

**Kentucky Oral History Commission**  
**Technical Assistance Grant Application, FY2019**  
**Deadline: Ongoing**

**Guidelines**

Technical assistance grants are non-cash grants that provide audio-recording equipment, recording media, and training to applicants. This grant category is designed to support local and community oral history projects undertaken by individuals or organizations with little oral history experience OR those only requiring equipment loan (not funds).

**Eligibility Requirements** – Any individual or organization conducting oral history research on the local or community level may apply. Applicants may include county historical societies, civic organizations, and teachers (grades nine through twelve only) using oral history in the classroom. No oral history experience or training is necessary. Applicants must not have outstanding final reports or delinquent interviews funded through the KOHC or other KHS program.

**Grant Award** – Successful applicants receive:

- A minimum of one audio recorder and external microphone.
- All required recording media (i.e., memory cards).
- Training and supervision by a member of the Commission’s staff or other oral history professional assigned by the Commission. The degree of training and supervision will depend on the individual applicant’s needs.

**Repository** – All applicants must have a **written agreement with a KOHC accredited Kentucky repository** for storage of and access to the completed interviews by preservation standards. The KOHC will assistance in finding a suitable repository for completed interviews. User copies may be provided to additional secondary repositories.

**Grant Cycle Timeline**

Application deadline	Ongoing
Award notification	Within 60 days of submitting the application
Interim Report Due	Six months after receipt of equipment and training
Request for extension deadline	April 1, 2019 or Nov. 1, 2019
Project must conclude	Twelve months after receipt of equipment and training
Final report and equipment due	30 days after completion

**To Apply** – Applications may be submitted at any time and are subject to approval of the Kentucky Oral History Commission staff. The applicant is required to provide the Commission with the original, unstapled grant application signed in red ink.

**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.

**Complete this form and submit a signed copy as the cover sheet for your entire application.**

**Grant# \_\_\_\_\_**

Project Title:			
Short Project Abstract (50 – 100 words):			
Project Begin Date:		Project End Date:	
Project Director:			
Address:			
City/State/Zip:			
Telephone:		Email:	

Organization (if applicable):			
Address:			
City/State/Zip:			
Telephone:		Email:	
County:			

Accredited Repository:			
Secondary Repository (if applicable):			
Number of Recorders Requested:		Anticipated Number of Interviews:	

*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:		Date:	
Organization Official (if applicable):		Title:	

## Performance Expectations

Commission staff review applications according to these criteria (Maximum 2 pages):

### 1. Historic Value or Cultural Significance

- Describe the project's purpose, goals, and historical value and/or cultural significance to Kentucky, including the specific geographic areas and topics to be covered.
- List the project staff. Describe their knowledge of the historical content and experience with the community represented by the topic.

### 2. Planning and Implementation

- Describe the project staff's oral history experience. Attach resumes and CVs as supporting material. **Experience is not a pre-requisite of this grant, but including these details will help determine the level of training required.**
- Provide a project timeline. Include research time, name of potential interviews, further participant identification, a mid-project assessment, and preparation for the repository.
- Demonstrate community support of the proposed project. Include potential partnerships. Letters of support are encouraged.

### 3. Anticipated Accessibility of Finished Project

- 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 interviews will be made accessible (i.e., the partner archive accessibility policy, anticipated public presentation of material, web presence, etc.) and any anticipated publication, exhibit, or other form of presentation based on the completed interviews.

**Attach a one-page resume or CV for the director, staff, and advisors.**

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

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

**For technical assistance or answers to project-related questions, applicants are encouraged to contact Oral History Administrator Sarah M. Schmitt.**



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**  
**Technical Assistance Grant Interim Report, FY2019**  
**Due: Six months after receipt of equipment and training**

Grant # \_\_\_\_\_

Project Title:	
Project Director:	
Address:	
City, State, Zip:	
Telephone:	
Email:	
Organization:	
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**  
**Technical Assistance Grant Final Report, FY2019**  
**Deadline: 30 days after completion**

Grant # \_\_\_\_\_

Project Title:			
Project Director:			
Address:			
City, State, Zip:			
Telephone:			
Email:			
Organization:			
Repository:		Deposited:	
Number of Interviews Completed:		Equipment Returned:	
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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