

Kentucky Oral History Commission

Project Grant Application, FY 18-02

Deadline: March 19, 2018

Guidelines

The Kentucky Oral History Commission (KOHC) provides assistance to both amateur and professional oral historians to conduct oral history research projects on topics of particular significance to Kentucky.

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

Historic Value or Cultural Significance – 25%

- Evidence of research on the proposed topic.
- Knowledge and experience with the content and community.
- Topic's significance to Kentucky history and/or culture.

Originality and Quality – 30%

- Project originality for the proposed topic.
- Oral history experience (or advisor).
- Diverse perspectives represented in the project.
- Proposed project participants.

Planning and Implementation – 30%

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

Anticipated Accessibility of Finished Project – 15%

- Oral history archive partners.
- Public accessibility.
- Anticipated use of material.

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

Eligibility Requirements – The following may apply:

- Any nonprofit institution or organization with an existing oral history program.
- 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. Prior to selecting a professional or institutional sponsor, applicants should contact the KOHC for approval of sponsor's eligibility.
- 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 KOHC.
- 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 **\$7,500**. All applicants are required to provide a 1-to-1 match (i.e., matching funds must be equal to or greater than requested amount). In-kind costs (non-cash, such as donated professional services, office space, etc.) qualify as matching expense. KOHC funds may not be matched by KOHC 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:

2,000 sq. ft. house
 200 sq. ft. office space
 = 10% deduction
 +Property taxes-\$500 per year
 +Property insurance-\$400 per year
 +Property mortgage-\$6,000 per year
 +Property utilities avg.-\$2,400 per year
 = \$9,300 - %10
 Total office space cost \$930 per year
 Suggested office space use 10 days
 \$930 divided by 365 days = \$2.54 per day
 \$2.54 x 10 days = **\$25.40 TOTAL IN-KIND MATCH**

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).
- Other topics of statewide significance not widely documented through oral history.

Items Eligible for Funding – Funding can be provided for the following:

- **Travel and Subsistence** – The Commission will consider funding both in-state and out-of-state travel. Requests should reflect the following state reimbursement rates: \$100 per night for lodging, and \$36 per day for meals for in-state travel, or \$44 per day for meals for locations designated high-rate areas (for a list of these areas contact the Commission). Check mileage rates here: <https://finance.ky.gov/services/statewideacct/pages/travel.aspx>. Funding in excess of state rates will be considered if sufficiently justified. Requests for air travel must reflect coach rates at the lowest fares considered practical for future travel.
- **Supplies** – In addition to general supplies (paper, labels, etc.), the Commission will support the purchase of audio and video recording media (storage cards and external hard drives) as well as audio recorders. The Commission will pay for the rental, not the purchase, of video recording equipment. Unless the applicant has a justifiable preference for particular media or recorders, the Commission may choose to supply the applicant directly with such equipment. *Upon completion of the project, recorders purchased with funds provided through the grant program must be returned to the Commission.* Please contact the Commission prior to application submission for a list of available recording equipment.
- **Stipends** – The Commission will fund **\$100 per interview hour for a project interviewer with documented experience and/or training in oral history research.** (NOTE: For projects involving a series of interviews with one individual, the interviewer will be paid per interview session.) In reviewing stipend requests in excess of the above, the Commission takes into consideration the complexity of subject matter and the experience and/or training of the interviewer. Applicants having additional personnel expenses are encouraged to develop other sources of income to complement the Kentucky Oral History Commission grant award. The Commission will fund additional project personnel costs, only if the personnel are essential to the completion of the project. For example, interviews conducted with non-native English speakers in their native language may request funds to cover fees for a translator. Applicant must justify the request through the FMV.
- **Video-history** – The Commission allows the use of video oral history only when the subject matter is considered appropriate to this method of documentation and the personnel are qualified. The Commission retains the right to decide whether or not proposed video-history is justifiable. Video-history applications will be subject to the same \$7,500 request cap and 1-to-1 match required of other project grant applications. However, the Commission will consider items of expense in addition to those detailed above in acknowledgement of the diverse needs of a video-history project. Such items must be well justified in the proposal. All video-history applications will be subject to review by a panel of experts in the field of media production who will advise the Commission on the technical aspects of the proposal, specifically, the qualifications of personnel, quality, and suitability of equipment, and practicality of the work plan.

Items Ineligible for KOHC Funding – The following CANNOT be funded:

- Indirect costs.
- Office rental expense.
- Stipends for 1) project directors who do not conduct interviews and 2) secretarial/clerical personnel.
- Equipment other than recording media and audio recorders. (Specifically, the Commission will not fund the purchase of photographic equipment, computers, and video equipment.)
- Printing of promotional materials or other promotional activities.
- Production costs directly related to audiovisual, television, or other media presentation.

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:			

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

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 subsistence, and stipends. In the travel and subsistence category, please include the formula for determining costs. Please identify and indicate additional sponsor support.

Item of Expense	Request	Matching (Cash)	<i>Matching (In-Kind)</i>
Travel & Subsistence:			
Project Personnel, Consultants or Volunteers (Stipends):			
Supplies:			
Other:			
Total:			

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. Historic Value or Cultural Significance – 25%

- Detail known research conducted on the proposed topic and the methods for researching.
- Demonstrate knowledge of the historical content and experience with the community represented by the topic.
- Relate the topic's significance to Kentucky history and/or culture.

2. Originality and Quality – 30%

- Discuss the originality of project. How will new interviews and research contribute to the existing knowledge of the topic?
- Describe the project staff's oral history experience and/or detail a partnership with an oral history advisor. (Attach resumes and CVs as supporting material.)
- Describe strategies to ensure that diverse perspectives on the topic being proposed are represented in the research, planning, implementation and interviewing processes.
- Provide information on project interviewees currently identified. (The Commission encourages a minimum of 10 interviews per project, but will accept applications with less.)

3. Planning and Implementation – 30%

- Complete the budget proposal with reasonable figures for the scope of the project.
- Outline the proposed project's timeline. Include research, further participant identification, a mid-project assessment, and preparation for the repository.
- Explain your method of assessing the value of the project upon completion (i.e., successes and failures). This could be a matter of evaluating whether you are hitting your goals set during project planning, formal assessments with advisors or informal assessment with community members from the interviewee community, to name a few methods of assessment.

4. Anticipated Accessibility of Finished Project – 15%

- Identify the KOHC accredited archive where the final project will be donated and any repositories that will receive user copies. 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. (Attach a letter from the repository.)
- Explain how the new documentation material will be made accessible (i.e., the partner archive accessibility policy, public presentation of material, web presence, etc.).
- Explain any anticipated publication, exhibit, or other form of presentation based on the completed interviews.

Attach a one-page resume or CV for each proposed project personnel and advisors.

Attach a letter of support or agreement with the proposed accredited 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.

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

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 oral history project. This should include your goals during the onset of the grant start date, the outcomes, challenges during the project, interesting discoveries during the project and a short anecdote or two about the project as a whole. 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. Interviewee list:

Please provide a list of individuals who were interviewed for this project with a 2-5 sentence summary of the content of the interview.

3. Confirmation of collection deposit:

Please provide a letter from the archive approved to be the final repository for your oral history collection, confirming the collection has been successfully deposited.

4. 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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