

Kentucky Oral History Commission

Preservation Grant Application, FY2019

Deadline FY19-01: Sept. 24, 2018

Deadline FY19-02: March 18, 2019

Guidelines

The Kentucky Oral History Commission (KOHC) provides preservation funds for existing oral history interviews located in Kentucky repositories with media in threat of information loss or in a state of deterioration.

Performance 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.

** 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.

In lieu of a fiscal match requirement, these criteria are prerequisite to application:

- Applicants must provide adequate preservation and access 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.

Grant Cycle Timeline

	FY19-01 Cycle	FY19-02 Cycle
Feedback deadline	Sept 10, 2018	March 4, 2019
Application deadline	Sept. 24, 2018	March 18, 2019
Review of the application by panel	Nov. 9, 2018	April 19, 2019
KOHC board reviews panel recommendations	Dec. 7, 2018	May 3, 2019
Award notification	Dec. 14, 2018	May 10, 2019
Grant conditions form due	Jan. 14, 2019	June 10, 2019
Interim report due	July 26, 2019	Jan. 31, 2020
Request for extension deadline	Nov. 1, 2019	April 1, 2020
Use of grant funds/project must conclude	Dec. 27, 2019	June 26, 2020
Final report due to KOHC	Jan. 31, 2020	July 31, 2020

Amount of Funding – The Commission will fund 100 percent of eligible expenses not to exceed **\$3,500**. No matching support is required.

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:

- Women’s, ethnic, and minority histories.
- Industrial or economic development.
- 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.
- Timely topics of particular relevance to current events, anniversaries, etc.

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 and 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.

Specialist Qualifications – The proposed specialist or company 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.

To Apply – The deadlines for application submission are: **Sept. 24, 2018** or **March 19, 2018**. All applications and supporting materials must be **postmarked or delivered** by the deadline. Applications and supporting materials 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. The applicant is required to provide the Commission with the original, single-sided, unstapled grant application signed in **red ink**.

NOTICE: If reapplying for an unfunded application or continuation of a previous preservation grant, applicant **MUST** treat the application process as if applying for a new grant. 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 (print and electronic) that result from KOHC funded oral history projects including exhibits, web sites, advertising promotions, news releases, printed programs, catalogues, flyers, posters, literature, film/video credits, public broadcasts, and other publicity. Repositories housing KOHC funded collections must credit the Commission as funder in catalogues, OHMS finding aids and other public access platforms. 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 technical assistance or answers to project-related questions, applicants are encouraged to contact Oral History Administrator Sarah M. Schmitt. For feedback on a developing KOHC grant applications, submit a draft to the oral history administrator at least two weeks prior to the grant deadline. This is strongly encouraged for first-time applicants. Draft applications can be emailed for review.

Complete this form and submit a signed copy as the coversheet for your entire application

Grant # _____

Oral History Collection:			
Collection Description (50 – 100 words):			
Project Director/Title:			
Address:			
City/State/Zip:			
Telephone:		Email:	

Grantee (fiscal agent):			
Address:			
City/State/Zip:			
Telephone:		Email:	
Federal ID# or Soc Sec #:		County:	

Repository:			
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Proposed Specialist:			
Address:			
City/State/Zip:			
Telephone:		Email:	

Amount of Grant Request:			
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.

Identify and explain the formula for determining cost. While matching funds are not required for this grant application, indicate any anticipated matches.

Item	Matching	Request
Total:		

Performance Expectations

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 of sending 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 digital files will be made accessible (e.g., the archive accessibility policy, public presentation of material, we presence, etc.).
 - Detail any anticipated publication, exhibit, or other form of presentation based on the interviews.

Attach quoted and reference information for the proposed preservation company.

Letters of recommendation are encouraged (Maximum of 3).

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Kentucky Oral History Commission
Preservation Grant Interim Report, FY2019
Deadline FY19-01: July 26, 2019
Deadline FY19-02: Jan. 31, 2020

Grant # _____

Oral History Collection:	
Project Director/Title:	
Grantee (fiscal agent):	
Address:	
City, State, Zip:	
Telephone:	
Email:	
Repository:	
Specialist:	
Number of Interviews Completed:	
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:	
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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
Preservation Grant Final Report, FY2019
Deadline FY19-01: Jan. 31, 2020
Deadline FY19-02: July 31, 2020

Oral History Collection:	
Project Director/Title:	
Grantee (fiscal agent):	
Address:	
City, State, Zip:	
Telephone:	
Email:	
Repository:	
Specialist:	
Number of Interviews Completed:	
Kentucky Counties Represented in Collection:	
Total Volunteer or In-Kind Hours:	

Narrative Report

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 consider writing this portion in a public voice.

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.

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:	
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