

**Kentucky Oral History Commission**  
**Preservation Assistance Grant Application, FY18**  
**Deadline: Ongoing**

**Guidelines**

**Preservation assistance grants** are non-cash grants that loan audio preservation equipment and provide 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 its archival collection may apply. Applicants may include, but are not limited to, county historical societies, libraries, and universities.

**Grant Award** – Successful applicants receive:

- 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 individual applicant’s needs.

**Award Criteria** – KOHC members 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.
- 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 Kentucky Oral History Commission staff. The applicant is required to provide the Commission with the original, unstapled grant application signed in non-black ink. The applicant should receive notification of the Commission’s decision within 60 days of submitting the application.

**Grant Cycle Timeline**

Application deadline	Ongoing
Award notification	Within 60 days of submitting the application
Interim Report Due	Six months after receipt of equipment and training
Request for extension deadline	April 1, 2018 or Nov. 1, 2018
Project must conclude	Twelve months after receipt of equipment and training
Final report and equipment due	30 days after completion/no later than June 30, 2019

**Crediting the Kentucky Oral History Commission and the Kentucky Historical Society (KHS)** – Grant recipients are, by definition, under contract to the Kentucky Oral History Commission and, as such, must give credit to the Commission and KHS in all published materials and announcements (print and electronic) including web sites, advertising promotions, news releases, printed programs, catalogs, 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 complete this form and submit a signed copy as the cover sheet for your entire application.**

**Grant# \_\_\_\_\_**

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

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

Anticipated Number of Interviews:	
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**Signatures:**

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

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

**1. 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.

**2. 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.

**3. 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.

**4. 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.)
- Explain any anticipated publication, exhibit, or other form of presentation based on the interviews.

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

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.



Kentucky Oral History Commission • 100 W. Broadway • Frankfort, KY 40601  
502-564-1792, ext. 4434 • [history.ky.gov](http://history.ky.gov) • email: [sarahm.schmitt@ky.gov](mailto:sarahm.schmitt@ky.gov)

*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.*

**Kentucky Oral History Commission**  
**Preservation Assistance Grant Interim Report, FY18**  
**Deadline: Ongoing**

Grant # \_\_\_\_\_

1. Project Title:	
2. Project Director:	
3. Fiscal Agent (if applicable):	
4. Mailing Address:	
5. City, State, Zip:	
6. Phone Number:	
7. Email Address:	
8. Contact Person for this Report:	
9. Please provide a brief description of your progress toward fulfilling the activities outlined in your grant proposal.	

*I certify that I am legally authorized to submit this report on behalf of the grantee and that the foregoing statements and enclosures are true and complete to the best of my knowledge.*

Project Director Signature:		Date:
Print Name:	Title:	



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# Kentucky Oral History Commission

## Preservation Assistance Grant Final Report, FY18

**Deadline: 30 days after completion/no later than June 30, 2019**

Grant # \_\_\_\_\_

1. Project Title	
2. Project Director	
3. Fiscal Agent (if applicable)	
4. Mailing Address	
5. City, State, Zip	
6. Phone Number	
7. Email Address	
8. Contact Person for this Report	

### Narrative Report

Please use a maximum of two pages to respond to the items below and attach to this form in your final report submission. The KOHC may use this report to highlight the accomplishments of the project (i.e., website, blog post or marketing tool), so please consider writing this portion in a public voice.

Please Address:

- Whether your original project goals described in your KOHC project grant application were completed.
- Interesting points that you and/or your project colleagues discovered during the course of the project.
- Special points of interest or collection highlights.

Please include any additional evidence of the impact of this project, including photographs, flyers, newspaper clippings, etc.

*I certify that I am legally authorized to submit this report on behalf of the grantee and that the foregoing statements and enclosures are true and complete to the best of my knowledge.*

Project Director Signature:		Date:
Print Name:	Title:	



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