

# Request for Letters of Interest – World War II Home Front Park Unit Working Group Facilitators

**Project Title:** World War II Home Front Park Unit Working Groups

**Project Budget:** \$9,000 per facilitator per year, for up to three years

**Deadline for Letter of Interest to NCPH:** September 1, 2021

**Expected Date to Award Project:** September 15, 2021

**Projected Start Date:** October 2021

**Timeline for Completion:** June 30, 2022 (for this year's work); June 30, 2024 for the full run of three annual working groups

## Project Purpose

Via our cooperative agreement with the National Park Service (NPS), the National Council on Public History seeks two historians with subject matter expertise on the World War II home front or 20<sup>th</sup> century U.S. history to facilitate a working group that will convene representatives of NPS sites related to the World War II Home Front for sustained conversation and connect them with home front scholars outside NPS.

An iteration of this working group will convene virtually in the fall and meet in-person or virtually concurrently with NCPH's annual meeting in the spring for the next three years (spring 2022, spring 2023, and spring 2024). While ideally at least one of the two facilitators will see the project through for the full three years to provide continuity (with \$27,000 compensation over three years), we anticipate some turnover in working group participation from year to year. For this reason, we ask prospective facilitators to let us know what your ideal commitment would be; you can indicate interest for just this year or for multiple years.

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## How to Apply

Please read the full narrative below for the description of the project's scope of work and timeline. Send letters of interest to the National Council on Public History via [ncph@iupui.edu](mailto:ncph@iupui.edu) by September 1, 2021. Your letter of interest should come in the form of a single PDF, and should include the following: a short narrative (no longer than two pages) letting us know how many years you'd like to facilitate (just for this year? All three years?); an articulation of possible goals of the working group or topics for discussants to tackle, based on your understanding of the World War II home front and NPS sites related to the home front; and your experience with NCPH's working group format or other working groups outside of NCPH's purview. Please also include a resume or C/V highlighting relevant subject matter or logistical expertise.

## Project Statement of Work

NCPH will host a World War II Home Front Working Group at each of our annual meetings in [2022, 2023, and 2024](#). We seek two facilitators who will work with NCPH and the World War II home front park units in the fall to identify participants and a subject for consideration at that annual meeting; convene the working group virtually in at least three meetings prior to the spring NCPH conference; collect a written case statement from each discussant and prepare and send case statements to NCPH; and host the group's open meeting at the NCPH annual meeting (whether in person, virtually, or a hybrid event) in the spring.

Following the group's meeting at the annual conference, the facilitators will prepare a blog post for [NCPH's blog, History@Work](#), about the group's work for the year. They will additionally prepare an internal report for NPS about the year's work (about 2,000 words) that outlines possible directions for the next year's working group—which may include many of the same participants, but may also welcome new members as the group's goals change.

### ***What is an NCPH working group?***

NCPH working groups are seminar-like conversations of 8-14 people that take place before and during the annual conference that explore, in-depth, a subject of shared concern. This working group will be supported by the two facilitators selected via this Request for Letters of Interest, with additional logistical support from the NCPH office.

Working groups have a purpose they are working toward or a problem they are actively trying to solve. Once discussants are selected and the group is convened, the facilitators will engage the participants in several remote conversations during the year in anticipation of either in-person or virtual collaboration at the annual meeting. Thus, when a group convenes at the annual meeting in the spring, the conversation has already begun and participants are invested in the outcome. Prior to the annual meeting, the facilitator will focus that year's conversation by asking discussants to each prepare a case statement in response to specific questions or issues of concern. After the annual meeting, the facilitators will lead the group in finalizing their end product, which in this case will include a short newsletter update, a blog post, and an internal report for the National Park Service.

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## Timeline and Compensation

We will pay each facilitator \$9,000.00 per year for up to three years, and ask potential facilitators to let us know in your letter of interest how many years you'd like to serve. Each year will be paid out in three installments, using the 2021-2022 schedule below as an example. There will be little to no work between June 1 and September 1 each year. An additional \$1,000

will be provided to fund facilitator travel to the annual meeting if the working group is able to convene in person.

<b>Deliverable</b>	<b>Deadline</b>	<b>Payment for Facilitator</b>
Kickoff meeting with NCPH and NPS site representatives to determine working group composition.	By October 1, 2021	\$3,000.00 by November 1, 2021
Working group case statements sent in one PDF to NCPH office.	January 15, 2022,	\$3,000.00 by February 1, 2022
<i>No deliverable--additional funding for travel if NCPH, NPS, and facilitators mutually agree that the group is able to convene in person. This will be included in the payment above.</i>		<i>\$1,000.00 by February 1, 2022</i>
Facilitation of at least 3 virtual meetings of the working group prior to the NCPH Annual Meeting. Scheduling up to facilitators and can be before and/or after case statement submission.	By March 15, 2022	
Facilitation of in-person or virtual working group in conjunction with NCPH Annual Meeting. Final format to be determined by NPS and NCPH in consultation with the facilitators.	Spring 2022, determined by feasibility of an in-person conference	
Short update for NCPH quarterly newsletter	May 1, 2022	
Blog post for <i>History@Work</i> and internal report for NPS on the group's work for the year.	June 15, 2022	\$3,000.00 by June 30, 2022

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