

# Kentucky Oral History Commission

## Preservation Grant Application, FY18-02

### Deadline: March 19, 2018

## Guidelines

Funds are available to support the preservation of existing oral history interviews located in Kentucky repositories with media in threat of information loss or in a state of deterioration.

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

**Condition of the interview(s) – 30%**

Need for professional preservation.  
Cost benefits.

**Historical Value or Cultural Significance – 25%**

Significance to Kentucky history and and/or culture.  
Originality of collection content.

**Storage and Dissemination plan for newly created media – 30%**

Appropriate budget and preservation specialist competency.  
Digital preservation storage and access.

**Anticipated Accessibility of Finished Project – 15%**

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 individual 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 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: **March 19, 2018**. 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.

**Please attach reference information for the proposed preservation company.**

**Letters of recommendation are encouraged (Maximum of 3).**

**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

**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 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 # or Soc Sec #:			

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

**Signatures in red ink:**

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
<b>Total:</b>		

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 – 25%**
  - Describe the significance of the interview(s) to Kentucky history and/or culture.
  - Discuss the originality of interview content. How will preserving these recordings contribute to the existing historical knowledge of the topic?
3. **Implementation and Quality – 30%**
  - Complete the budget proposal, and provide qualifications for the proposed preservation specialists.
  - Describe the secure digital preservation storage and access plan for the new media.
4. **Anticipated Accessibility of Finished Project – 15%**
  - Explain how the new documentation material will be made accessible (e.g., the partner archive accessibility policy, public presentation of material, we presence, etc.).
  - Detail 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, FY18-02**  
**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:



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 Grant Final Report, FY18-02  
 Deadline: July 26, 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. Sign in red ink.*

Project Director Signature:		Date:
Print Name:	Title:	

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