Planning and Budgeting for Potential Quilt Index Contributors

Designing Your Quilt Index Work Plan and Budget
After completing and submitting your **application** ("Quilt Index New Contributor Application Form") and letter of interest, Quilt Index staff will work with you on **planning and budgeting,** during which you will create a work plan, budget, and fundraising plan (if necessary). Your specific budget depends on a number of factors including number of records, format of data, and format of images. This worksheet will help to explain the process of figuring your budget and work plan.

Adding Your Data to the Quilt Index

Quilt documentation/catalog records
Quilt records can be added to the Quilt Index in two ways. Data can be added directly into the Quilt Index by your organization or it can be imported by Quilt Index staff.

1. If you enter your data directly into the Quilt Index, you will use a computer that is connected to the Internet and a password protected online entry form. The Quilt Index will edit the online form to match as closely as possible, your paper form.
2. If your data is imported to the Quilt Index, your organization will do the data entry in an excel spreadsheet. After submitting a copy of your form, the Quilt Index will provide you with the excel spreadsheet for data entry. After the completed excel is submitted to the Quilt Index, the data will be cleaned to conform to Quilt Index standards and imported with your images.

   Either way, Quilt Index staff will work closely with and train your organization on how to complete the tasks.

   ### Images
   1. MSU will provide information on image specifications.
   2. Contributor will digitize or reformat images according to Quilt Index standards.
   3. Contributor will upload each image to corresponding records during data entry or submit them with the excel spreadsheet.
   4. Contributor may want to create archival CD's of preservation quality TIFFs.

Budget
The budget for each collection contributed to the Index varies according to a variety of factors and has several components: A) an application fee, B) fixed project start-up costs, C) MSU project administration and implementation costs, and D) contributor administration and implementation costs. As soon as a contributor pays the application fee, MSU Quilt Index staff will work closely with a contributing organization to a budget appropriate to the specific collection.

Costs associated with sections A and B are to be paid by the potential contributor to MSU upon **application**. Staff will then work with contributor to develop a work plan and overall budget, which will include costs for sections C and D to be paid to MSU for implementation.

Application and Planning Costs:

A. Application Fee $150 (covers development of work plan and budget as well as consultation on any necessary fundraising)

Implementation Costs:
B. Project Start-Up: Fixed costs of $3500 (costs to be assumed by contributor) MSU provides a variety of fixed management activities for each contributed project, including: assisting in project design/development, quality control, project maintenance and activity, training the contributing project in Quilt Index management system, creating dedicated, password protected management pages for contributor's records, creating contributor pages for new contributor with contributor's information, and providing XML export of contributors in Quilt Index. These budget figures reflect the actual work and time required to develop and maintain a new contributor, using as a basis the experience and work plans from the 23 contributors in the pilot and implementation phases of the Quilt Index.

> **Fixed costs include:**
> Contracting
> Assistance with matching contributor information to *Quilt Index Comprehensive Fields*
> Setting up contributor pages on quiltindex.org website
> Training contributor for data entry
> Training and editorial support for contributor's page
> Training for image preparation and uploading
> Online and telephone support
> Dissemination through project demonstration and presentation opportunities
> License to use The Quilt Index name and web address (www.quiltindex.org)
> Preservation and management -- domains, data migration and new technologies, server and disaster planning and protection, back-up and restore functions etc.

C. MSU Project Administration and Implementation (varies depending on project, to be determined during initial planning and budgeting phase):
MSU provides ongoing project management beyond the standard fixed project requirements depending on the complexity and needs of the contributor. These services may include: detailed project planning, fundraising assistance, writing assistance, and digitization management. Costs for these services are to be assumed by the contributor. Scanning (per slide, per transparency, per photograph): If needed, MSU can offer this service to the contributor (cost to be assumed by the contributor).
Data Entry (records per hour, 3-6 depending on length and complexity of documentation information)- If needed, MSU can offer this service to the contributor (cost to be assumed by the contributor).

D. Contributor Administration and Implementation (costs to be assumed by contributor)**:**
These role descriptions and formulas are meant to guide you through developing a budget for your specific case. You may complete the required work with any combination of volunteer time and paid staff that your project finds appropriate.

1. Project manager: Each contributor will need a project leader to provide project coordination, oversight, and interact with Quilt Index staff. (Note, for some types of organizations, this may be a volunteer.)
Costs: 100-200 hours over life of project @ hourly rate =

2. Data entry (if records are entered directly into database):
Total number of records / 3-6 records/hour = ? hours @ hourly rate =
(varies depending on length and complexity of form)

3. Data verification and correction: # records @ 10 records/hour x hourly rate=

4. Images: Costs will vary depending on format of images.
If images need to be scanned, will you need to purchase scanning equipment?
Ex. Epson Perfection V600, slide, film, photo scanner, $250

Slide scanning: # slides @ 20 slides/hour = ? hours @ hourly rate =
Scanning from transparencies: # slides @ 4 transparencies/hour = hours @ hourly rate =

If third party will be scanning slides: prepare, package and ship slides
XX hours @ hourly rate =
Shipping and insurance: sufficient FEDEX shipping to replace set @ .50/slide

Archival costs:
CDs: # images/CD
Burning CDs: ??CDs/hour @ hourly rate.

5. Contributor webpage:
Each contributor to the Quilt Index provides text and images for their contributor's portal page. The page will feature a description of the project's quilt collection, and work and also create dedicated searches of contributor's collection with the Quilt Index. The Contributor can edit this page at any time.
Costs: Writing text, selecting images, and uploading information: 10 hours @ hourly rate=

In addition to these start-up and implementation activities, there may be additional costs in the future that should be anticipated.

• **Long term internal costs for your institution or organization:**
Responding to queries generated by online users
Editing or revising existing records as new information becomes available
Entering new additional records in the system
Additional photography of details for quilts (optional)
Training for new personnel, occasional, as needed

• **Future opportunities:**
As the Quilt Index grows we are implementing additional features. There are special pages for stories, artists, exhibits, ephemera, and more. These pages link to each other and to quilts. Contributors are encouraged to create these pages from their own records and research. Quilt Index staff are available to train you on any and all new features.