

KentuckyHistoricalSociety

Kentucky Oral History Commission
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Kentucky Oral History Commission Grant Program Guidelines

The grant program of the Kentucky Oral History Commission provides assistance to both amateur and professional oral historians to conduct oral history research projects on topics of particular significance to Kentucky. Three grant categories—**project, transcription, technical assistance**—encourage statewide participation in the collection and preservation of historically valuable interviews.

PROJECT GRANTS

Project grants provide financial support to eligible institutions, organizations, and individuals conducting oral history research on specific topics of relevance to Kentucky history and culture.

Eligibility Requirements – The following may apply:

- Any nonprofit institution or organization with an existing oral history program.
- Individuals with documented training and/or experience in oral history, including Kentucky Community Scholars.
- Individuals with little or no experience in the practice of oral history who have obtained professional sponsorship. Prior to selecting a professional or institutional sponsor, applicants should contact the Commission for approval of sponsor's eligibility.
- Projects may not be funded if the applicant has an outstanding final report or delinquent interviews with the Commission

Amount of Funding – Funding requests may not exceed \$5,000. If at a future date additional funds are required, the Commission will consider applications for supplemental grants. All applicants are required to provide a minimum of 50 percent of the total project cost in matching support. In other words, matching funds must be equal to or greater than requested funds. In-kind costs (non-cash, such as free professional services, office space, etc.) qualify as matching expense.

Funding Priorities –Generally, applications are not limited to specific subjects. However, for funding exceeding \$1,500 the Commission normally gives primary consideration to the following areas:

- Subjects related to women's, ethnic, and minority history;
- Industrial and economic development
- Political, business, and cultural leaders
- Other topics of statewide significance

Items Eligible for Funding – Funding can be provided for the following:

- **Travel and Subsistence** – The Commission will consider funding both in-state and out-of-state travel. Requests should reflect the following state reimbursement rates:\$.43 per mile, \$100 per night for lodging, and \$30 per day for meals for in-state travel;\$.43 per mile, \$100 per night for lodging, and \$36 per day for meals for out-of-state travel to locations designated high-rate areas (for a list of these areas contact the Commission). Funding in excess of state rates will be considered if sufficiently justified. Requests for air travel must reflect coach rates at the lowest fares considered practical for future travel.
- **Supplies** – In addition to general supplies (paper, labels, etc.), the Commission will support the purchase of audio and video recording media and audio recorders. The Commission will pay for the rental, not the purchase, of video equipment other than cassettes. Unless the applicant has a justifiable preference for particular media or recorders, the Commission may choose to supply the applicant directly with such equipment. Upon completion of the project,

recorders purchased with funds provided through the grant program must be returned to the Commission. Please contact the Commission prior to application submission for a list of available recording equipment.

- **Telephone and Postage** – The costs of telephone calls and postage related to correspondence with interviewees or between interviewers and project directors/consultants are eligible for funding.
- **Stipends** – The Commission will fund \$60 per interview for a project interviewer with documented experience and/or training in oral history research. (NOTE: For projects involving a series of interviews with one individual, the interviewer will be paid per interview session.)
In reviewing stipend requests in excess of the above, the Commission takes into consideration the complexity of subject matter and the experience and/or training of the interviewer.

Applicants having additional personnel expenses are encouraged to develop other sources of income to complement the Kentucky Oral History Commission grant award.

- **Video-history** – The Commission encourages the use of video oral history only when the subject matter is considered appropriate to this method of documentation and the personnel are qualified. The Commission retains the right to decide whether or not proposed video history is justifiable.

Video-history applications will be subject to the same \$5,000 request cap and 50 percent match required of other project grant applications. However, the Commission will consider items of expense in addition to those detailed above in acknowledgement of the diverse needs of a video-history project. Such items must be well justified in the proposal.

All video-history applications will be subject to review by a panel of experts in the field of media production who will advise the Commission on the technical aspects of the proposal, specifically, the qualifications of personnel, quality, and suitability of equipment, and practicality of the work plan.

Items Ineligible for Funding – The following CANNOT be funded:

- Indirect costs
- Office rental expense
- Stipends for 1) project directors who do not conduct interviews and 2) secretarial/clerical personnel
- Equipment other than recording media and audio recorders. Specifically, the Commission will not fund the purchase of photographic equipment, computers, and video equipment
- Printing of promotional materials or other promotional activities
- Production costs directly related to audiovisual, television, or other media presentation. However, costs directly related to the collection of interviews, both audio and video, can be considered eligible regardless of said interviews' anticipated use of said interviews in media presentations

Funding Criteria – Applications are subject to the approval of the Commission. Commission members review applications according to the following criteria:

- Originality and quality of project proposal
- Historical value: define topic's significance to Kentucky history including specific timelines and events
- Sound fiscal and administrative procedures
- Grantee's past record of producing quality material
- Clear and carefully estimated budget
- Anticipated use in a publication, television production, or other presentation

To Apply – Application forms are available upon request from the Kentucky Oral History Commission office or can be downloaded in Adobe pdf format online at www.history.ky.gov.

Deadlines for submitting applications are: **March 1 and October 15.**

The applicant is required to provide the Commission with the original grant application signed in non-black ink without staples. Notification of the Commission's decision should be received within sixty days of the appropriate deadline.

Justifiable emergency proposals will be handled throughout the year. For purposes of application, a "justifiable emergency" is defined as health concerns of proposed interviewees. Prior approval of the Commission director is required before submission of such proposals.

TRANSCRIPTION GRANTS

Transcription grants are available to support the transcription of existing oral history interviews located in Kentucky repositories whose subject matter is considered a priority research topic by the Commission.

Eligibility Requirements – Any Kentucky-based, nonprofit institution or organization with an existing oral history collection may apply. Individuals may also apply, but they must have a written agreement with an appropriate Kentucky repository for storage of and access to the interviews and transcripts. For a listing of Kentucky repositories, please contact the Commission. In lieu of a fiscal match requirement, the following are prerequisite to application:

- Interviews must be completed PRIOR to submitting an application. This is to insure that the interviews are of sufficient quality to justify transcription.
- Applicants must have access to a transcribing machine.
- The applicant must edit the transcripts either at the time of initial transcription or within five years. Plans for editing must be detailed in the application.

Amount of Funding – Grant requests may not exceed \$3,500. No matching support is required. In other words, the Commission will fund up to 100 percent of eligible expenses not to exceed \$3,500.

Items Eligible for Funding – Transcription grant funds may be used to support the personnel costs for producing a verbatim transcript by an experienced transcriptionist.

This is the only item of expense eligible for funding. Personnel costs related to editing a verbatim transcript are to be assumed by the applicant and are a condition of the grant. Stipends to be paid with Commission funds may not exceed a per interview hour rate of \$80. When justified, the Commission will consider higher rates per interview hour (e.g., poor sound quality, unique dialects, or tape distortions). Otherwise, applicants who need to pay transcribing personnel a higher salary are encouraged to develop alternate sources of income to complement the Kentucky Oral History Commission grant award.

The proposed transcriptionist is required to have sufficient transcribing experience. This experience does not have to be with oral history recordings, but can be derived from work in the legal or medical profession, or other professions that require transcription of meetings, public hearings, etc. If a transcriptionist is new to the Commission, it is suggested that applicants submit a sample transcript completed by the proposed transcriptionist. The Commission retains the right to reject an application if the qualifications of the transcriptionist are considered inadequate.

Funding Priorities – Generally, the Commission will consider transcription requests for interviews on any subject of significance to Kentucky. Subject areas normally designated priorities for transcription are as follows:

- Ethnic and minority history (including women)
- Kentucky political history
- Industrial and economic development
- Collections older than ten years or in fragile condition

Funding Criteria – Applications are subject to the approval of the Commission. The Commission members review applications according to the following criteria:

- Historical value: define topic's significance to Kentucky history including specific timelines and events
- Cost effectiveness;
- Research/publication potential.

To Apply – Application forms are available upon request from the Kentucky Oral History Commission office or can be downloaded in Adobe pdf format online at www.history.ky.gov.

Deadlines for submitting applications are: **March 1 and October 15.**

The applicant is required to provide the Commission with the original grant application signed in non-black ink without staples. Notification of the Commission's decision should be received within sixty days of the appropriate deadline.

TECHNICAL ASSISTANCE GRANTS

Technical assistance grants are non-cash grants which provide audio-recording equipment, recording media, and training to applicants. This grant category is designed to support local and community oral history projects undertaken by inexperienced individuals or organizations.

Eligibility Requirements – Any individual or organization conducting oral history research on the local or community level may apply. Applicants may include county historical societies, civic organizations, and teachers (grades nine through twelve only) using oral history in the classroom. No oral history experience or training is necessary.

Grant Award – Successful applicants receive the following:

- A minimum of one recorder and external microphone.
- All required recording media. The Commission will retain all original interviews and provide the applicant with two copies of each, one for the applicant to donate to a repository of their choice and one for the interviewee.
- Training and supervision by a member of the Commission's staff or other oral history professional assigned by the Commission. The degree of training and supervision will depend on the applicant's individual needs.

Award Criteria – Commission members review applications according to the following criteria:

- Historical significance of the subject. The Commission is particularly interested in how the interviews contribute to existing documentation on the selected topic.
- Anticipated use of interview material in some form of public presentation. Applicants are encouraged, but not required, to consider using collected materials in public presentations such as books, newspaper articles, or photographic exhibits.
- Degree of organizational or local interest in the proposed project.

To Apply – Application forms are available upon request from the Kentucky Oral History Commission office or can be downloaded in Adobe pdf format online at www.history.ky.gov. Applications may be submitted at any time and are subject to approval of a subcommittee of the Oral History Commission. The applicant is required to provide the Commission with the original grant application signed in non-black ink without staples. Notification of the Commission's decision should be received within 60 days of submitting the application.

For grant assistance or technical questions applicants are encouraged to contact the program coordinator for the Kentucky Oral History Commission: Sarah Milligan at sarah.milligan@ky.gov or 502-564-1792 ext 4434