

# Kentucky Oral History Commission

## Transcription or Indexing Grant Application, FY2019

Deadline FY19-01: Sept. 24, 2018  
Deadline FY19-02: March 18, 2019

### 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.

**Performance 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.

**Public Access and Anticipated Use – 15%**

Public accessibility.  
Anticipated use of materials.

\*Priority for indexing requests will go to projects working with 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** – The following may:

- Any Kentucky-based, nonprofit institution or organization with an existing oral history collection may apply.
- Individuals may apply with a written agreement from a Kentucky repository for storage of and access to the interviews and transcripts or indexes. 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. If the interviews are not currently in a repository, contact the Commission for a list of accredited Kentucky oral history repositories that may be willing to accept the interviews and transcriptions.

In lieu of a fiscal match requirement, the following are prerequisite to application:

- Applicants must have access to a transcription or indexing system appropriate to the recording medium.
- The applicant must audit the transcripts or indexes at the time of initial creation or within one year. Plans for auditing must be detailed in the application.

**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
Transcriptions/Indexes due to repository	Jan. 31, 2020	July 31, 2020

**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.

**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** – 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. Personnel 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 rate of \$120 per interview hour. Indexing stipends to be paid with Commission funds may not exceed a rate of \$40 per interview hour.** 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.

**Transcriber Qualifications** – 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.

**Indexer Qualifications** – The proposed indexer is required to have a base knowledge of oral history indexing. As digital, multi-level indexing is a relatively new construct to oral historians and archives, the indexer is required to have indexed at least one interview. A sample of this work is suggested.

**Indexing Access Systems** – Priority for indexing funding requests will go to 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.

**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 project previously funded by the KOHC, applicant **MUST** treat the application process as if applying for a new grant request. 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 (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 # \_\_\_\_\_

Transcription		Index	
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Oral History Collection:			
Collection and Project 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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Amount of Grant Request:			
Number of Interviews to be transcribed or indexed:			

**Signatures in red ink:**

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

**Budget**

Commission funds pay the stipend or partial salary of the transcriptionist or indexer. Check the guidelines for the current maximum allowable rate per hour. Identify and explain the formula for determining stipends/salaries. While matching funds are not required for this grant application, indicate any anticipated matches.

Item	Matching	Request
<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%**
  - 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.
3. **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.)
4. **Public Access and Anticipated Use – 15%**
  - Explain how the transcript or index materials 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.

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

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

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

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

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

Transcription		Index	
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Oral History Collection:	
Project Director/Title:	
Grantee (fiscal agent):	
Address:	
City, State, Zip:	
Telephone:	
Email:	
Repository:	
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**  
**Transcription and Indexing Grant Final Report, FY2019**  
**Deadline FY19-01: Jan. 31, 2020**  
**Deadline FY19-02: July 31, 2020**

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

Oral History Collection:	
Project Director/Title:	
Grantee (fiscal agent):	
Address:	
City, State, Zip:	
Telephone:	
Email:	
Repository:	
Number of Interviews Completed:	
Number of Interviews Audited:	
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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