

Kentucky Oral History Commission

Technical Assistance Grant Application, FY18

Deadline: Ongoing

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.

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 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 30 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.



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
Technical 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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