

Kentucky Oral History Commission

Presentation Grant Application, FY 18-02

Deadline: March 19, 2018

Guidelines

Funds are available for the presentation of existing oral history collections using a variety of media including – but not limited to – traditional exhibit, online exhibit, film, print publication, radio and podcast.

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

Historic/Cultural Significance and Relevance – 30%

- Evidence of research on the proposed topic.
- Knowledge and experience with the content and community.
- Significance to Kentucky history and/or culture.
- Relevance of the topic.

Capacity and Quality – 40%

- Condition of Collection.
- Appropriate presentation method.
- Capacity of the personnel.
- Quality of the collaborations and partnerships.
- Diverse perspectives represented in the project.

Planning and Implementation – 30%

- Practical budget.
- Appropriate timeline.
- Project assessment strategies.
- Communications plan.

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

Eligibility Requirements – Applicants are strongly encouraged to contact the KOHC to determine eligibility before applying. **All interviews must be completed and remitted to suitable repositories PRIOR to submitting an application.** Interviews in personal research collections are NOT eligible unless donated or gifted to a suitable repository.

The following may apply:

- **A suitable repository** – any nonprofit or organization with an existing oral history program and/or collection, proposing to present interviews for which it holds clear, expressed use permission and/or copyright (i.e., release forms or deeds of gift) for each interview.

The following may also apply **in partnership with a suitable repository**:

- Any nonprofit institution or community-based organization (museum, library, etc.) who might further its mission by presenting oral histories.
- Individuals with documented training and/or experience in oral history, including Kentucky Community Scholars.
- Individuals with little or no experience in the practice of oral history who have obtained professional sponsorship.

Projects will not be funded if the applicant has an outstanding final report or delinquent interviews funded through the KOHC or other Kentucky Historical Society program.

Grant Cycle Timeline

Feedback deadline	March 5, 2018
Application deadline	March 19, 2018
Review of the application by panel	April
KOHC board reviews panel recommendations	May 5, 2018
Award notification	May 15, 2018
Interim report due	Jan. 29, 2019
Request for extension deadline	April 1, 2019
Use of grant funds/project must conclude	June 28, 2019
Final report due to KOHC	June 28, 2019
Project due to repository	July 26, 2019

Amount of Funding – Funding requests may not exceed **\$2,500**. All applicants are required to provide a 1-to-1 match (i.e., matching funds must be equal to or greater than the requested amount). In-kind costs (non-cash, such as donated professional services, office space, etc.) qualify as matching expense. Commission funds may not be matched by other KOHC or Kentucky Historical Society (i.e., Local History Trust Fund Grants) equipment, funds, or staff time.

Calculating In-Kind Match – In-kind match may include donations of equipment, office supplies, travel, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of the funded project. In-kind expenses must be recorded at the current fair market value (FMV) of the contribution. The value placed on donated services must be consistent with the rate of compensation paid for similar work in an organization or the labor market. The basis for determining the value of personal services, material, equipment, and space must be documented.

- **Donated Time** – the cost of donated time by consultants or volunteers must be calculated at an hourly rate of service. If a FMV for these rates does not exist, the KOHC suggests **\$50 per hour of consultation** and **\$15 per volunteer hour**.
- **Equipment** – the cost of recording equipment will be designated at the FMV of the equipment of the same age and condition at the time of the request. The cost of other digital equipment required such as computers and printers will be calculated at a fair rental value of the equipment.
- **Space** – donated space (office, work or interview space) should be calculated at the standard rental rate for size and use of comparable spaces if no rental fee is previously assigned to the specific space. If no value can be easily assigned (such as an in-home office, etc.) you must use the following equation for the space: calculate the percentage of the home that is being used for office space compared to the square footage of the house. Calculate this percentage from your standard property overhead (property taxes, insurance, mortgage payments and utilities), calculate these numbers for the specific time designated in the office for your project — this is your donated home office space.

Example of donated home office space formula:

$$\begin{aligned}
 &2,000 \text{ sq. ft. house} \\
 &200 \text{ sq. ft. office space} \\
 &\quad = 10\% \text{ deduction} \\
 &+ \text{Property taxes} - \$500 \text{ per year} \\
 &+ \text{Property insurance} - \$400 \text{ per year} \\
 &+ \text{Property mortgage} - \$6,000 \text{ per year} \\
 &+ \text{Property utilities avg.} - \$2,400 \text{ per year} \\
 &\quad = \$9,300 - 10\% \\
 &\text{Total office space cost } \$930 \text{ per year} \\
 &\text{Suggested office space use } 10 \text{ days} \\
 &\quad \$930 \text{ divided by } 365 \text{ days} = \$2.54 \text{ per day} \\
 &\quad \$2.54 \times 10 \text{ days} = \mathbf{\$25.40 \text{ TOTAL IN-KIND MATCH}}
 \end{aligned}$$

Funding Priorities – Applications are not limited to specific subjects. However, for funding exceeding \$1,500 the Commission may give primary consideration to the following areas:

- 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).
- Timely topics of particular relevance to current events, anniversaries, etc.

Items Eligible for Funding – KOHC funding can pay for the following:

- **Supplies** – Supplies are defined as any necessary material or item, other than food, that *could* be depleted before the end of the grant period. In addition to general supplies (paper, labels, boxes, etc.), the Commission will fund the purchase of audio and video recording media (storage cards and external hard drives). Like general supplies, exhibit supplies must *potentially* deplete or become unusable by the end of the grant period. Exhibit supplies may include image framing, construction material (e.g., PVC pipe, wood, nails, and paint), light bulbs, or push-button sound modules/recording chips. Exhibit supplies do NOT include exhibit equipment such as ProPanels, iPads, or other high-end museum audio equipment; however, these items may be rented with KOHC funds or purchased with matching funds. Donated and borrowed equipment can be quantified as in-kind matching funds.
- **Travel** – KOHC will fund in-state travel mileage at the current state rate. Check mileage rates here: <https://finance.ky.gov/services/statewideacct/pages/travel.aspx>. Funding in excess of state rates – such as moving truck rental for a travelling exhibit – will be considered if sufficiently justified.
- **Printing** – The KOHC will fund the printing of promotional materials or publications. Publications must include oral history collection text, not simply reference the collection. Provide quotes or bids for printing services.
- **Communication** – Radio, print, web advertisements and other promotion for the final presentation product are eligible expenses.
- **Fees** – Eligible fees include, but are not limited to, costs for rights and reproduction of audio, text and images as well as web-based service fees (e.g., domain purchase, SoundCloud upgrade, Squarespace account).
- **Stipends and Services** – The KOHC will pay up to **\$50 per hour** for project personnel stipends or professional services. Applicants required to pay a higher amount are encouraged to develop alternate sources of income to complement the Kentucky Oral History Commission grant award.
- **Rental** – Equipment is defined, in contrast to supplies, as any necessary material or item that would NOT deplete before the end of the grant period. The Commission will pay for the rental, NOT the purchase, of equipment. Necessary equipment may be purchased with matching funds. Donated or borrowed equipment can be used as in-kind matching funds calculated at FMV. The KOHC will fund the rental of conference, studio, exhibit or other space not currently owned or leased by the applicant. Owned and leased spaces can be quantified as an in-kind match. Contact the Commission for potential KOHC equipment loans.

Items Ineligible for KOHC Funding – The following CANNOT be funded through KOHC, but *may* be purchased with matching funds or used as an in-kind matching if integral to the project:

- Interviewing, transcribing, indexing, audio preservation or activities funded through other KOHC grant programs.
- Utility bills or rental for currently owned or leased properties.
- Non-project (permanent/current) staff salaries or benefits.
- Equipment other than recording media (i.e., media cards and external hard drives).
- Capital improvements, facility construction, structural renovations and restorations.
- Publications or recordings for commercial purposes.
- Activities intended primarily for fundraising.
- Food, beverages or other refreshments.
- Repairs to equipment.
- Expenses incurred before the starting date of the period covered in the grant request.
- Programs with sectarian purposes.
- Application of new artistic work to historic structures unless approved by the state historic preservation office.

To Apply –The deadline for application submission is: **March 19, 2018**. All applications and supporting materials (including letters of recommendation) must be **postmarked** by the deadline. Applications and supporting material sent via email will not be accepted. 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 ineligible for consideration. The applicant is required to provide the Commission with the original, single-sided, unstapled grant application signed in **red ink**.

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 with the assumption that 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 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.

For feedback on developing a KOHC grant application, please submit an application draft to the KOHC administrator at least 2 weeks prior to the grant deadline. Draft applications can be emailed to the KOHC administrator for review.

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.

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

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:			
Federal ID# or Soc Sec #:			

Sponsoring Organization (if applicable):			
Address:			
City/State/Zip:			
Telephone:			

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

Signatures in red ink:

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

Budget

Refer to the project grant guidelines for eligible and ineligible costs, current allowable rates for travel and stipends. Please identify and indicate additional sponsor support.

Item of Expense	Request	Matching (Cash)	Matching (In-Kind)
Supplies			
Travel			
Printing			
Communication			
Fees			
Stipends and Services			
Rental			
Totals			

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 5 pages):

INTRODUCTION: Provide a brief overview of the proposed presentation of oral history interviews, including the topic and medium. (This section is not scored).

1. Historic Value or Cultural Significance – 30%

- Detail known research conducted on the collection’s topic and the methods for researching.
- Demonstrate knowledge of the historical content and experience with the community (ies) of people represented by the collection’s topic.
- Relate the topic’s significance to Kentucky history and/or culture.
- Argue the current relevance of presenting this topic to public.

2. Capacity and Quality – 40%

- Provide a list of interviews including interviewee names, interview length, the audible quality, preservation concerns, and access restrictions.
- Explain the appropriateness of the chosen method of presentation for the collection and topic.
- Describe the project staff experience with oral history and/or the presentation method. Provide resumes or CV and works sample for key personnel as supplemental material.
- Provide information about key partnerships and collaborations. Individual applicants and organizations without in-house collections are required to partner with a suitable repository. Organizations and individuals should engage partners to ensure successful outcomes. Applications should include letters of support from all partners.
- Describe strategies to ensure that diverse perspectives on the topic are represented in the research, planning, implementation, and presentation processes.

3. Planning and Implementation – 30%

- Complete the budget proposal with reasonable figures for the scope of the project. See the guidelines for eligible and ineligible expenses.
- Outline the proposed project’s timeline, including a mid-point assessment.
- Describe your communication plan. Explain how audiences will find and access your presentation product.
- Explain your goals and outcomes. Outcomes should be quantifiable and measurable for assessing the value of the project upon completion.

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

Attach a one-page resume or CV for proposed project personnel and advisors. Provide work samples where relevant.

Attach letters of support from partners and collaborators. Individual applicants and organizations without in-house collections are required to provide a letter of support or agreement with the proposed repository.

Letters of recommendation are encouraged (maximum of four).

For feedback on a developing KOHC grant application, please submit an application draft to SarahM.Schmitt@ky.gov by March 5, 2018. This is strongly encouraged for first-time applicants.

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

Kentucky Oral History Commission
Project Grant Interim Report, FY18-02
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 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. Sign in red ink.

Project Director Signature:	Date:
Print Name:	Title:



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**Kentucky Oral History Commission
Project Grant Final Report, FY18-02
Deadline: July 26, 2019**

Grant # _____

1. Project Title:						FY	18-02
2. Project Director:							
3. Mailing Address:							
4. City:		5. State:		6. Zip:			
7. County:							
9. Phone Number:				10. Alternate Number:			
11. Email Address:							
12. Fiscal Agent (if applicable):							
13. Phone Number:				14. Alternate Number:			
15. Email Address:							
16. Project Dates:	Begin:				End:		
17. Collection Deposited:	Yes				No		
18. Number of Interviews Conducted:			Hours of Interviews Conducted:				
19. Ky. Counties							
20. Total Volunteer or In-Kind Hours:							
21: Financial Report:							
	Grant Amount Received:						\$
	Total Expenses:						\$
	Total In-Kind Match:						\$
	Total Cash Match:						\$
	Total Cost of Project:						\$
<p><i>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. Sign in red ink.</i></p>							
Project Director Signature:					Date:		
Type Name:				Title:			

As you reach the conclusion of your project, please respond to the following self-assessment questions, placing your project title in the top right hand corner of the page. Submit this assessment in hard copy with the final report form and electronically via email.

1. Summary of your project:

Please provide a 500 - 700 word summary of your presentation. This should include your goals during the onset of the grant start date, the outcomes, and challenges during the project, interesting discoveries during the project and a short anecdote or two about the project as a whole. Most importantly, describe how your project brought archived oral history interviews to new audiences. This summary may be used in part or whole as a public report. If there are parts of this report that you feel should remain private, please indicate this in your summary. The more information you provide, the better we can illustrate the impact of your work and KOHC funding outcomes.

2. Supplemental Material:

Please provide copies of any supplemental material, like press releases, event flyers or project photographs with proper attribution of the source (i.e., newspaper publication information, photo identification and author credits).



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