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
Preservation Assistance Grant Application
FY13-02

Guidelines

Preservation assistance grants are non-cash grants that loan audio preservation equipment and training to applicants in need of digitally migrating collections whose subject matter is considered a priority research topic by the KOHC or whose media is in threat of information loss or in a state of deterioration

Eligibility Requirements – Any organization with oral history interviews in their archival collection. Applicants may include, but are not limited to, county historical societies, libraries, and universities.

Grant Award – Successful applicants receive the following:

- A complete mobile digital workstation.
- Training and supervision by a member of the Commission's staff or other professional assigned by the Commission. The degree of training and supervision will depend on the applicant's individual needs.

Award Criteria – KOHC 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.
- Storage and Dissemination plan for newly created media.
- Amount of staff time available for digital migration process.

To Apply –Applications may be submitted at any time and are subject to approval of the Oral History Commission staff. 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 60 days of submitting the application.

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.

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

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

Project Director:	
Address:	
City/State/Zip:	
Telephone:	
Email:	

Anticipated Start and Completion dates:	
Anticipated Number of Interviews:	

Signatures:

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

Refer to the preservation assistance grant guidelines for further information on how to prepare a project technical assistance application. The application must address the following performance expectations. (Maximum 2 pages)

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.
- Storage and Dissemination plan for newly created media.
- Amount of staff time available for digital migration process

1. **Historic Value or Cultural Significance**
   - Describe the project's purpose, goals, and historical significance to Kentucky.
   - Include specific geographic and subject areas to be covered.

2. **Planning and Implementation**
   - Outline the proposed project's timeline; include research, participant identification, and mid-project assessment.
   - Include the project staff's availability for digital migration process
   - Describe the digital preservation storage and access plan for the newly created media

3. **Anticipated Accessibility**
   - Explain the plan for how the digitally migrated material will be made accessible (i.e. the public access policy, public presentation of material, web presence, etc.)
   - Any anticipated publication, exhibit, or other form of presentation based on the interviews should also be explained.

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

Letters of recommendation are encouraged (maximum of two).

For technical assistance or grant 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.