



## Letter of Interest **EXAMPLE**

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*This example is an amalgamation of several HistoriCorps projects, and is not an actual project information sheet. It represents the type of information we use to evaluate whether HistoriCorps is the best partner to assist you in making your hopes a reality.*

Dear Towny,

The Chequamegon-Nicolet National Forest requests to partner with HistoriCorps in the restoration of the Forest Lodge Estate. In 2012, Mary Burke donated her family's estate to the US Forest Service, dedicating it to ecological and environmental education. Her family bought and developed the property in the early twentieth century, and used it as their summer residence. It is listed on the National Register of Historic Places and has over 25 buildings. The Chequamegon-Nicolet National Forest wants to begin work on the Cow Palace, to prepare it as for boarding local-area students who come to the site for classwork.

Please see below the requested information outlined in the Letter of Interest. We hope that HistoriCorps sees the value in our project, and we look forward to discussing the project further.

Jane Doe  
Forest Archaeologist

### **1. Agency/Organization/Interest Group Information**

- a. Chequamegon-Nicolet National Forest, USFS
- b. 555 Forest Lake Road
- c. Rhinelander, WI 55505
- d. (715) 555-5555
- e. Jane Doe, Forest Archaeologist
- f. (715) 555-5555 x 555
- g. [jdoe@fs.fed.gov](mailto:jdoe@fs.fed.gov)

### **2. Project Information**

- a. The Cow Palace at the Forest Lodge Estate
- b. Chequamegon-Nicolet National Forest, near Cable, WI
- c. Preferred Project Dates:
  - i. First Choice: June 2013
  - ii. Second Choice: September 2013
- d. Site access:

- i. The site is accessible via two-lane, paved roads. On the estate itself, the roads are graded gravel. Volunteers and staff can camp in the former cow pasture. There is running water that needs testing for drinking, electricity, one phone line, and one available toilet and shower. It is a septic system, however, cannot handle heavy use. It would be necessary to arrange for portable toilets.
- e. The Cow Palace could take 1 – 2 years. See number 5 for more detail.
- f. See number 5 for estimated timeframe.
- g. Volunteers, veterans, and HistoriCorps crew can camp on site.

**3. Photographs: Please see attachments.**

**4. Is your project on public lands?**

Yes, it is in the Chequamegon-Nicolet National Forest, and will serve the public.

**5. How urgent is your project? What is the timeframe?**

The estate's restoration will be on-going for many years, due to the current state of the buildings and available funding. Because of the amount of work needed, we want to begin restoration projects in 2013. The Cow Palace requires extensive restoration, most importantly replacing the roof as soon as possible to prevent long-term water damage. Additionally, it needs gutters installed, window well covers constructed, and siding repair. The Cow Palace alone could require 1 – 2 years of work.

Funding and HistoriCorps' estimate for re-roofing will determine the timeframe; ideally the project will take less than one month. In August 2013, contractors are scheduled to work on the estate's plumbing and electricity. This would interfere with work on the Cow Palace, so the project needs to be scheduled before or after August. The winters on Lake Namakagon are particularly harsh and last from October through April, making May through September the only viable working options. It rains regularly during the summer, but often in passing storms.

**6. Does the proposed project include volunteer-appropriate activities and preservation trades training?**

It is a one-story building with a low-pitch, so it should be suitable for the training veterans. Ground-level projects can accommodate people uncomfortable at heights, such as making new window well covers, replacing and water-sealing the exterior siding, removing invasive plants, and re-glazing windows.

**7. Are there existing local and community partnerships in place?**

We have local support for both the restoration and the goals of the estate—the local Veterans Affairs office wants to assist with the veterans program, and Northland College and the University of Wisconsin will host science classes on the estate.

**8. Do you have a source for funding or access to a funding source?**

Mary Burke established a capital fund to help maintain the estate for the Chequamegon-Nicolet, which will assist in this restoration project. Additionally, the Forest is securing a 21<sup>st</sup> Century Conservation Service Corps grant to engage veterans in the restoration and create a preservation-training program.

**9. How will HistoriCorps involvement be beneficial?**

We believe that this project aligns with HistoriCorps' mission to serve public lands' historic resources. Partnering with HistoriCorps would make these immediate restorations possible. The Chequamegon-Nicolet Forest does not have the administrative capacity or the preservation trades skills to meet the maintenance demands of the estate. HistoriCorps' experience with the 21<sup>st</sup> Century Conservation Service Corps and its relationship with Lamar Community College fulfills Forest Lodge's mission to be a center of education and training.

**10. Does the building have an intended use or purpose after the proposed restoration?**

The Cow Palace will be used for housing students and attendees of workshops and conferences.

**Attachments: Photographs**



From the top left, clockwise:

1. Facing North
2. Facing South
3. Detail of damaged, vertical log siding
4. Detail of roof ridge and cupola