

California State Library
California Civil Liberties Public Education Program

Quarterly Narrative Report

Quarter:

 X First quarter – Jul, Aug, Sept (Due Oct. 30)

_____ Second quarter – Oct, Nov, Dec (Due Jan. 31)

_____ Third quarter – Jan, Feb, Mar (Due Apr. 30)

This report is due quarterly, within one month after each three-month period of the project’s duration. Note that failure to submit these reports within the timeline of the grant program could jeopardize receipt of the final 25% grant payment. Submit a total of THREE (3) copies of the report, one with original signature, to:

**California State Library
Budget Office – CCLPEP
P.O. Box 942837
Sacramento, CA 94237-0001**

Date: October 25, 2004

Grant Award ID #: 03-0020

- 1. Grantee:** Japanese American Museum of San Jose (JAMsj)
- 2. Project:** Lasting Stories: The Resettlement of San Jose Japantown
- 3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.**

- 7/04:
- Design Team meets to develop criteria for selection of narrators; develops focus questions; brainstorms possible candidates.
 - JAMsj Board of Directors approves list of all possible narrators.
 - Project Director conducts orientation meeting for new interviewers.
 - Interview Team meets with Japantown “historians” for further input.
 - Interview Team identifies ranked list of possible narrators, based on established criteria.
 - News release announcing project sent to major newspapers and posted on website (Attachment A).
 - JAMsj July newsletter includes article publicizing project (Attachment B).
 - Videographer contracted for project.

3. Continued

- 8/04:
- Interview Team (5) plus other JAMsj volunteers and representatives of partner organizations (9) trained by Densho Executive Director and Interview Programs Manager on 8/19 and 8/20. See Participant Evaluation, Visual History Training (Attachment C).
 - Design Team recommends and Board approves expanding number of narrators from five to six, due to budget allowance.
 - Additional interviewer (previously identified as backup) selected.
 - Interviewers conduct rehearsal interviews.
 - Project Director reports progress at monthly meeting of JAMsj Board of Directors.
- 9/04:
- Interview Team meets to reflect upon/internalize training by reviewing practice interview clips from training and discussing what worked; what could be changed. See Visual History Team, Follow-up Training Evaluation (Attachment D).
 - Narrators/interviewers assigned.
 - Pre-interviews and interviews scheduled. See Visual History Interview Schedule (Attachment E).
 - Interviewers continue with rehearsal interviews.
 - Article describing Densho training included in JAMsj quarterly newsletter and website. See newsletter (Attachment F).
 - Project Director reports progress at monthly meeting of JAMsj Board of Directors.

4. Describe the impact of the project on the target group.

The target audience -- the community of students, educators, scholars, lay Japanese American community, and the public – has not yet been directly impacted by the project. Information about progress of the project has been disseminated to the public via newsletters, announcements at public events, monthly JAMsj Board meetings.

5. Note any comments or feedback that you have received from others such as an advisory group, the community, or the target group.

- JAMsj Board of Directors thankful for regular communication.
- Project advisor provides positive comments about project organization.
- Japantown Community Congress of San Jose (JCCsj) appreciates that this project aligns with efforts of the Japantown preservation project.

6. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.

- Various exhibit rooms in the Museum will be identified for each interview, based on exhibit theme, lighting, and appropriateness for each narrator.
- Interview Team will continue to meet to provide support for one another, debriefing after the first two interviews and discussing successes and challenges.
- Interviews to be conducted in October and November, with December as backup, in the event of delays, illness, etc.
- Progress will continue to be reported to the JAMsj Board of Directors and the community-at-large through newsletter articles and the website.
- The videographer will duplicate copies of interview videotapes to give to each narrator.
- The Densho Team will begin to process interviews (duplicate tapes, transcribe text, index information, proofread, edit and digitize videotapes).

7. Is the project on schedule as described and approved? Yes x No __
within budget as approved? Yes x No __

If either box is checked “no,” describe what corrective actions are being taken.

8. Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?
- The health condition of at least one narrator is fragile. A backup date has been scheduled, if needed.
 - A change in Densho staff will take place in October. Whether this may pose a constraint to this project is not known at this time.

Signature of person completing report	Project Director
(408) 268-4440	Title

Telephone