KentuckyHistoricalSociety

Kentucky Oral History Commission
100 W. Broadway • Frankfort, KY 40601
502-564-1792 • (fax) 502-564-0475 • history.ky.gov
email: Sarah.Milligan@ky.gov

Kentucky Oral History Commission
Project Grant Application
FY13-02

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.

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.

Project Expectations:
Your application will be reviewed using the following performance expectations**:

Historic Value or Cultural Significance – 25%
- Demonstration of knowledge of content
- Topic's significance to Kentucky history

Originality and Quality – 25%
- Project originality for the proposed topic
- Evident Research on proposed topic
- Research on proposed project participants
- Proposed medium's appropriateness to project plan

Planning and Implementation – 25%
- Balanced Budget
- Appropriate Timeline
- Oral history experience or advisors
- Oral history archive partners identified

Project Diversity – 15%
- Diverse perspectives represented in project
- Effective assessment plan
- Documentation of project impact

Anticipated Accessibility of Finished Project – 10%
- Public Accessibility
- Anticipated use of material

** The KOHC reserves the right to give special consideration to applications aligned with current funding priorities

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 funded through 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 1-to-1 match. Matching funds must be equal to or greater than requested funds. In-kind costs (non-cash, such as donated professional services, office space, etc.) qualify as matching expense. KOHC funds may not be matched by KOHC equipment, funds, or staff time.

Calculating In-Kind Match-In-kind match may include donations of equipment, office supplies, travel, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of the funded project. In-kind expenses must be recorded at the current fair market value (FMV) of the contribution. The value placed on donated services must be consistent with the rate of compensation paid for similar work in an organization or the labor market. The basis for determining the value of personal services, material, equipment and space must be documented.

- **Donated Time**—the cost of donated time by consultants or volunteers must be calculated at an hourly rate of service. If a FMV for these rates does not exist, the KOHC suggests **$50 per hour of consultation** and **$15 per volunteer hour**.
- **Equipment**—the cost of recording equipment will be designated at the FMV of the equipment of the same age and condition at the time of the request. The cost of other digital equipment required such as computers, printers, CD players and CD burners will be calculated at a fair rental value of the equipment.
- **Space**—donated space (office, work or interview space) should be calculated at the standard rental rate for size and use of comparable spaces if no rental fee is previously assigned to the specific space. If no value can be easily assigned (such as an in-home office, etc.) you must use the following equation for the space: calculate the percentage of the home that is being used for office space compared to the square footage of the house. Calculate this percentage from your standard property overhead (property taxes, insurance, mortgage payments and utilities), calculate these numbers for the specific time designated in the office for your project—this is your donated home office space.

<u>Example of donated home office space formula:</u>

2,000 sq ft house
200 sq ft office space
= 10% deduction
+Property taxes-$500 per year
+Property insurance-$400 per year
+Property mortgage-$6,000 per year
+Property utilities avg-$2,400 per year
= $9,300 - %10
Total office space cost $930 per year
Suggested office space use 10 days
$930 divided by 365 days=$2.54 per day
$2.54 x 10 days =**$25.40 TOTAL IN-KIND MATCH**

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 or social justice
- Industrial or economic development
- Political, business, and cultural leaders
- Land use patterns (i.e.: changes in agriculture, sustainability)
- Other topics of statewide significance but not widely documented through oral history

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: check mileage rates here- http://finance.ky.gov/internal/travel, $100 per night for lodging, and $30 per day for meals for in-state travel, or $36 per day for meals for 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 (flash cards, drives or MiniDV tapes) as well as audio recorders. The Commission will pay for the rental, not the purchase, of video recording equipment. 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 hour 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.

  The Commission will fund additional project personnel costs, only if the personnel are essential to the completion of the project. For example, interviews conducted with non-native English speakers in their native language may request funds to cover fees for a translator. Applicant must justify the request through the FMV.

- **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 1-to-1 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 anticipated use of said interviews in media presentations.)

To Apply –The deadline for application submission is: **March 1**. All applications must be **postmarked** by the deadline. The completed application along with any required work samples and support materials must be received in the KOHC office within seven calendar days of the deadline date. If a copy of the completed application, work samples and/or support materials fails to arrive by the specified date your application will be eliminated from consideration.

The applicant is required to provide the Commission with the original, unstapled grant application signed in non-black ink. Notification of the Commission's decision should be received within sixty days of the appropriate deadline.

NOTICE: If reapplying for a continuation of a project previously funded by the KOHC, applicant **MUST** treat the application process as if applying for a new grant. Please include information about previously-funded project outcomes, but do not omit key application questions with the assumption that the grant review committee will remember the previous application. The grant review committee changes panelists cyclically.

How Decisions are Made - A qualified panel comprised of KOHC board and advisory committee members review the applications and work samples according to the specific grant guideline requirements. The panel's recommendations are forwarded to the KOHC for the final decision.

Crediting the Kentucky Oral History Commission and the Kentucky Historical Society - Grant recipients are, by definition, under contract to the Kentucky Oral History Commission and, as such, must give credit to the Commission and the KHS in all published materials and announcements (print and electronic) including web sites, advertising promotions, news releases, printed programs, catalogues, flyers, posters, literature, film/video credits, public broadcasts, and other publicity. Please contact KOHC staff for appropriate logos or wording of credits. It is important that the public be made aware of the use of tax dollars for oral history documentation. Failure to comply with this requirement could jeopardize future funding.

For feedback on developing a KOHC grant application, please submit an application draft to the KOHC administrator at least 2 weeks prior to the grant deadline.

Please fill out the following information and submit a signed copy as the coversheet for your entire application

Project Title:	
Short Project Abstract (50 – 100 words)	
Project Director / Title:	
Address:	
City/State/Zip:	
Telephone:	
Email:	

Grantee (fiscal agent)	
Address:	
City/State/Zip:	
Telephone:	
Federal ID# (for nonprofit institutions) or Soc Sec #	

Other Sponsoring Organization (if applicable):	
Address:	
City/State/Zip:	
Telephone:	

Total Amount of Grant Request:	
Anticipated Number of Interviews:	

Signatures:

Project Director:	Date:
Institutional Official (if applicable):	Title:

Budget

Refer to the project grant guidelines for current allowable rates for travel and subsistence, and stipends. In the travel and subsistence category, please include the formula for determining costs. Please identify and indicate additional sponsor support.

Item of Expense	Request	Matching (Cash)	*Matching (In-Kind)*
Travel & Subsistence:			
Project Personnel, Consultants or Volunteers (Stipends):			
Supplies:			
Other:			
Total:			
	NaN	NaN	NaN

Refer to the project grant guidelines for further information on how to prepare a project grant application. The application must address the following performance expectations and will be weighted according to corresponding percentages** (maximum 4 pages):

1. **Historic Value or Cultural Significance – 25%**
   - Demonstrate knowledge of, or experience with, content
   - Relate the topic's significance to Kentucky history

   - **Originality and Quality – 25%**
   - Discuss the originality of project topic.
   - Detail known research previously conducted on the proposed topic and the method for researching this previous documentation.
   - Describe work plan for locating interviewees. Include any information on project interviewees currently identified. (The Commission encourages a minimum of 10 interviews per project, but will accept applications with less.)
   - Discuss proposed documentation specifications (ie: audio/video equipment) in relationship to the project plan and topic.

2. **Planning and Implementation – 25%**
   - Add any notes to the attached budget proposal.
   - Outline the proposed project's timeline; include research, participant identification, and mid-project assessment.
   - Include the project staff's oral history experience and/or partnership with an oral historian.
   - Identify KOHC approved archive where final project will be donated. All applicants are required to deposit their interviews within 90 days of completion of the grant period. Any access restrictions to be placed on the interviews must be explained and justified in this section. For a list of suitable Kentucky repositories, please contact the Commission prior to application completion.

3. **Project Diversity – 15%**
   - Outline the proposal to ensure diverse perspectives are present for the topic being proposed.
   - Explain your method of assessing the value of the project upon completion (i.e. successes and failures)
   - Include information on the method assessing the impact of the project (i.e. diversification of research on a topic in the state, community awareness of a topic, etc.)

4. **Anticipated Accessibility of Finished Project – 10%**
   - Explain the plan for how the new documentation material will be made accessible (i.e. the partner archive accessibility policy, public presentation of material, web presence, etc.)
   - Explain any anticipated publication, exhibit, or other form of presentation based on the completed interviews.

Please attach a one-page resume for each proposed project personnel and advisors.

Letters of recommendation are encouraged (maximum of four).

For feedback on a developing KOHC grant application, please submit an application draft at least two weeks prior to the deadline.

For technical assistance or project-related questions, applicants are encouraged to contact the administrator at the Kentucky Oral History Commission: Sarah Milligan at sarah.milligan@ky.gov or 502-564-1792, ext. 4434.

****** The KOHC reserves the right to give special consideration to applications aligned with current funding priorities