

Kentucky Oral History Commission

Preservation Grant Application, FY18-01

Deadline: Sept. 25, 2017

Preservation grants are available to support the preservation of existing oral history interviews located in Kentucky repositories whose subject matter is considered a priority research topic by the Kentucky Oral History Commission or whose media is in threat of information loss or in a state of deterioration.

Project Expectations – Applications are subject to the approval of the Commission. The KOHC members review applications according to these criteria:

Condition of the interview(s) – 30%

Describe the need for professional preservation vs. in-house processing.
Demonstrate the cost benefits to send this out for migration vs. in-house processing.

Historical Value or Cultural Significance – 40%

Originality of collection content.
Collection's significance to Kentucky history.

Storage and Dissemination plan for newly created media – 20%

Describe the digital preservation storage and access plan for the new media.

Anticipated Accessibility of Finished Project – 10%

Public accessibility.
Anticipated use of material.

Eligibility Requirements – Any Kentucky-based, nonprofit institution or organization with an existing oral history collection may apply. Individuals may also apply. All applicants must have a written agreement with a KOHC-accredited Kentucky repository for storage of and access to the interviews. For a listing of accredited Kentucky oral history repositories, please contact the Commission. In lieu of a fiscal match requirement, these criteria are prerequisite to application:

- Applicants must provide secure support for digital media upon migration completion.
- The applicant must review the completed digital files before submitting final reports. Plans for this review must be addressed in the application.

Amount of Funding – The Commission will fund up to 100 percent of eligible expenses not to exceed \$3,500. No matching support is required.

Items Eligible for Funding – Preservation grant funds may be used to support the costs for producing a digital copy of analog recorded-oral history interviews.

This is the only item of expense eligible for funding. Personnel costs related to reviewing the digitized collections as well as costs for digital storage are to be assumed by the applicant and are a condition of the grant. Applicants in need of audio editing or restoration are encouraged to develop alternate sources of income to complement the Kentucky Oral History Commission grant award.

The proposed media preservation specialist must be able to satisfactorily prove experience with the latest standards of digital media preservation. This experience does not have to be with oral history recordings, but can be derived from work in other audio fields such as music, radio, or field recordings. The proposed specialist **MUST** work with preservation standards and have experienced analog-media specialists on staff. The KOHC retains the right to reject an application if the qualifications of the audio-transfer specialist are considered inadequate.

Funding Priorities – Generally, KOHC will consider preservation requests for interviews on any subject of significance to Kentucky. Subject areas normally designated priorities for preservation are:

- 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).
- Collections older than 10 years or in fragile condition.

To Apply – The deadline for application submission is: **Sept. 25, 2017**. All applications and supporting material must be **postmarked** by the deadline. KOHC will not accept applications and supporting material sent via email. 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, single-sided, unstapled grant application signed in non-black ink. Notification of the Commission’s decision should be received within 90 days of the appropriate deadline.

Please attach reference information for the proposed preservation company.

Letters of recommendation are encouraged (Maximum of 3).

Grant Cycle Timeline

Feedback deadline	Sept. 11, 2017
Application deadline	Sept. 25, 2017
Review of the application by panel	November
KOHC board reviews panel recommendations	Dec. 1, 2017
Award notification	Dec. 15, 2017
Interim report due	June 30, 2018
Request for extension deadline	Nov. 1, 2018
Use of grant funds/project must conclude	Dec. 31, 2018
Final report due to KOHC	Jan. 29, 2019
Project due to repository	Jan. 29, 2019

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 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 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 complete this form and submit a signed copy as the coversheet for your entire application

Grant # _____

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

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

Accredited Repository Responsible for Interview Storage and Access			
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Amount of Grant Request:			
Anticipated Number of Interviews to be Preserved:			

Signatures:

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

Budget

Commission funds pay only for the fees associated with professional audio/video preservation.

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

Item	Matching	Request
<p>Preservation Cost:</p>		
<p>Total:</p>		

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. **Condition of the interview(s) – 30%**
 - Describe the need for professional preservation vs. in-house processing.
 - Demonstrate the cost benefits to send this out for migration vs. in-house processing.
2. **Historical Value or Cultural Significance – 40%**
 - Describe the historical/cultural significance of the interviews to be preserved.
 - Focus on the collection’s significance to Kentucky history.
3. **Storage and Dissemination plan for newly created media – 20%**
 - Describe the secure digital preservation storage and access plan for the new media.
4. **Anticipated Accessibility of Finished Project – 10%**
 - Explain the plan for how the new documentation material will be made accessible (e.g., the partner archive accessibility policy, public presentation of material, we presence, etc.).
 - Any anticipated publication, exhibit, or other form of presentation based on the interviews should also be explained.

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. This is strongly encouraged for first-time applicants. Draft applications can be emailed to the KOHC administrator for review.

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

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

Kentucky Oral History Commission
Preservation Grant Interim Report, FY18-01
Deadline: June 30, 2018

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. Number of Interviews Completed:	
10. 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:	



Kentucky Oral History Commission • 100 W. Broadway • Frankfort, KY 40601
 502-564-1792, ext. 4434 • history.ky.gov • email: 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 Grant Final Report, FY18-01
Deadline: Jan. 29, 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:	
9. Number of Interviews Preserved:	

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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