

# Kentucky Oral History Commission

## Project Grant Application, FY2019

Deadline FY19-01: Sept. 24, 2018

Deadline FY19-02: March 18, 2019

### 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.

**Performance 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 an **institutional or professional advisor**. Prior to selecting an advisor, applicants should contact the KOHC for approval.

All applicants must have a **written agreement with a KOHC accredited Kentucky repository** for storage of and access to the interviews. Accredited Kentucky oral history repositories include: Thomas D. Clark Center for Kentucky History, Louie B. Nunn Center at the University of Kentucky, William H. Berge Oral History Center at Eastern Kentucky University, Oral History Center at University of Louisville, Berea College Special Collections and Archives, Western Kentucky University Manuscripts and Folklife Archives. Projects will not be funded if the applicant has an outstanding final report or delinquent interviews funded through the KOHC or other KHS program.

**NOTE: Applicants may not apply for KOHC grant funding for the same project in consecutive grant cycles** (e.g., after receiving a project grant in FY18-02, an applicant must wait until FY19-02 to apply for additional project funding, a transcription or indexing grant, or a presentation grant. The project is ineligible for KOHC funding during the FY19-01 cycle.)

**Grant Cycle Timeline**

	<b>FY19-01 Cycle</b>	<b>FY19-02 Cycle</b>
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
Interviews due to repository	Jan. 31, 2020	July 31, 2020

**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 expenses. 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 assigned to the specific space. If no value is assigned (such as an in-home office), use the following equation for the space: calculate the percentage of the home used of the total square footage of the house. Calculate your total annual property overhead (property taxes, insurance, mortgage payments, and utilities). Determine an annual space cost by multiplying the annual property overhead by the percentage of the home used. Calculate a daily fee for the space by dividing the annual space cost by 365 days. Multiple the daily cost by the number of days the space will be used for the project.

Example of donated home office space formula:

- 200 sq. ft. space of a 2,000 sq. ft. house = 10% of the home used
- \$500 per year property tax + \$400 per year property insurance + \$6,000 per year mortgage payment + 2,400 per year utilities costs = \$9,300 annual property overhead
- 10% of \$9,300 = \$930 annual space cost
- \$930 divided by 365 days = \$2.54 daily cost
- \$2.54 daily cost x 10 project 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:

- 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** – 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.** 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 Funding** – The following expenses CANNOT be paid using KOHC funds, but *may* be purchased with matching funds or used as an in-kind matching if integral to the project::

- 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.)
- Activities funded through of the KOHC grant categories (i.e., transcription, indexing, and presentation).
- Printing of promotional materials or other promotional activities.
- Production costs directly related to audiovisual, television, or other media presentation.

**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 a continuation of a project previously funded by the KOHC, 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 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 (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.**



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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.*

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 Director/Title:			
Address:			
City/State/Zip:			
Telephone:		Email:	

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

Advisor or Advising Institution (if applicable):			
Address:			
City/State/Zip:			
Telephone:		Email:	

Accredited Repository:	
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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, include the formula for determining costs. Identify and indicate additional sponsor support.

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

## 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. Historic Value or Cultural Significance – 25%

- Detail research conducted on the proposed topic.
- 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, contact the Commission. (Attach a letter from the accredited repository.)
- Explain how the new documentation material will be made accessible (i.e., the partner archive accessibility policy, anticipated public presentation of material, web presence, etc.).
- Explain any anticipated publication, exhibit, or other form of presentation based on the completed interviews.

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

**Attach a letter of agreement with the proposed accredited repository.**

**Letters of recommendation are encouraged (maximum of four).**

**Kentucky Oral History Commission**

**Project Grant Interim Report, FY2019**

**Deadline FY19-01: July 26, 2019**

**Deadline FY19-02: Jan. 31, 2020**

Project Title:	
Project Director/Title:	
Grantee (fiscal agent):	
Address:	
City, State, Zip:	
Telephone:	
Email:	
Number of Interviews Completed:	
Provide a 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**

**Project Grant Final Report, FY2019**

**Deadline FY19-01: Jan. 31, 2020**

**Deadline FY19-02: July 31, 2020**

Project Title:			
Project Director/Title:			
Address:			
City/State/Zip:			
Telephone:		Email:	

Grantee (fiscal agent):			
Address:			
City/State/Zip:			
Telephone:		Email:	
County:			

Repository:		Deposited:	
Number of Interviews:		Interview Hours:	
Kentucky Counties Represented in Collection:			
Total Volunteer or In-Kind Hours:			
Financial Report:			
	Grant Amount Received:	\$	
	Total Expenses:	\$	
	Total In-Kind Match:	\$	
	Total Cash Match:	\$	
	Total Cost of Project:	\$	

*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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**As you reach the conclusion of your project, 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:**

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, 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:**

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:**

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:**

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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