Welcome to the
Freedom's Frontier National Heritage Area
Partnership Team!

Freedom’s Frontier began as a grassroots effort through the work of people just like you, who were concerned about our landscape and understood that we have an important nationally significant story to share about the struggles over freedom on the frontier. This struggle that shaped our nation’s history remains relevant even today.

Please take some time to look through this information packet and familiarize yourself with the heritage area program and how you can become involved in this dynamic and important effort. Please let us know how Freedom’s Frontier and our resources can assist you in achieving your sites goals.

We appreciate your interest and involvement in Freedom’s Frontier and look forward to working with you.

Sincerely,
Jim Ogle
Executive Director
PARTNER PLEDGE

As a Partner in the Freedom’s Frontier National Heritage Area (FFNHA), the undersigned dedicates himself/herself to join other partners in supporting the region’s vision, mission and guiding principles. To uphold the integrity and purpose of the organization, the undersigned pledges to work on behalf of the common good of the region and make decisions that validate the intended vision, mission and principles of FFNHA.

VISION FOR 2028
Freedom’s Frontier National Heritage Area (FFNHA) is an internationally recognized region in western Missouri and eastern Kansas where a young nation’s diverse definitions of freedom collided. Through sharing authentic and honestly interpreted stories, residents respect multiple views of freedom. Compelling learning experiences, interpretation and preservation offer visitors and residents of all ages an understanding of the region’s importance. Historically aware citizens collaborate to build diverse economies for current and future generations.

MISSION
Freedom’s Frontier National Heritage Area (FFNHA) is dedicated to building awareness of the struggles for freedom in western Missouri and eastern Kansas. These diverse, interwoven and nationally important stories grew from a unique physical and cultural landscape. FFNHA inspires respect for multiple perspectives and empowers residents to preserve and share these stories. We achieve our goals through interpretation, preservation, conservation and education for all residents and visitors.

GUIDING PRINCIPLES
1. We will be tolerant and respectful of diverse stories from multiple perspectives.
2. We will respect property rights.
3. We will focus on authentic and engaging experiences.
4. We will honor the region’s peoples, past and present.
5. We will appreciate unique cultural and historical assets within the nationally important landscape.
6. We will invest in community engagement, education and empowerment.
7. We will sustain and grow a sense of place.
8. We will value and protect the natural environment.
9. We will consider future generations in everything we do.

____________________  __________
Signature               Date

______________
Printed Name
Who is the best point of contact for Freedom’s Frontier in your organization?

Name:__________________________________________

Email:__________________________________________

Phone:__________________________________________

Who is the head of your organization?

Name:__________________________________________

Email:__________________________________________

Phone:__________________________________________

Questions about Organization and Site:

Organization Name:__________________________________________

Address:__________________________________________

Website:__________________________________________

Phone:__________________________________________

Hours of Operation:__________________________________________

**Does your site have a Facebook?** Yes No  **Twitter?** Yes No  **Instagram?** Yes No

Is your organization a Public or Private organization? ____________

If public, to which governing body does it belong? ________________

Would you like to receive Freedom’s Frontier Monday Minutes, Newsletters, and general communications?

Yes No

Do you want information about your site included on the Freedom’s Frontier List of Partners and visit-able sites on the Freedom’s Frontier web page?

Yes No
Freedom’s Frontier National Heritage Area
Partnership Meeting Calendar 2020

March 12:  Wentworth Military Academy Museum
           1128 Main Street, Lexington, MO 64067

May 21:    Remington Nature Center of St. Joseph
           1502 MacArthur Drive, St. Joseph, MO 64505

June 22:   Plaza 1907 Cinema
           209 S Main Street, Ottawa, KS 66067

August 13: Baxter Springs Heritage Center & Museum
           740 East Avenue, Baxter Springs, KS 66713

September 10: Mahaffie Stagecoach Stop & Farm Historic Site
               1200 Kansas City Road, Olathe, KS 66061

November 12: Harry S Truman Presidential Library & Museum
              500 W U.S. Highway 24, Independence, MO 64050
The Struggles for Freedom on the Missouri/Kansas Border

Extraordinary events in the Freedom’s Frontier National Heritage Area (FFNHA) forever changed America. In the nineteenth century, the nation turned its eyes to the Missouri/Kansas border, where peoples with diverse definitions of freedom collided, inciting and fueling the Civil War. The impact of these events is forever woven into the nation’s fabric.

**Shaping the Frontier:**
For the half million pioneers who traveled on the Santa Fe, California, Mormon, and Oregon Trials, the Missouri/Kansas border was the jumping off point. In this place where river travel ended, traders, miners, and emigrants purchased provisions and prepared for long overland treks. As they traveled west, many began to see the “permanent” Indian frontier beyond Missouri’s western border as an obstacle to Manifest Destiny.

**Missouri/Kansas Border War:**
When Kansas was opened for settlement in 1854, a border war ensured, capturing the nation’s attention. The Kansas-Nebraska Act nullified the uneasy balance established by the Missouri Compromise and left the territory’s future slave status in the hands of settlers. The stakes were high for both sides. The violence of the Missouri/Kansas Border War ushered in the Civil War, consumed the region in bloody conflict through war’s end, and devastated communities on both sides of the border.

**Enduring Struggles for Freedom:**
The nation’s struggle for freedom did not end with the Civil War. Though the war eliminated clashes over geography, efforts to break down society’s barriers continue. Since the Civil War, this place has inspired national policies and ongoing efforts to secure equal freedoms for all Americans.

Freedom’s Frontier provides new opportunities for visitors and residents to explore the evolving ideal and fundamental American value of FREEDOM.
Who do I contact?

Executive Director
Jim Ogle
jogle@freedomsfrontier.org
(785) 856-3635 Office
(785) 409-9943 Mobile

Operations Manager
Grant Matthews
gmatthews@freedomsfrontier.org
(785) 856-2333 Office
(573) 620-2981 Mobile

Communications & Marketing Manager
Sonia Smith
ssmith@freedomsfrontier.org
(785) 856-5304 Office
(785) 840-5499 Mobile

Creative Technology Manager
Johnny Szlauderbach
jszlauderbach@freedomsfrontier.org
(785) 414-9029 Office
(785) 424-4411 Mobile

FREEDOM'S FRONTIER NATIONAL HERITAGE AREA COUNTIES

KANSAS: Allen · Anderson · Atchison · Bourbon · Chautauqua · Cherokee · Clay · Coffey · Crawford · Douglas · Franklin · Geary · Jackson · Jefferson · Johnson · Labette · Leavenworth · Linn · Miami · Montgomery · Neosho · Osage · Pottawatomie · Riley · Shawnee · Wabaunsee · Wilson · Woodson · Wyandotte

MISSOURI: Barton · Bates · Buchanan · Cass · Clay · Jackson · Johnson · Lafayette · Platte · Ray · St. Clair · Vernon
Partner Benefits

Freedom’s Frontier National Heritage Area

**Collective Wisdom**: Connect to historic sites, museums, tourism organizations in 41-county region to learn from one another

**Interpretive Grants**: $500 - $5,000 grants for projects that interpret the themes of Freedom’s Frontier: Settling the Frontier, Border War, Enduring Struggle for Freedom

**Professional Development Scholarship**: Funding for partners to attend workshops, conferences and training

**Workshops**: Free or low-cost workshops to help museums and partners sites better tell their piece of the Freedom’s Frontier story

**Partner Development Grants**: Larger grant opportunities to develop tourism opportunities that connect multiple sites

**Marketing**: Cooperative advertising opportunities and marketing through the website and printed material of Freedom’s Frontier National Heritage Area

**Signage**: Participate with Freedom's Frontier in establishing branded heritage tourism signage in 41-county region

**Bus on Us Grant**: Transportation scholarship for school field trips to partner historic sites and museums

**Technical Assistance**: Consult with staff for suggestions on how to improve site interpretation, educational programs, marketing, operations, etc.

**Other Opportunities**: Partner with Freedom's Frontier and other historic sites and museums as opportunities arise to promote and interpret our region’s important history
Interpretive Grant Program

Freedom’s Frontier National Heritage Area (FFNHA) invites its partner organizations to apply for Interpretive Grants.

FFNHA will award small grants ($500-$1,500) and large grants ($1,501-$5,000) for projects that interpret your site’s story and connect it to the heritage area’s rich history. Grants will be awarded for projects aligned with the goals of Freedom’s Frontier, and one or more of these significant themes: Shaping the Frontier, Missouri Kansas Border War, Enduring Struggles for Freedom. Successful grants will be rooted in a context involving historic events in the heritage area that have broad regional or national impact.

The FFNHA staff is available to assist you as you prepare your application, starting with discussing your project ideas.

Who can apply?

Only organizations located within Freedom’s Frontier and with a partnership pledge on file with FFNHA are eligible to apply for these grants.

Other non-profits, 501(c)3 organizations, local and state government agencies located within the 41-counties in western Missouri and eastern Kansas which comprise the heritage can find information on becoming FFNHA partners at: www.freedomsfrontier.org/partners. If you have questions about your organization’s eligibility, contact FFNHA staff, or refer to the FFNHA 2009 Management Plan www.freedomsfrontier.org/pages/Planning-Documents (section 4, The Power of Partnership).

Deadlines

Applications for the FFNHA Interpretive Grant program will be accepted on an on-going basis, with grant deadlines on February 15, May 15, August 15 and November 15. Grants will be awarded as funding allows.

Your Interpretive Grant application must be received in the FFNHA office by 5 p.m. on the due date. The deadline cannot be extended. No special forms are required, but the application must be either e-mailed or printed, not handwritten.

Submission

Please e-mail your Interpretive Grant application to:

Jim Ogle, Executive Director
jogle@freedomsfrontier.org (785) 856-3635

Though FFNHA prefers to receive Interpretive Grant applications via e-mail, the mailing and physical addresses for FFNHA are also included here for your convenience.
Mailing address:
   Freedom’s Frontier National Heritage Area
   PO Box 526
   Lawrence, KS 66044

Physical address:
   Carnegie Building
   200 W. 9th St
   Lawrence, KS

Application Review
Grant applications will be reviewed and awardees will be notified a month after the deadline.

Funded projects and reporting requirements
Projects being funded by FFNHA interpretive grants may not start until the award announcement and should be completed within a year of the award date.

Grant recipients should submit quarterly progress reports for their funded projects, including detailed budget reports and cost share and receipts, in order for the organization to be reimbursed for expenses.

A final report must be submitted when the funded project is complete to close the grant.

Organizations with an open interpretive grant may apply for additional FFNHA Interpretive Grant funding after closing a grant.
Your grant proposal must include:

A Consultation

Contact Freedom’s Frontier National Heritage Area staff no later than the first day of the month in which your application will be submitted (by Feb. 1, for the Feb. 15 deadline, etc.). You will discuss ideas for your project and how it fits with FFNHA goals.

Cover Sheet

Project Abstract. Include the name of the project (100 words or fewer).

Official Contact information. Names, addresses, phone numbers, e-mail and Web addresses for the sponsoring organization and any co-sponsors, the authorizing official (director, president, etc. of sponsoring organization) and project director.

Nine digit DUNS (data universal numbering system). This number is issued by Dun and Bradstreet to track dispersal of federal grant money. Receive one free of charge at (866) 705-5711 or http://fedgov.dnb.com/webform. (Required for an FFNHA grant.)

Total amount of grant request. Include the amount of cost share you’ll provide if you are requesting $1,501-$5,000 (not required for grant requests of $500-$1,500).

Detailed project description

1. Brief organizational history. Describe what your organization does, the mission statement, and how many employees and volunteers there are.

2. Project description and work plan. The project description and work plan should include the following:
   - Detailed project description
   - Description explaining how the project fits into FFNHA management plan goals and Statement of National Significance themes.
   - Describe how the project relates to and interprets the issue of freedom, and the enduring struggle for it, within the project’s parameters.
   - Describe how this project relates to regionally/nationally significant historic events and/or describe the site/s to which this project is connected.
   - Explain how this project will provide an opportunity for greater understanding of multiple perspectives and/or how conflicts around those perspectives were resolved.
   - Describe how this project will have a lasting impact on the community and FFNHA.
   - Provide a tentative work plan. Include major tasks or deliverables and the month they are expected to be completed.
3. Staff, volunteers and any other speakers or presenters. List their qualifications and how they’ll contribute to the success of the project. Include a resume or CV for each contributor (2 pages maximum).

4. Other funding sources. List other organizations approached for project funding, including amounts requested. Include admission or registration fees you will charge.

5. Letters of support. Attach letters from cosponsoring organizations. (Only necessary if the grant request is $1,501-$5,000.)

Budget
Show all anticipated expenses, and whether you’re requesting grant funds or providing cost share (if requesting $1,501-$5,000) to cover them. Use the attached budget form or create your own spreadsheet.

Official signature
Your application must be signed by the authorizing official.
Tips and Tools for Planning Your Project

These lists and checklists are provided to assist you as you think about and plan your project. The checklists are not part of your application, and need not be included when you submit it.

Getting Started

**Eligibility.** To apply for a grant, your 501(c)3; local, state or tribal government must be located within the boundaries of FFNHA, and have a signed partnership pledge with FFNHA. (However, FFNHA does not prevent any site or event from forging partnerships or relationships across the boundaries of the National Heritage Area.) Consult the FFNHA 2009 Management Plan for more information and criteria for partnership eligibility.

**Communicate.** Contact FFNHA to discuss your project by no later than the first of the month in which you are submitting your application and confirm that it is appropriate for our funding sources.

**Know what makes a successful project.** Projects funded will: involve multiple perspectives; connect to the Freedom’s Frontier National Heritage Area themes; have lasting value; and focus on history.

**Be strategic.** Make sure goals, objectives and funds requested match our criteria. Tailor your application to meet the specifications. Make sure your project is meaningful to the community and has an audience. Projects that will have a lasting impact will be given funding priority.

**Follow directions.** Write clearly. Follow the application format outlined in pages 3-4 of this packet. Don’t skip questions.

**Avoid repetition.** Less is more!

**Create a work plan with a detailed timeline.** Include tasks, programs and events on the timeline. Have an action plan to complete your project within a year. Include who’ll help you accomplish the items on the timeline, and how you will publicize and promote the project.

**Involve co-sponsors or multiple sites.** Show how partnering with other organizations and individuals will enhance the project.

**Create a budget.** Include what the grant will cover, and your cost share. FFNHA grants are reimbursable. For large grants ($1,501-$5,000) applicants must be able to show a cost share of at least half of the amount requested (this can include: in-kind, donated goods and services; staff and volunteer time devoted to the project; supplies, mailing and duplicating; public service announcements and other free publicity; the value of facilities and equipment used in the project; and refreshments).
What can FFNHA interpretive grant funds be used for?

Interpretive projects such as: indoor or outdoor exhibits; audio; podcasts; tour brochures; cell phone tours; video; creative or performing arts programs, including plays, storytelling sessions, readings by authors, or the creation of a public mural
Salary, honorariums and/or travel reimbursements directly related to the project for staff, consultants or others hired to carry out project activities
Publicity and promotional efforts related to the project
Supplies that will be consumed during the project
Rental of equipment such as camcorders, audio equipment, and computers

Grant funds can’t be requested for:

Individual scholarships, fellowships, research, or travel
Academic conferences, professional or annual meetings, or programs directed primarily to a single profession or organization; or books and publications, unless directly related to a public program
Bus rental for heritage tours
Programs which advocate social or political action
Social service programs
Building construction, restoration, or preservation
Plaques, memorials
Durable goods and equipment purchases, including computers, computer software, Web site hosting, domain name, and insurance
Courses for academic credit
A project that is to be used primarily as a fundraiser
Any expenses incurred prior to the grant award
Projects that discriminate on the basis of race, color, national origin, gender, age, or physical abilities

(If you think that something on the list above is essential to your project, discuss it with FFNHA staff during your project consultation. We may be able to assist you with other options.)
Some things to consider when creating a budget:

**Project staff.** You may request FFNHA grant funds to cover partial salary for the project director and other key staff (generally, 25% or less of total request). Grant writing or other activities prior to the grant award can’t be included. Volunteer time may be valued at $21.64/hour in Kansas and $21.30/hour in Missouri. It should be listed as Cost Share. Fringe benefits may be shown as cost share.

**Honoraria.** Payments to speakers, panelists, resource personnel, consultants or other project participants. Be sure the relationship between the amount of money, work to be done, and the person’s qualifications is clear. A major talk by a recognized expert involving research demands a higher payment than simple participation on a panel, requiring little preparation.

**Travel.** Includes mileage, transportation, lodging, and meal expenses for project staff and speakers. Out-of-town travel can be covered by grant funds; in-town travel expenses are cost share. Find current per diem rates at http://www.gsa.gov/portal/category/100120.

**Promotional expenses.** Includes printing and mailing brochures, invitations, flyers, posters, and other items advertising your project. Use nonprofit bulk mailing rates if possible.

**Media advertising.** Includes paid ads.

**Supplies, postage and telephone.** Anticipates expenses for office supplies, correspondence, and long distance telephone calls.

**Equipment and facilities.** Documents the value of rented or donated space and equipment. FFNHA grant funds can’t be used to purchase equipment except under special circumstances. Place a fair market value on its use, based on the cost of renting or leasing it.

**Printing and program materials.** Includes program agendas, study guides, books, or interpretive pamphlets. In-house photocopying may be included as cost share.

**Other.** Expenses not covered in the previous line items. Clearly identify these expenses or they may not be funded. Institutions with a standard rate for indirect costs may include those here after prior consultation with FFNHA staff.

**Project total.** Includes grant funds and cost share.
Does your project…?

Comply with the FFNHA Management Plan (It’s available online at http://www.freedomsfrontier.org/pages/Planning-Documents.)

Complement the FFNHA Mission Statement

*Freedom’s Frontier National Heritage Area is dedicated to building awareness of the struggles for freedom in western Missouri and Eastern Kansas. These diverse, interwoven, and nationally important stories grew from a unique physical and cultural landscape. FFNHA inspires respect for multiple perspectives and empowers residents to preserve and share these stories. We achieve our goals through interpretation, preservation and education for all residents and visitors.*

(2009 Management Plan, page vi)

Complement the FFNHA Goals (see the 2009 Management Plan for complete wording)

1. Build awareness of the struggles for freedom that took place within the boundaries of Freedom’s Frontier for current and future generations.
2. Enhance, sustain, and preserve the unique cultural and historic areas within our nationally important physical and cultural landscapes that fostered these stories.
3. Inspire tolerance and respect for multiple perspectives.
4. Empower residents to preserve and share our nationally important authentic stories in an engaging way.

Connect with FFNHA Interpretive Themes (2009 Management Plan, page xii)

- Shaping the Frontier
- Missouri Kansas Border Wars
- Enduring Struggles for Freedom
Proposal Checklist – Have you completed the…?

- Consultation
- Cover sheet
- Project abstract
- Official contact information
- Nine-Digit DUNS
- Total grant request, and cost share
- Detailed project description
- Project description
- Brief organizational history
- Work plan with project timeline
- Personnel, speakers and presenters
- Other funding sources and fees
- Letters of support (if needed)
- Budget listing income and expenses
- Completed application with signature
Criteria used in reviewing your grant application

Any project not receiving funding during an application review cycle may consult with FFNHA staff, peers and colleagues, re-focus the project and application to better meet the criteria, and resubmit the application for a later review cycle.

1. **Significance of project** (Up to 30 points) Rates project’s adherence to FFNHA goals and themes. Will it accurately interpret a story unique to the site and connected to the FFNHA story? Does the project explore multiple perspectives? Is the project innovative? Will the audience be actively engaged? What will participants gain by attending? What is the project’s lasting significance to the community and FFNHA?

2. **Level of Need** (Up to 20 points) Rates the level of need for the project to the particular site(s). Will the project contribute to helping organization better meet FFNHA criteria for Registered, Recognized or Star status?

3. **Budget** (Up to 15 points) Rates the project budget as described by the applicant. Is the budget reasonable?

4. **Support and participation** (Up to 15 points) a. Rates the applicant's ability to build capacity with other, outside and/or interested organizations for the project. b. Rates the applicant's ability to raise matching funds or in-kind goods and services to help finance the project (b. is only applicable if grant request is $1,501-$5,000).

5. **Objectives, tasks and time schedule** (Up to 10 points) Rates how thoroughly the applicant has planned and organized the project. Can the project reasonably be completed according to the work plan?

6. **Qualifications** (Up to 10 points) Rates the ability of the applicant’s key personnel, speakers and presenters to carry out the proposed project.
Freedom’s Frontier Professional Development Scholarship Criteria

In accordance with the 2009 Management Plan recommendations of encouraging professional development and best practices at museums and historic sites, Freedom’s Frontier offers a professional development scholarship for staff and volunteers at partner sites.

Scholarships will be offered continually throughout the year. Each application is reviewed by the Freedom’s Frontier National Heritage Area Advisory Committee. Scholarship application does not guarantee approval of request or approval of full amount requested. Applicants will be informed of the Advisory Committee’s decision two weeks after they submitted their application.

To be eligible for a professional development scholarship:

- The applicant must be a staff or volunteer of a partner organization with Freedom’s Frontier. The partner site may only apply for two professional development scholarships each calendar year.
- The staff or volunteer must complete a professional development scholarship application as well as a closing report, both found on Freedom’s Frontier’s website.
- The conference must benefit the partner organization and strengthen the partner site’s role within the Heritage Area.
- The conference must also address either the subthemes of Freedom’s Frontier (shaping the frontier, Missouri/Kansas Border War, and Enduring Struggle for Freedom) or any topic discussed within the Power of Partnership section of the 2009 Management Plan, including: Heritage Preservation, Recreation & Natural Resource Conservation, Tourism & Marketing, Economic Development & Sustainability, Management, or Interpretation & Education). Professional Development opportunities that do not address any of the above mentioned topics will not be funded.

If this scholarship is awarded:

- The recipient must complete the closing report found on the Freedom’s Frontier website within 3 weeks of the end of the conference or workshop.
- Within 6 months of the conference, the recipient must share their information and experience with other FFNHA partners. This could include but is not limited to the following: writing an article for the Monday minute e-newsletter, creating a presentation for a partners meeting or to be posted online, working with FFNHA staff in facilitating a training course, or offering to mentor partners interested in your new skill/knowledge.

If you have any questions on the Professional Development Scholarship please contact:

Jim Ogle
Executive Director
Freedom’s Frontier National Heritage Area
P.O. Box 526
Lawrence, KS 66044
(785) 856-3635- office
(785) 856-5303- fax
jogle@freedomsfrontier.org
Freedom’s Frontier National Heritage Area

BUS ON US!

The Freedom’s Frontier National Heritage Area *Bus on Us!* grant program is designed to assist educators and schools with the cost of transportation to field trips within the heritage area that also align with the themes of Freedom’s Frontier (shaping the frontier, Missouri-Kansas Border War, and enduring struggle for freedom).

- **Who?** Any accredited PreK-12 public, private, or charter school who would like to discover and explore the themes of the heritage area.
- **What?** Any registered field trip related to the Freedom’s Frontier themes and located within the 41 counties of the heritage area are eligible for 75% of funding towards transportation. A list of these field trip opportunities can be found online at our website.
- **How?** Applications can be found at www.freedomsfrontier.org

For more information, visit www.freedomsfrontier.org or contact Grant Matthews at (785) 856-5300 or gmatthews@freedomsfrontier.org.
Freedom’s Frontier National Heritage Area

Tacha Freedom Award

Deanell Reece Tacha, Retired Judge with the 10th Circuit Court of Appeals, served as the founding Chair of the Board of Trustees of Freedom’s Frontier National Heritage Area (FFNHA) from 2004-2010. To honor her work, the FFNHA board established this award for students in grades 8-11.

Interested students (either individuals or groups) will create a scholarly or creative work that relates to the FFNHA themes: the Missouri/Kansas Border War, Settling the Frontier, or the Enduring Struggle for Freedom.

Students that live in or attend school in the 41 counties of FFNHA are eligible to participate in this bi-state competition.

A cash award will be given to the top Kansas and Missouri entry.

For more information, visit www.freedomsfrontier.org or contact info@freedomsfrontier.org
Instructions for Micro-Site

Go to **www.freedomsfrontier.org**

Click on “Partners” in the menu across the top

Click on either “Sign-In” in the menu or the “Log-In” button.

Use the email address and password provided.

Click “Log-In”

(If you haven’t been assigned this information, contact Sonia Smith at ssmith@freedomsfrontier.org.)

This is your Dashboard page. If you are logged in, you can always return to this page by clicking “Dashboard” in the black bar at the top of the page.

To edit your micro-site, click the “Edit” button next to the site name you wish to edit.

The bold-face type below will refer to section of the microsite back-end page and the regular-face type will explain the features.

**Partner:** Only the Freedom’s Frontier administrator can change this option. Please email Sonia Smith at ssmith@freedomsfrontier.org if this needs to be changed.

**Location Title:** This is the name of your site. It should be the same as is on the Freedom’s Frontier map. If you need to change it, simply click in the box and type as you would in a regular document.

**Short Description:** This is the same as is on the Freedom’s Frontier map. There is more space available on the website if you would like to expand your short description.

**Long Description:** This is a space where you can write more about your site and its history.

**Address 1:** This should be the physical address of your site.

**Address 2:** Use this space if you wish to include a P.O. Box or special directions to your site.

**City, State, Zip:**

**Latitude/Longitude:** These are needed to pinpoint the location on the map. You can click “Show Location On Map” if you wish to make sure these are correct.

If the latitude/longitude is incorrect, you can input them manually (if you know them), click on “Get Coordinates” which may or may not work, depending on the physical address, or click on “Find Coordinates Visually.” If you choose this option, a small map will appear and you can use your cursor to zoom in and place your location on the map.

**Phone:** Use a number that visitors can call for more information.
Website: Input the URL. Do not include http:// as it already appears. You can leave this box blank if you don’t have a website.

Facebook URL: If you don’t know your Facebook URL, go to Facebook and find your site’s page, copy everything after http://www.facebook.com/ and paste it into the box. You can leave this box blank if you don’t have a Facebook page.

Twitter URL: If you don’t know your Twitter URL, go to Twitter and find your feed, copy everything after the http://twitter.com/ and paste it into the box. You can leave this box blank if you don’t have a Twitter feed.

Hours of Operation: Use standard abbreviations for months and days of the week. Include AM and PM. If you need to change your hours for an unexpected closing, or have seasonal hours, please remember to make changes as needed to keep this section current. You might also consider including holiday closings.

Photos: Do upload photos if you have the ability. Choose photos that best represent your site. Maximum size is 20 MB. You can upload jpg, gif or png files.

Type of Story: Check as many boxes as are applicable to your site, but don’t overpromise! This is how people find your microsite if they are searching by theme or story.

Type of Location: Check as many boxes as are applicable to your site, but don’t overpromise! These show up on your microsite page and can be used to filter sites on the map.

Location Features: These show up on your microsite as “Site Info.”

Documents: You can upload pdf or word documents onto the microsite. The maximum file size is 20 MB. Consider uploading event fliers, newsletters, or other articles about your site.

Audio: You can upload mp3, wma, or acc files up to 20 MB in size.

Video: If you have video on YouTube, include the url in the box provided.

Don’t forget to click “Submit” when you are finished editing your microsite.

Edit as often as necessary to make your page a good reference for visitors!