

# Kentucky Oral History Commission

## Transcription or Indexing Grant Application, FY18-02

### Deadline: March 19, 2018

## Guidelines

Grant funds are available to support the transcription or indexing of existing oral history interviews located in Kentucky repositories. A Transcription or Indexing Grant is not meant to replace the need for oral history preservation, but rather enhance accessibility to the original audio or video recording.

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

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

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

**Condition of Collection – 30%**

Stable preservation environment.  
Knowledge of collection content.  
Assessment for audibility, stability, and restriction.

**Project Administration – 30%**

Appropriate budget and timeline.  
Transcriptionist or indexer competency.

**Anticipated Use for Public Consumption – 15%**

Public accessibility.  
Anticipated use of materials.

\*Priority for indexing requests will go towards projects working within an indexing access system, such as the Oral History Metadata Synchronizer (OHMS) system\*

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

**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 Kentucky repository for storage of and access to the interviews and transcripts or indexes. If the interviews are not currently in a repository, contact the Commission for a list of accredited Kentucky oral history repositories. In lieu of a fiscal match requirement, the following are prerequisite to application:

- Interviews must be completed and remitted to a repository PRIOR to submitting an application. This is to ensure that the interviews are of sufficient quality and under adequate care to justify transcription or indexing.
- Applicants must have access to a transcription or indexing system appropriate to the recording medium.
- The applicant must audit the transcripts or indexes either at the time of initial creation or within one year. Plans for auditing must be detailed in the application.

**Amount of Funding** – Grant requests may not exceed **\$5,000**. No matching support is required. In other words, the Commission will fund 100 percent of eligible expenses not to exceed \$5,000.

**Items Eligible for Funding** – Transcription grant funds may be used to support the personnel costs for producing a verbatim transcript by an experienced transcriptionist or a summary index by a competent indexer. This is the only item of expense eligible for funding. Personnel costs related to auditing a verbatim transcript or index are to be assumed by the applicant and are a condition of the grant. **Transcription stipends to be paid with Commission funds may not exceed a per interview hour rate of \$120. Indexing stipends to be paid with Commission funds may not exceed a per interview hour rate of \$40.** Applicants required to pay transcribing or indexing personnel a higher salary are encouraged to develop alternate sources of income to complement the Kentucky Oral History Commission grant award.

The proposed transcriptionist is required to have sufficient transcribing experience. This experience does not have to be with oral history recordings, but can be derived from work in the legal or medical profession, or other professions that require transcription of meetings, public hearings, etc. If a transcriptionist is new to the Commission, it is suggested that applicants submit a sample transcript completed by the proposed transcriptionist. The Commission retains the right to reject an application if the qualifications of the transcriptionist are considered inadequate.

The proposed indexer is required to have a base knowledge of oral history indexing. Since this is a relatively new construct to oral historians and archives, the indexer is not required to have extensive experience, but is required to have indexed at least one interview. A sample of this work is suggested.

Priority for indexing funding requests will go towards projects working within an indexing access system, such as the Oral History Metadata Synchronizer (OHMS) system. Utilizing a system built to provide access to indexed interviews in a method that focuses the researcher on the original medium (audio or video) of the interview is the goal of indexing for oral history access.

**Funding Priorities** – The Commission will consider transcription or indexing requests for interviews on any subject of significance to Kentucky. Subject areas designated priorities for transcription are as follows:

- 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 but not widely documented through oral history.

**To Apply** – The deadline for application submission is: **March 19, 2018**. All applications must be **postmarked or delivered** by the deadline. 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 unstapled grant application signed in **red** ink.

**Please attach a one-page resume or CV for proposed project personnel and advisors.**

**Letters of recommendation are encouraged (Maximum of 4).**

**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 request. 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 members and advisory board 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 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.**



Kentucky Oral History Commission • 100 W. Broadway • Frankfort, KY 40601  
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*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:			
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 Transcribed:			

**Signatures in red ink:**

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

## Budget

Commission funds pay only for the stipend to or partial salary of the transcriptionist or indexer. Check the guidelines for information on the current maximum allowable rate per hour of recorded interview.

Please identify and explain the formula for determining stipends/salaries. 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. Historic Value or Cultural Significance (25%)**

- Describe the significance of the interview(s) to Kentucky history and/or culture.
- Discuss the originality of collection content. How will making transcriptions or indexes available contribute to the existing historical knowledge of the topic?

**2. Condition of Collection (30%)**

- Describe the collection repository's preservation environment and policies. (Individual applicants include a letter of support or agreement from proposed repositories).
- Provide a list of interviews to be transcribed or indexed including interviewee names, interview length and other available details.
- Describe the audible quality of interviews and any preservation concerns or access restrictions.

**1. Project Administration (30%)**

- Complete the budget proposal, and provide a timeline and procedures for carrying out the project. Include plans for auditing transcripts and indexes.
- Identify and explain the responsibilities of all project personnel, especially the transcriptionists or indexers who must be identified prior to application submission. (Include work samples and resumes for proposed transcriptionists or indexers.)

**2. Anticipated Use for Public Consumption (15%)**

- Explain how the transcript or index material will be made accessible (i.e., the partner archive's accessibility policy, public presentation of material, web presence, etc.).
- Detail any anticipated publication, exhibit, or other form of presentation based on the interviews.

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



# Kentucky Oral History Commission

## Transcription and Indexing 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 Transcriptions completed:	
10. Number of Transcriptions audited:	
11. Number of Interviews indexed:	

### 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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