

**Proposed Term Sheet – Collections Care Memorandum of Understanding between the  
Norwalk Historical Commission and the Norwalk Historical Society**

1. The Norwalk Historical Commission (the “Commission”) authorizes the Norwalk Historical Society (the “Society”) to manage the Museum Collection formerly housed in the Norwalk Museum; to develop exhibits and education programs using collection items; and to ensure the proper curatorial care and storage of collection items at the Lockwood House and at Mill Hill Historic Park.
2. Any accessions or de-accessions to the City’s Museum Collection must be approved by the Historical Commission.
3. The Commission will pay the Society grant funds appropriated by the City of Norwalk for the care of the collection and the development of exhibits and educational programs. The Society expects to supplement the City-funded budget with funds that are raised from grants, foundations, and private individuals. The annual City grant that has been established and funded in FY 2013-14 for this purpose is \$84,000, itemized as follows:

<u>Title/Category</u>	<u>Description</u>	<u>Amount</u>
Executive Director	Additional 20 hrs/week to provide overall leadership and administrative support	\$32,000
Curatorial Support	Professional services, as needed: Document and inventory collection; develop new exhibits	30,000
Educational Program Support	20 hrs for 24 weeks; work with school groups and develop educational programs around current exhibits	15,000
Grant Writer Support	Government and foundation grants writer	3,000
Norwalk Scholars Program	Stipends for area college students to curate exhibits from City collection, etc.	<u>4,000</u>
	TOTAL	\$84,000

4. FY 2013-14 is a transition year, because the Museum Collection is still in the process of being moved from the former location at 41 North Main Street. It is anticipated that this move will be completed by the end of August 2013. The City will continue to pay rent on the old location until the collection is fully moved, and these rental payments will be subtracted from the City grant provided to the Society for FY 2013-14. These rental payments are approximately \$11,000 per month, so it is anticipated that the FY 2013-14 City grant to the Society will be approximately \$62,000. The first payment will

be made when the move of the collection has been completed and the City tenancy of 41 North Main Street has terminated.

5. The City will thereafter pay the grant due to the Society in quarterly allotments at the beginning of each quarter: July 1, October 1, January 1, and April 1.
6. It is anticipated that the City grant of \$84,000 to the Historical Society will represent an on-going commitment of funding to the Society for the term of the lease between the City and the Historical Society for the Lockwood House, and the Historical Commission will request grant funding each year from the City to meet this obligation. If the City does not appropriate these funds in a subsequent fiscal year, the Society shall have no obligation to continue providing collection care or other services to the Commission or the City.
7. The Historical Commission shall review the amount of the grant once every five years, and endeavor to adjust the amount of the grant for inflation, through the City's annual budget process.
8. The Society will provide the Historical Commission with a monthly written report on the management of the collection and its City-funded activities and accomplishments.
9. The Commission will work with the Society to make use of existing capital budget appropriations for initial renovation work at the Lockwood House and for the development of initial exhibits. The Commission will work with the Society to request future capital budget funding from the City as deemed necessary for future capital improvements. Such funding requests will be considered by the City as part of the annual capital budget process.