

# Kentucky Oral History Commission

## Technical Assistance Grant Application, FY 17-01

### Guidelines

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:

- A minimum of one audio recorder and external microphone.
- All required recording media (i.e.: memory cards).
- Suggestions for partnering with an accredited Kentucky oral history repository.
- 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 individual applicant's needs.

**Award Criteria** – Commission staff review applications according to these 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 use collected materials in public presentations such as books, newspaper articles, exhibits, or digital or online tools.
- Degree of organizational or local interest in the proposed project.

**To Apply** – Applications may be submitted at any time and are subject to approval of the Kentucky 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.



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*The Kentucky Historical Society administers and houses KOHC, the only commission of its kind in the United States dedicated to providing financial and technical assistance to oral history repositories and oral historians, KOHC has positioned Kentucky historical organizations, libraries and archives to lead the way in collecting and preserving oral histories.*

**Please complete this form and submit a signed copy as the cover sheet for your entire application**

<b>Project Title</b>	
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:	
<i>Anticipated Number of Interviews:</i>	

**Signatures:**

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

Refer to the technical 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)

**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.
- Include project personnel's experience with the proposed topic.

**2. Planning and Implementation**

- Outline the proposed project's timeline; include research, participant identification, and mid-project assessment.
- Include the project staff's oral history experience.
- 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. Anticipated Accessibility of Finished Project**

- 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.)
- 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 and advisors.

Letters of recommendation are encouraged (maximum of two).

For technical assistance or answers to project-related questions, applicants are encouraged to contact the administrator at the Kentucky Oral History Commission: Allison Tracy at [allison.tracy@ky.gov](mailto:allison.tracy@ky.gov) or 502-564-1792, ext. 4434.