. I am currently earning my master's in history with a focus on public history and museum studies. During my time as a graduate student, I have worked with the National Park Service in conjunction with The Antonio J. Waring Jr. Archeological Laboratory to catalog and rehouse artifacts associated with the Ninety Six National Historic Site. As a public historian, I strive to make history accessible to everyone.

Sheridan Kearns: I am relatively new to the field of public history. I am a Graduate Research Assistant at the University of West Georgia Center for Public History. My interests include Ancient History as well as Early American History, which I will get to explore at the internship I was awarded at Thomas Jefferson's Monticello. While I pride myself on being a traditional historian, I am looking forward to continuing to use my skills to pursue my concentration in public history for my master's degree. It has been a pleasure to work on the Princess Vlei project this term, as I have gotten to experience new cultures and learn how to help a historic site further their vision of bridging the divide between communities.

Digital Team Goals

When speaking with Denisha and her team, the needs which stood out were the need for a way to organize their existing stories and a way to collect additional stories. As part of this, they wanted to build a digital database which would help them organize their collection. They were also intrigued by the possibility of using this database to build digital exhibitions, allowing them to reach a larger audience than those who can only visit Princess Vlei in person. One of the concerns they voiced surrounding this was the potential cost, manpower, and how they could equitably handle the competing voices found at Princess Vlei. If possible, they also wanted this new database to be integrated into their existing website and infrastructure or be easy for users to navigate from one to another. Part of the motivation for the revitalization of the Vlei surrounding the 2014 Imagine campaign was the desire to protect the land both for its environmental significance and its incredible cultural significance. The proposed database is an extension of this desire to protect the Vlei, this time to protect the stories of the people who visit. In 2014 the activists at the Forum started reclaiming the Vlei's space, now comes the equally difficult work of reclaiming the narrative of the Vlei. This database will support this effort by preserving these stories and giving them a platform from which to share them. After hearing these desires and concerns, our team's goal over the course of this project has been to create an implementation plan which the Princess Vlei Forum can use to select an appropriate platform which meets their needs. To address this, we have created a list of platforms, their pros, cons, cost, and what level of training they require. We also wanted to provide the forum with resources which would assist them in creating their database after they selected a platform. We have included lists of support documents broken down by platform as part of this. In addition, we have provided an example grant proposal to be utilized to help with the concerns about funding. With the COVID pandemic, many foundations and organizations have recognized the need for more digital

initiatives and are funding more and more of these types of projects. We have also looked at how other cultural sites and museums in the area use their website and created a reference document to show the kinds of features they may wish to include in their own database or digital exhibition. Part of our goal was to address how stories can be collected and shared at Princess Vlei. Given the other concerns surrounding cost and equitable access, we have included a suggestion which focuses on the human element of these stories.

<u>Executive Summary</u>

Database Options:

- This section includes a description of each platform, along with their pros and cons.

- At the end of this section is a spreadsheet of pricing and features.

Database Supporting Documentation:

- This section includes a description of the support options available for each platform.

- Following each description is a list of useful documents and videos for using each platform. This includes both first-party support documentation and third-party options.

Example Grant:

- This section includes an example grant proposal that can be used to help seek the funding needed for the development and implementation of the database.

- Omeka Online Database is used as the example database in this section to show what it could look like.

Examples of Local Historic Sites & Museums:

- This section of the report includes a written description of example websites from four museums in Capetown and the larger South African area.

- There is an appendix attached to this report that contains screenshots of these museum websites and shows what the Princess Vlei Forum can potentially do with their website.

<u>Database Options</u>

Evaluating Platforms

Before selecting a platform, it is essential to decide what the database is meant to achieve; all of

these platforms have their strengths and weaknesses. All of them are able to organize artifacts

and records into a usable form. However, some have features which make sharing stories with

the community more accessible. These additional features increase the overhead both financially

and in terms of time staff will need to dedicate to managing it. Deciding what is most important

for the Princess Vlei Forum will help narrow down the selection of platforms

Descriptions of Database Platform Options

Omeka:

Omeka is a platform which specializes in digital collections and online exhibitions. It is a very

versatile platform that can be customized to the needs of the Princess Vlei Forum. This can be

done through the use of plugins, and more significant changes can be made by those who have

experience in coding. As well as being a powerful stand-alone platform, sites built with Omeka

could be integrated with the existing site in such a way that guests would have a smooth

transition from one to another. The major attractive qualities of this platform are the wide range

of pricing, ranging from free to R15,500.00, along with pre-made plans if selected custom

pricing options can be arranged. The limitations of this site include the inability to host videos

directly. However, videos hosted on other platforms can be cataloged and viewed through

Omeka. While unique and highly polished websites can be produced with Omeka, it requires

more effort than template-based platforms such as Wix or Squarespace.

PastPerfect:

PastPerfect is a platform which focuses on collection management and cataloging. It was

designed by museum professionals to help organize extensive collections and allows access to

your collection database from anywhere with an internet connection. PastPerfect excels at helping new or existing museums and historic sites manage their collection and turn it into a usable resource. Major drawbacks to this platform include the price and the lack of public-facing features. Pricing begins at R5,510.00 for setup with an annual fee of R14,700.00 and goes up to R18,300.00 for setup with a yearly fee of R55,100.00. This platform also lacks public-facing features and is mainly designed for internal use, with online functionality used for ease of access. In order to create digital exhibitions, PastPerfect would require the use of an additional platform.

ArchiveSpace:

ArchiveSpace is similar to PastPerfect in that it is primarily designed for organizing and managing collections rather than digital exhibitions. For this intended purpose, ArchiveSpace is a valuable tool which would help keep the proposed collections organized and usable for researchers. The public-facing options which ArchiveSpaces has are more designed for creating finding aids which could be used by researchers rather than digital exhibitions that the general public could use. Additional negative aspects of this platform include the pricing structure based on the institution's size. The Princess Vlei Forum would likely fall into the R4,500.00 to R14,700.00 range. Regardless, this is just an estimate as all users must submit an application to determine the final cost. Hosting services are not included in this price and would need to be purchased separately or utilizing the Forums existing infrastructure.

CollectionBuilder:

CollectionBuilder is a free open source program which can be used to create versatile custom digital archive sites. Unlike other platforms, this option does not come with any support and would require a third party to design and build the website. Instead, staff could spend some time learning the platform and how to build with it, but this would require a sizable investment in training. After which, it could be integrated with the existing hosting services, or additional

hosting services could be added. The major draw of this platform is the price; with no annual fee, once the setup is complete, there would be no additional cost. However, any updates or changes to functionality would require the Princess Vlei Forum to make those changes themselves. The drawback to this platform is the extreme complexity compared to the turnkey solutions offered by other options.

Collective Access:

Similar to CollectionBuilder, Collective Access is a set of free, open-source tools which can be used to create a database and public-facing exhibition site. Also, like CollectionBuilder, this would require someone from the Princess Vlei Forum or a third party to learn the platform and build the site and maintain it. Hosting services are not included with this platform and would need to be sourced locally.

CatalogIt:

CatalogIt is similar to Omeka in that it is both a digital collections management tool and an online publishing platform. CatalogIt offers web publishing to all levels above the free trial version, with the main difference between levels being the amount of storage available. CatalogIt is also a robust organization tool that helps keep collections orderly and usable. Pricing begins with a free trial version and can go up to R11,760.00 annually. Custom plans are also available depending on an institution's needs. The major draw of this platform is the ease of use and the flexible pricing. However, the digital exhibitions made with CatalogIt are templated, so they all have a very similar appearance. This is both a good and a bad thing; the template makes creating an exhibition easy but limits customization.

Vimeo & Youtube:

All of these platforms are mostly designed for hosting metadata and images, with some being able to hold audio as well. They are not intended to host video as video is a far more resource-

intensive medium and would quickly eat through bandwidth. Instead, the metadata for videos can be kept within the database of choice, with the actual video file being hosted by another platform. For the platforms with a public-facing component like Omeka, videos can be embedded in exhibition pages so that viewers do not need to leave the main website.

The primary differences between Vimeo and YouTube are the prices and video streaming quality. Youtube is free, but the videos stored there are very compressed compared to the original filmed quality. Once uploaded, the video is compressed, and this process is not reversible. Vimeo stores videos at a much higher quality which is closer to the native file, however, their hosting services are very expensive depending on the amount of bandwidth needed. They start out free for only 0.5GB weekly and go up to R13,225.00 annually for unlimited streaming. Despite this claim of unlimited streaming, Vimeo has been known to charge surge pricing if their systems get overloaded and there is no way to predict if or when this might occur. This cost would also be on top of the main platform's fees. For this reason, YouTube is recommended despite the lower quality video. Higher quality versions of video could be stored on-site on physical media if access to uncompressed versions of videos was desired for research purposes. A NAS, or network-attached storage, is a type of server which acts as storage for computers on the same network. They can also be configured so that one is able to access them remotely from anywhere. If the Princess Vlei Forum wanted to store high-quality video files for future use, they could build one of these systems at a relatively low cost compared to the annual fee taken by hosting services like Vimeo.

Story Collection:

Part of the function of this database will be to house stories which are shared at the Princess Vlei Forum. The collection of these stories poses a technical challenge as none of these platforms support user-submitted content. There are also safety concerns over sharing unmoderated stories

as this could cause strife between various groups which visit the Forum. In order to solve these issues while also keeping in mind how expensive web design can be, we suggest a more low-tech solution. The Forum can have a dedicated email address where interested users can share their stories with staff. These emails can then be imported into the existing database platform; once a sufficient amount of stories have been collected, a digital exhibition can be created from these entries in the database. This method is very manual and requires someone to be responsible for reviewing the stories submitted. However, this human element ensures that these stories are presented in the best possible light. A fully automated system would not be able to sort out any inflammatory remarks, especially given the multilingual nature of the Forum. Many automated moderation systems struggle with languages other than English, which is another reason the manual review is recommended. For those without easy access to email, the physical cards with their stories can be collected from the Heritage Center and entered into the database as an artifact and featured alongside those stories which are submitted digitally.

Database Pricing Table:

Database	Tier 1 Pricing & Features	Tier 2 Pricing & Features	Tier 3 Pricing & Features	Tier 4 Pricing & Features	Tier 5 Pricing & Features
Omeka	Price-annual: $0 0.5 GB storage 1 site(s) 9 plugins 2 themes	Price-annual: $35 2 GB storage 2 site(s) 20 plugins 8 themes	Price-annual: $75 5 GB storage 5 site(s) 29 plugins 8 themes	Price-annual: $350 10 GB storage 10 site(s) 32 plugins 11 themes	Price-annual: $1,000 50 GB storage Unlimited site(s) 32 plugins 11 themes
PastPerfect	$375 set up and $995 annually 1 User 5,000 Records 100 GB Storage With Public Access	$1,245 set up and $1,245 annually 10 Users Unlimited Records 100 GB Storage With Public Access	$1,245 set up and $1,995 annually 20 Users Unlimited Records 1,000 GB Storage With Public Access	$1,245 set up and $3,745 annually 40 Users Unlimited Records 3,000 GB Storage With Public Access	N/A
ArchivesSpace	Pricing is dependent on JSTOR or Artstor Classification No difference in features as the system is used to judge an institution's potential capacity needs. The Forum is most likely to fall into $300-$1,000 annual fee tiers				N/A
CollectionBuilder	Free to use but requires set up by the Forum or an outside third party.			N/A	N/A

Database	Tier 1 Pricing & Features	Tier 2 Pricing & Features	Tier 3 Pricing & Features	Tier 4 Pricing & Features	Tier 5 Pricing & Features
Collective Access	Free to use but requires set up by the Forum or an outside third party. Hosting services: $175 a month for 100gb	Hosting services: $285 a month for 200gb		N/A	N/A
CatalogIt	Price-annual: 0 Price-monthly: 0 Number Entries: 50 GB Storage: 5 Number Users: 1 HUB Web Publishing: No	Price-annual: $444.99 Price-monthly: $44.99 Number Entries: 25,000 GB Storage: 100 Number Users: 8 HUB Web Publishing: Yes	Price-annual: $599.99 Price-monthly: $59.99 Number Entries: 50,000 GB Storage: 150 Number Users: 8 HUB Web Publishing: Yes	Price-annual: $799.99 Price-monthly: $79.99 Number Entries: 100,000 GB Storage: 200 Number Users: 8 HUB Web Publishing: Yes	Add ons: 100GB Additional Storage = $80.00/year or $8.00/month Additional User = $60.00/year or $6.00/month API access = $240.00/year or $24.00/month
Vimeo	Price annually: $0 Bandwidth: 0.5 GB/week Storage: 5 GB	Price annually: $84 Bandwidth: 5 GB/week Storage: 250GB	Price annually: $240 Bandwidth: 20 GB/week Storage: 1 TB	Price annually: $600 Bandwidth: no limit Storage: 5 TB	Price annually: $900 Bandwidth: no limit Storage: 7 TB
YouTube	Price annually: $0 Bandwidth: no limit* Storage: no limit*	N/A	N/A	N/A	N/A

Bring a Stone for the Princess

Image courtesy of the Princess Vlei Forum, http://www.princessvlei.org/bring-a-stone-for-the-princess.html

A digital archive can support events, such as the Princess Vlei cairn ceremony above, by

providing a repository for the stories shared during the proceedings. Photos of these events also

represent digital artifacts which can be used to tell additional stories as part of digital exhibitions.

<u>Database Support Options</u>

Each platform has its pros and cons for support for the majority of cases though there is a decent

amount of options from both the platform provider and third parties. What follows is a brief

description of the support options for each platform and a list of links which may be helpful

when setting up your database. Some options such as CollectionBuilder and Collective Access

require the user to create a large part of the site themselves. While the support listed would be

helpful in doing this they may require the employment of a third-party developer if staff time and

training can not be dedicated to the site. Other options like Omeka and CatalogIt still require user

input, but provide a much more robust template to start with and are similar to website builders

like Wix or Weebly.

PastPerfect

The PastPerfect support features a series of user guides, video tutorials, a user manual for both

the local and web-hosted versions, along with training courses that can be purchased. As well as

first-party support being such a popular program, PastPerfect features a large number of third-

party tutorials forums.

<u>Helpful Links:</u>

- https://museumsoftware.com/userguide.html
- https://museumsoftware.com/videos.html
- https://pastperfect.zendesk.com/hc/en-us
- https://museumsoftware.com/videos.html
- https://museumsoftware.com/contact.html
- https://www.youtube.com/playlist?list=PLUK3O6YS1QVkgEEfMjP9wPuWTgaL2knY4
- https://www.youtube.com/watch?v=4O2cLeTDCuw
- https://museumsoftware.com/training.html

Omeka

First party support for Omeka consists of a FAQ page with setup guides and tips for getting

started. There is a support ticket system for more in-depth support or to report bugs. Third-party

support is fairly robust, with many video tutorials available online.

Helpful links:

- https://info.omeka.net/help/
- https://info.omeka.net/contact/
- https://www.youtube.com/playlist?list=PL4pAvjVJyuIBAS2EJMYceqGYhRzn42a9y
- https://mediawiki.middlebury.edu/LIS/Omeka
- https://omeka.org/classic/docs/
- https://omeka.org/s/docs/user-manual/
- https://omeka.org/classic/docs/GettingStarted/UsingOmeka/

ArchivesSpace

Support for ArchiveSpace features a series of web guides, getting started pages, and a

community forum. A series of video tutorials and employee training from the company can be

purchased.

Helpful Links:

- https://archivesspace.org/using-archivesspace/getting-started
- https://archivesspace.org/using-archivesspace/trainings
- https://archivesspace.org/using-archivesspace/blog
- https://archivesspace.org/using-archivesspace/webinars
- https://archivesspace.atlassian.net/wiki/spaces/ADC/overview
- https://archivesspace.org/using-archivesspace/independent-consultants
- https://www.youtube.com/playlist?list=PL3cxupmXL7Wj6aG1KHb1Rpjgp3Dys2Np5
- https://www.youtube.com/watch?v=wuQEyUAicm0

Collection Builder

As a build it yourself platform CollectionBuilder does not have any direct support. However,

they do offer a series of workshops, tutorials, and guides for creating your site. If one was

attempting to build a database with CollectionBuilder on their own, they would find a plethora of

tutorials.

Helpful Links:

- https://collectionbuilder.github.io/tutorials.html
- https://collectionbuilder.github.io/cb-docs/
- https://collectionbuilder.github.io/templates.html
- https://www.youtube.com/playlist?list=PL_71zYZtmyTtT87OMIvmnXhxZBq3TKk_p
- https://www.youtube.com/playlist?list=PL_71zYZtmyTsHaC1W-ogx4wG1Wv5OD4kE
- https://www.youtube.com/playlist?list=PL_71zYZtmyTsCNq2jnacVmCf0L2Gt-YyC

Collective Access

Collective Access is comprised of two main pieces of software Providence, which manages

collection data, and Pawtucket2 which manages the public-facing components of the platform.

Support for both pieces of software can be found on their website, along with a community

forum, live chat, and a demonstration system for users to experiment with.

Helpful Links:

- https://www.collectiveaccess.org/get-started/
- https://www.collectiveaccess.org/services/
- https://www.collectiveaccess.org/contact/
- https://www.youtube.com/playlist?list=PLE28211A07171F9EC
- https://peterkuehne.com/posts/getting-started-with-collective-access/

CatalogIt

CatalogIt has a plethora of first-party support options from an FAQ page, Wiki-style knowledge

base, video tutorials, sample collection forms, blog, sample sites, and demo sites. As a relative

newcomer to the industry, there is less third-party support than with other platforms, but if one is

unable to solve their issue with the provided support documents, they can contact CatalogIt for

custom solutions.

Helpful Links:

- https://www.catalogit.app/blog
- https://www.catalogit.app/hub
- https://www.catalogit.app/webinars
- https://www.catalogit.app/contact-us

- https://support.catalogit.app/index.php/CatalogIt_Basics
- https://support.catalogit.app/index.php/CatalogIt_Frequently_Asked_Questions
- https://support.catalogit.app/index.php/CatalogIt_Quick_Tips
- https://www.catalogit.app/masterit
- https://www.youtube.com/playlist?list=PLh1Akm1WtAXYOQljG7tkTiJ3wd4G98N_G
- https://support.catalogit.app/index.php/CatalogIt_How-To_Videos
- https://support.catalogit.app/index.php/Classifications

YouTube & Vimeo

YouTube is one of the most popular streaming platforms, as such many guides and tutorials are

available for uploading and saving videos. The more complicated piece would be embedding

these videos into the main platform. Platforms focusing on digital exhibitions, such as Omeka,

feature guides on how to embed videos into your site. Other platforms like PastPerfect which are

not as public-facing do not have support for this kind of feature.

Vimeo is not as popular as YouTube, however many guides still exist for uploading videos to the

site. Linking these videos back to the main platform may be more difficult due to Vimeo's

smaller adoption rate.

Helpful links for embedding videos:

Omeka:

- https://digitalhumanities.wlu.edu/tool-handouts/omeka-basics/omeka-embedding-videos-into-items-and-exhibit-pages/

PastPerfect:

- https://museumsoftware.com/ppohelp/EmbeddedVideos1057.htm

ArchivesSpace

- https://archivesspace.org/archives/6901

CollectionBuilder

- https://www.youtube.com/watch?v=FbWGLFRpAlA

Collective Access

- https://manual.collectiveaccess.org/

CatalogIt:

- This platform does not currently support video files, viewers would have to use a link to view the video off-site.

The First Nations

Image courtesy of Princess Vlei Forum, http://www.princessvlei.org/uploads/2/4/5/1/24519386/published/288540115.jpeg?1586620777

A digital archive would also help to preserve the heritage of the First Nations peoples such as the Khoe. Their stories through written and oral histories could be stored in the database along with images of important cultural items. Along with digital exhibitions, this would give them a platform for continued activism. The Forum currently includes a large number of their stories; a database would help organize these stories as they continue to grow.

Example Grant Proposal

Funding is a major concern for any museum or historic site; this is why looking for grants from outside organizations can be of critical importance. Projects such as implementing a digital database can be funded by partner organizations who specifically look for these types of projects to fund, with digital programs recently receiving increased priority due to the pandemic. Below is an example foundation grant proposal that is a good starting point. This example has been written with Omeka Online Digital Database in mind for this purpose. It is formulaic in nature so that the Princess Vlei Forum staff are able to tailor it to your needs.

Cover Letter

[Date]

[Mr./ Mrs./ Ms. _____]
[Company/Foundation Name]
[Company/Foundation Address Line 1]
[Company/Foundation Address Line 2]

Dear _____:

On behalf of the Board of Trustees and staff of the Princess Vlei Forum, I would like to thank you for the past support of the [Company/Foundation Name]. The Princess Vlei Forum continues to develop its programs in Capetown and expand available opportunities for the Capetown community. We hope that we can rely on the [Company/Foundation Name] to support the continued growth of existing programs and the development of a new digital database for the calendar year of [Insert Year]. **We request consideration of a grant of $1,000 for a one-year subscription to the 5th-Tier of Omeka Online Digital Database, as outlined in this proposal, for the development of a digital database for the Princess Veli Forum during the calendar year [Insert Calendar Year].**

The impact of the ongoing community outreach has kept the Princess Vlei Forum busy and active within the Capetown area to provide our community with a digital record. In addition to the current and successful inclusion of virtual catalogs and initiatives on our website, it is of vital importance that the Princess Vlei Forum continues to grow and expand its diverse virtual database to "Bridge the Divide" between members of the community through digital record keeping and storytelling. An enhanced digital database that adheres to our mission and vision is important for developing digital records for the Capetown community.

A grant from the [Company/Foundation Name] in the amount of [insert amount] would not only assist with the expansion of virtual opportunities and events for current students and community learners in the year 2022, but it will allow the Princess Vlei Forum to grow and develop a new and interactive digital database. We are grateful for your consideration of this request. If you would like further information, or if you would like to arrange a visit to the Princess Vlei Forum to learn more about our digital database and records, please give us a call at [Insert Phone Number].

Thank you again for your support of the Princess Vlei Forum.

Sincerely,

[Your Name]

Body of Example Grant Proposal

Executive Summary

The Princess Vlei Forum is requesting a grant of $1,000 to develop a digital database during [Insert Calendar Year] to provide a space for digital records with online access available to the Capetown community. Currently, the online database and digital records on the Princess Vlei Forum website include a limited online research database. This database has been successful at the Princess Vlei Forum; however, the need for equitable, accessible virtual record-keeping for the Capetown community has grown due to the lasting effects of the Apartheid Era. The Princess Vlei Forum must continue to grow and develop a relevant, interactive online database to meet the needs of Capetown's diverse population.

A grant from the [Company Name/Foundation] will allow the Princess Vlei Forum to focus on the following priorities:

1. Become a vital center of interactive virtual education for students in the Capetown community by utilizing the Princess Vlei Forum digital database to engage in communal record-keeping.
2. Deepen connections between the Princess Vlei Forum and disparate communities in the Capetown area so that the Princess Vlei Forum can be involved with the collection and preservation of historical records.
3. Ensure the expansion of a digital record, research-ready database, and historic preservation as part of the Princess Vlei Forum as an organization going forward and are not separate or temporary from regular Princess Vlei Forum recordkeeping efforts; and
4. Continue to cultivate community partnerships to provide virtually accessible resources to community members in the Capetown community.

The [Company Name/Foundation] and the Princess Vlei Forum have the potential to be long-term partners in the pursuit of community enrichment in the Capetown area. This grant request allows the [Company Name/Foundation] to support the Princess Vlei Forum with this new

funding request to align with the [Company Name/Foundation] funding requirements and interests as follows:

1. The Princess Vlei Forum is a non-profit organization.
2. The [Company Name/Foundation] funding interests include arts and culture, education, historical activities, performing arts, and special population support.
3. Students, children, youth, and academics are part of the [Company Name/Foundation] funding interest population groups; and

Introduction

The Princess Vlei Forum is a non-profit [Insert Non-profit Status] organization in Capetown, South Africa comprising individuals and organizations to ensure the ongoing conservation of the Greater Princess Vlei Conservation Area (GPVCA) for the benefit of communities and nature. The Princess Vlei Forum was founded in 2014 as a form of protest against government neglect of a culturally significant site. The Princess Vlei Forum has worked with [Insert Community Partners] and private donors to secure funding for its website, programs, and events, to continuously cultivate community relationships through active involvement at the Vlei, and to support the Princess Vlei Forum in its mission to preserve the history and stories of the community.

Statement of Need

As the Capetown community continues to recover from the effects of Apartheid oppression through the sustained attacks of the government and private entities, the Princess Vlei Forum desires to meet this need for accessible online resources through a digital database. A digital database and its ability to maintain and preserve records online would help better meet the changing needs of the Capetown community.

Community members are focused on widely accessible platforms as their means of communication, engagement, and learning about the Vlei. Expanding and growing a digital database will invite more community members to virtually engage with the Princess Vlei Forum, but it will also allow the Princess Vlei Forum to invite and promote the engagement of community members to learn more about Capetown's history. Additionally, and most importantly, it will give community members an equitable platform to discuss, learn, and engage with Capetown's history from the past but also the present and what will become the future.

Creating a larger audience will open doors to communities in different areas of Capetown who haven't visited the Princess Vlei Forum before and will yield the potential for more community partnerships, visitors, and volunteers. The expansion and increase of a digital database and records will also provide the Princess Vlei Forum with the opportunity to create another venue that will be available for community members to participate and learn about the Forum. A digital database will allow community members to learn and explore history in an engaging way and provide equitable access to Princess Vlei Forum resources. The creation of a digital space for community members will provide a platform for growth, discussion, and exploration of new ideas, which is critical to the Princess Vlei Forum's mission and vision to "Bridge the Divide."

As digital platforms continue to develop as an integral part of our world, communities need to connect and engage with their history in new ways that will carry Capetown forward with growth, changes, and insights that will become future history.

With this funding, the Princess Vlei Forum will reach out to different communities in Capetown to participate and create presence and interest at other events that will show the Princess Vlei Forum's commitment to underserved communities in Capetown. Your support will be vital to enabling the Princess Vlei Forum to substantiate and tie in relevance, community, and inclusivity, and growth through its virtual programming and events for community members. It will also strengthen the Princess Veli Forum in being a stakeholder and community leader in working with and devoting time, energy, and funding toward developing a more complete digital database.

Methods and Goals:

1. Develop a digital database hosted on the Omeka platform that is accessible to community members for research.
2. Partner with Capetown community members to expand digital records by capturing oral histories.
3. Engage digital archival professionals to train Princess Vlei Forum staff to curate, preserve, and secure the online digital database.
4. Throughout the year [Insert Calendar Year], continue outreach efforts to engage the community in historic preservation efforts.
5. Engage local museums with digital databases to train Princess Vlei Forum staff on best practices.
6. Partner with other museums and historic preservation groups that show interest in developing an online-accessible digital archive hosted by the Princess Vlei Forum.
7. Develop a complete online database that successfully transfers all relevant historical records to a digital platform for ease of storage, preservation, and access.
8. Successfully convert all oral histories and file them under their own section on the Omeka online database.
9. Ensure 1 full-time and 2 part-time staff members are trained and given editorial access to the Omeka digital database.
10. Train 3 volunteers to help teach community members how to access and use the digital database.

Objectives

1. Establish a fully developed digital database for the Princess Vlei Forum by [Insert Financial Quarter] of [Insert Calendar Year].
2. Expand community outreach and historic preservation efforts around Capetown with a goal of a [Insert Percentage] increase in [Insert Financial Quarter] in [Insert Calendar Year].

3. Host 1 professional development training session that will utilize the Princess Vlei Forum digital database to showcase historic preservation efforts and digital resources available to the Cape Town community.
4. Offer community members free access to the Princess Vlei Forum digital database for research purposes.
5. Invite different community groups to utilize the Princess Vlei Forum digital database to record oral histories.
6. Increase marketing efforts to broadcast, promote and advertise the Princess Vlei Forum digital database as a community resource.
7. Train Princess Vlei Forum staff regarding the development of diverse and inclusive digital records that include input from all community groups around Capetown.

Staffing:

1. The Princess Vlei Forum digital database will be managed and maintained by 1 full-time staff member.
2. Volunteers will undergo Omeka digital database training.
3. All Princess Vlei Forum staff members involved in developing the digital database will undergo annual training to ensure staff is up-to-date with the Omeka platform and best practices.

Evaluation

The main measurement will be online visitations to the Princess Vlei Forum digital database Omeka site and oral history gathering events, plus an overall increase in user traffic on the main page of the Princess Vlei Forum website. Community feedback will be important for staff members who maintain the Princess Vlei Forum's digital database. It will also be important to survey community members to determine if they feel their community is accurately and equitably represented in the digital database.

Critical to the continued expansion and growth of the Princess Vlei Forum digital database will be how receptive community members are to the Princess Vlei Forum offering an online-accessible database that hosts community historical records, which are diverse, inclusive, and interactive.

If the Princess Vlei Forum digital database does not draw attraction from a diverse community as an educational resource, then the Princess Vlei Forum will need to determine if this is an achievable objective in [Insert Calendar Year].

Future Funding/ Sustainability

The development and growth of the Princess Vlei Forum digital database will continue to be supported in the future by aggressive outreach to appropriate foundations, corporations, and private donors for ongoing support each calendar year. The Princess Vlei Forum will also apply to applicable governments for funding requests. Additionally, the Princess Vlei Forum Development Department will continue to grow and cultivate its individual donor base with the

importance of an online-accessible digital database. Aggressive outreach to community members in Capetown via social media and research opportunities will continue to be a priority to push toward annual increases in attracting the diverse community in Capetown.

Budget

Calendar Year [Insert Year]

Omeka digital database subscription	$1,000
Community outreach	$[Insert Amount]
Targeted promotion	$[Insert Amount]
TOTAL	$1,000

Organizational Information

Princess Vlei Forum Vision Statement

The Princess Vlei Forum strives to bridge the divide between the different communities of Capetown.

Princess Vlei Forum Mission Statement

The Princess Vlei Forum, through its collections, facilities, programs, exhibitions, and publications, preserves and interprets historical subjects pertaining to Capetown and its environs and presents subjects of interest to Capetown's diverse community.

The foundation of efforts to preserve Capetown history was laid in 2012 with the creation of the Princess Vlei Forum. Since 2012, the Princess Vlei Forum has been the public interface for the organization and a vital part of Capetown's cultural landscape. From its inception, the Princess Vlei Forum has offered the community outdoor recreational space, ongoing preservation initiatives, environmental preservation, and proactive campaigns to connect Capetown's diverse community with its history and culture. The Princess Vlei Forum has proven to be a leader in community cultural affairs and preservation of the vlei. As part of the methodologies utilized to serve the community, the Princess Vlei Forum has demonstrated an ability to adapt to the community's changing needs to evolve its offerings. Today, as it has been for nearly a decade, community historic and environmental preservation continues to be a major facet of the efforts to enrich the local quality of life.

Summary

The Princess Vlei Forum is requesting a $1,000 grant from the [Insert Foundation]. The Princess Vlei Forum is the potential recipient, but as an asset to the community, it will ensure that the greater Capetown community is the beneficiary of your goodwill. By bringing the relevant past into homes and the greater community to connect it with current events, the fusion that results will make the Princess Vlei Forum history relevant and accessible to previously unreached communities in the Capetown area. The Princess Vlei Forum digital database is designed to

provide an accessible history to the community and expand its audiences, allowing for greater engagement in the community and expanding the intellectual capital invested in previously unreached and excluded communities. We hope you find our answer to a community's need deserving of investment and agree that a community educated about its vibrant and relevant past is better suited to meet the needs of the present and lay the groundwork for future solutions. Thank you for your consideration.

Local Artwork

Image courtesy of Princess Vlei Social Media, https://scontent.fatl1-2.fna.fbcdn.net/v/t1.6435-9/41459295_1853257044767754_7635877580800786432_n.jpg?_nc_cat=105&ccb=1-5&_nc_sid=730e14&_nc_ohc=-03F6Atj5d8AX82T8mT&_nc_ht=scontent.fatl1-2.fna&oh=00_AT_CNxp0CN3QVUA-8IxoMxOnfrpvY62Su0x0tytafXPjHQ&oe=628FBE65

Keeping all of the material from events or projects may not be practical, but a database presents the opportunity to record important events or pieces of art. The forum may not have the space or resources to house a large number of artifacts at the site, however a digital archive allows for digital versions of these artifacts to be preserved.

Website Capabilities of Capetown Museums

Iziko Museums of South Africa: https://www.iziko.org.za/museums/south-african-museum
- Featured Tabs: Home, About, Visit, What's On, Virtual Exhibitions, Collections, Education, Research, News, and Venue Hire.
    - The **VISIT** tab shown on Appendix page 4 offers a dropdown menu of 16 different site locations.
    - The **ABOUT** tab shown on Appendix page 5 offers a dropdown list of 6 items (About, Governance, Management, Annual Reports, Vacancies, Tenders).
- The **COLLECTIONS** tab shown on Appendix pages 11 and 12 includes a button that links the user to an interactive 3D Virtual Exhibit hosted directly on the website.
    - The **COLLECTIONS** tab also features current exhibits and introduces the collections staff.

District Six Museum: https://www.districtsix.co.za/
- Features primary navigation tabs with dropdown menus with subpage options linked to different informative sections of the website.
    - Shown on Appendix page 16.
- Museum staff contact information is displayed along with the museum postal address on the bottom of the home page.
    - Shown on Appendix page 16.
- An introductory video hosted on YouTube is embedded on the website's home page.
    - See Appendix page 20.
- Users can purchase items from the museum online via the online shop.
    - See Appendix page 21.
- A community information page displays recent posts about what is going on in the museum, such as exhibits and events.
    - See Appendix page 22.
- Potential visitors can purchase tickets online through an integrated button featuring an interactive map showing the museum's location.
    - See Appendix page 23.

Lwandle Migrant Labour Museum: https://lwandle.com/
- Featured tabs: About Us, News & Events, Hostel 33, Education, Visit Us.
    - See Appendix page 25.
- An introductory video about the museum is embedded on the home page.
    - See Appendix page 26.
- Users have the option to leave a comment, review, question, or concern via an interactive text box embedded at the bottom of the home page.
    - See Appendix page 28.
- An education tab, social media links, and a contact email for the education team are featured under the education tab.
    - See Appendix page 29.
- Under the Visit Us tab, users are shown the address of the museums along with an embedded map showing the location of the museum.
    - See Appendix page 30.

- Job postings are listed on the News & Events tab, which also serves as a place to inform users of events and opportunities at the museum.
    - See Appendix pages 32-34.

Stellenbosch University Botanical Gardens: https://www.sun.ac.za/english/entities/botanical-garden

- Features primary navigation tabs with dropdown menus with subpage options linked to different informative sections of the website.
    - As shown on Appendix page 42.
- Museum social media and contact information are displayed along with the museum postal address and an interactive map that shows the museum's location.
    - As shown on Appendix pages 42-47.
- A garden collections tab allows visitors to make inquiries about different botanical questions, such as plant identification.
    - See Appendix pages 49-53.

The Forum's Founding

Image courtesy of Princess Vlei Forum, http://www.princessvlei.org/uploads/2/4/5/1/24519386/6105469_orig.jpeg

A database would also help record and organize important institutional history. Much of the

Forum's revitalization has happened recently, but as time goes on the need to document and

contextualize the institution's own past will grow.

Resources

Home Page and Pricing:
https://www.omeka.net/signup
https://museumsoftware.com/pricing.html
https://archivesspace.org/community/types-of-membership
https://collectionbuilder.github.io/
https://www.collectiveaccess.org/services/
https://www.catalogit.app/compare
https://vimeo.com/
https://www.youtube.com/

Support Documents:

PastPerfect
https://museumsoftware.com/userguide.html
https://museumsoftware.com/videos.html
https://pastperfect.zendesk.com/hc/en-us
https://museumsoftware.com/videos.html
https://museumsoftware.com/contact.html
https://www.youtube.com/playlist?list=PLUK3O6YS1QVkgEEfMjP9wPuWTgaL2knY4
https://www.youtube.com/watch?v=4O2cLeTDCuw
https://museumsoftware.com/training.html

Omeka
https://info.omeka.net/help/
https://info.omeka.net/contact/
https://www.youtube.com/playlist?list=PL4pAvjVJyuIBAS2EJMYceqGYhRzn42a9y
https://mediawiki.middlebury.edu/LIS/Omeka
https://omeka.org/classic/docs/
https://omeka.org/s/docs/user-manual/
https://omeka.org/classic/docs/GettingStarted/UsingOmeka/

ArchiveSpace
https://archivesspace.org/using-archivesspace/getting-started
https://archivesspace.org/using-archivesspace/trainings
https://archivesspace.org/using-archivesspace/blog
https://archivesspace.org/using-archivesspace/webinars
https://archivesspace.atlassian.net/wiki/spaces/ADC/overview
https://archivesspace.org/using-archivesspace/independent-consultants
https://www.youtube.com/playlist?list=PL3cxupmXL7Wj6aG1KHb1Rpjgp3Dys2Np5
https://www.youtube.com/watch?v=wuQEyUAicm0

CollectionBuilder
https://collectionbuilder.github.io/tutorials.html
https://collectionbuilder.github.io/cb-docs/
https://collectionbuilder.github.io/templates.html

https://www.youtube.com/playlist?list=PL_71zYZtmyTtT87OMIvmnXhxZBq3TKk_p
https://www.youtube.com/playlist?list=PL_71zYZtmyTsHaC1W-ogx4wG1Wv5OD4kE
https://www.youtube.com/playlist?list=PL_71zYZtmyTsCNq2jnacVmCf0L2Gt-YyC

ArchiveSpace
https://www.collectiveaccess.org/get-started/
https://www.collectiveaccess.org/services/
https://www.collectiveaccess.org/contact/
https://www.youtube.com/playlist?list=PLE28211A07171F9EC
https://peterkuehne.com/posts/getting-started-with-collective-access/

CatalogIt
https://www.catalogit.app/blog
https://www.catalogit.app/hub
https://www.catalogit.app/webinars
https://www.catalogit.app/contact-us
https://support.catalogit.app/index.php/CatalogIt_Basics
https://support.catalogit.app/index.php/CatalogIt_Frequently_Asked_Questions
https://support.catalogit.app/index.php/CatalogIt_Quick_Tips
https://www.catalogit.app/masterit
https://www.youtube.com/playlist?list=PLh1Akm1WtAXYOQljG7tkTiJ3wd4G98N_G
https://support.catalogit.app/index.php/CatalogIt_How-To_Videos
https://support.catalogit.app/index.php/Classifications

Youtube & Vimeo
https://digitalhumanities.wlu.edu/tool-handouts/omeka-basics/omeka-embedding-videos-into-items-and-exhibit-pages/
https://museumsoftware.com/ppohelp/EmbeddedVideos1057.htm
https://archivesspace.org/archives/6901
https://www.youtube.com/watch?v=FbWGLFRpAlA
https://manual.collectiveaccess.org/
https://www.youtube.com/playlist?list=PLpjK416fmKwQ42eDY75Q05uM0g3N9WNXU
https://guides.library.ucsc.edu/DS/Resources/VideoWebUpload

Capetown & South African Museum Websites
https://www.iziko.org.za/museums/south-african-museum
https://www.districtsix.co.za/
https://lwandle.com/
https://www.sun.ac.za/english/entities/botanical-garden

Photos:
https://www.vocfm.co.za/release-of-plans-for-princess-vlei/
http://www.princessvlei.org/bring-a-stone-for-the-princess.html
http://www.princessvlei.org/uploads/2/4/5/1/24519386/published/288540115.jpeg?1586620777
http://www.princessvlei.org/uploads/2/4/5/1/24519386/6105469_orig.jpeg
https://scontent.fatl1-2.fna.fbcdn.net/v/t1.6435-

{""}
...

9/41459295_1853257044767754_7635877580800786432_n.jpg?_nc_cat=105&ccb=1-5&_nc_sid=730e14&_nc_ohc=-03F6Atj5d8AX82T8mT&_nc_ht=scontent.fatl1-2.fna&oh=00_AT_CNxp0CN3QVUA-8IxoMxOnfrpvY62Su0x0tytafXPjHQ&oe=628FBE65