KentuckyHistoricalSociety

Kentucky Oral History Commission
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Kentucky Oral History Commission
Transcription or Indexing Grant Application
FY14-02

Guidelines

Transcription or Indexing grants are available to support the transcription or indexing of existing oral history interviews located in Kentucky repositories whose subject matter is considered a priority research topic by the Commission. A Transcription or Indexing grant is not meant to replace the need for oral history preservation, but rather enhance accessibility to the original audio or video recording.

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

Historic Value or Cultural Significance (40%)
Originality of collection content
Collection's significance to Kentucky history

Condition of Collection (30%)
Demonstration of knowledge of general collection content
Collection is assessed for audibility
Collection is in a stable preservation environment

Project Administration (20%)
Transcriptionist or Indexer suggested demonstrates competency
Plans for auditing finalized transcriptions or indexes is clearly outlined
Timeline is appropriate

Anticipated Use for Public Consumption (10%)
Transcripts or Indexes and interviews will be easily accessible to the public
Anticipated use of material to be created

Priority for indexing requests will go towards projects working within an indexing access system, such as the Oral History Metadata Synchronizer (OHMS) system

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

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 or indexes. For a listing of accredited Kentucky oral history 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 or indexing.
- Applicants must have access to a transcription or indexing system appropriate to the recording medium.
- The applicant must audit the transcripts or indexes either at the time of initial creation or within one year. Plans for auditing 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 % 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 or a summary index based on KOHC provided guidelines by a competent indexer.

This is the only item of expense eligible for funding. Personnel costs related to auditing a verbatim transcript or index are to be assumed by the applicant and are a condition of the grant. Transcription stipends to be paid with Commission funds may not exceed a per interview hour rate of $80. Indexing stipends to be paid with Commission funds may not exceed a per interview hour rate of $30. Applicants who need to pay transcribing or indexing 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.

The proposed indexer is required to have a base knowledge of oral history indexing. Since this is a relatively new construct to oral historians and archives, the indexer is not required to have extensive experience, but is required to have indexed at least 1 interview based on the KOHC provided indexing standards. A sample of this work is suggested. Training opportunities for new indexers will be made available by the KOHC after grant awards are announced.

Priority for indexing funding requests will go towards projects working within an indexing access system, such as the Oral History Metadata Synchronizer (OHMS) system. Utilizing a system built to provide access to indexed interviews in a method that focuses the researcher on the original medium (audio or video) of the interview is the goal of indexing for oral history access over verbatim transcriptions.

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

- Subjects related to women's, ethnic, and minority history
- Subjects related to social justice movements
- Industrial or economic development
- Issues of gender
- 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

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 request. Please include information about previously funded project outcomes, but do not omit key application questions on the assumption 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 Kentucky Historical Society 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 KOHC funding for oral history documentation. Failure to comply with this requirement could jeopardize future funding.

For feedback on a developing 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:	
Email:	
Federal ID # (If non profit) or Soc Sec #	

Repository Responsible for Interview Storage and Access	

Amount of Grant Request:	
Anticipated Number of Interviews to be Transcribed:	

Signatures:

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

Budget

Commission funds pay only for the stipend to or salary of the transcriptionist. Check the guidelines for information on the current maximum allowable rate per hour of recorded interview.

Please identify and explain the formula for determining stipends/salaries. While Matching, either In-Kind or Cash, is not required for this grant application, please indicate any anticipated matches.

Item	Matching	Request
Stipends / Salaries:		
Total:		

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 (40%)**
    - Describe the historical/cultural significance of the interviews to be transcribed
    - Emphasize originality of collection content
    - Focus on the collection's significance to Kentucky history

2. **Condition of Collection (30%)**
    - Identify interviewees by name
    - Give a general description of the overall content of the interviews
    - Include estimate or exact time of each interview
    - Describe collections assessment for audible quality of interviews and any preservation or concern for conditions of usage

3. **Project Administration (20%)**
    - Detail the procedures and timeline for carrying out the project
    - Identify and explain the responsibilities of all project personnel
    - Include transcriptionist information, who must be identified prior to application submission
    - Include any work samples for proposed transcriptionist, if suggested in the guidelines.

4. **Anticipated Use for Public Consumption (10%)**
    - Explain the plan for how the new documentation material will be made accessible (ie: the partner archive accessibility 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 1 page resume for each proposed project personnel and advisors.

Letters of recommendation are encouraged (Maximum of 4).

For feedback on a developing KOHC grant application, please submit an application draft at least 2 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

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