

# Kentucky Oral History Commission

## Project Grant Application, FY2022

Deadline FY22-01: Oct. 4, 2021

Deadline FY22-02: March 21, 2022

### Guidelines

The Kentucky Oral History Commission (KOHC) provides assistance for interviewers conducting oral history research projects on topics of 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 (and advisor if applicable).
- 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 or organizations employing individuals with documented training and experience in oral history.
- Individuals or organizations employing individuals with some experience in the practice of oral history who have obtained an **institutional or professional advisor** with professional training and experience in oral history.

Applicants must have a **written agreement (email is acceptable) with an accredited Kentucky repository** for storage of and access to the interviews. Accredited Kentucky oral history repositories include: Kentucky Historical Society, 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. Access permission may be provided to additional secondary repositories. Applicants with outstanding final reports or delinquent interviews funded through the KOHC or other KHS program are ineligible.

**NOTE: Applicants may not apply for more than one KOHC grant in a single cycle. Applicants may not apply for funding for the same project in consecutive grant cycles** (e.g., after receiving a project grant in FY22-01, an applicant must wait until FY23-01 to apply for additional project funding, a transcription/indexing grant, or a presentation grant. The project is ineligible for any KOHC funding during the FY22-02 cycle.)

**Grant Cycle Timeline**

	<b>FY22-01 Cycle</b>	<b>FY22-02 Cycle</b>
Feedback deadline	Sept. 20, 2021	March 7, 2022
Application deadline	<b>Oct. 4, 2021</b>	<b>March 21, 2022</b>
Review of the application by panel	Nov. 5, 2021	April 15, 2022
KOHC board reviews panel recommendations	Dec. 3, 2021	May 6, 2022
Award notification	Dec. 10, 2021	May 13, 2022
Grant conditions form due	Jan. 14, 2022	June 10, 2022
Interim report due	July 29, 2022	Jan. 27, 2023
Request for extension deadline	Nov. 1, 2022	April 1, 2023
Use of grant funds/project must conclude	Dec. 30, 2022	June 30, 2023
Final report due to KOHC	Jan. 27, 2023	July 28, 2023
Interviews due to repository	Jan. 27, 2023	July 28, 2023

**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 matches may include donations of equipment, office supplies, travel, workspace, or the monetary value of time contributed by professional and technical personnel and other labor, if the services provided are an integral and necessary part of the funded project. In-kind expenses must be calculated 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**. All work must be directly related to the project (i.e., recording interviews, research, etc.)
- **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 50 project days = **\$127.00 TOTAL IN-KIND MATCH**

**Funding Priorities** – Applications are not limited to specific subjects. However, the Commission may give primary consideration to the following areas:

- Print journalism
- Women veterans
- The COVID-19 pandemic
- Food traditions and foodways
- Women in government and politics
- Summer of 2020 protests and other social movements
- Mental Health and other healthcare concerns

**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>). Requests for air travel must reflect coach rates at the lowest fares. Travel costs and arrangements in excess of state rates will be the responsibility of the applicant and can be used as a cash or in-kind match.

**Supplies and Equipment** – 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, microphones., and other equipment. **Upon completion of the project, recorders and microphones 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. The Commission will pay for the rental, not the purchase, of video recording equipment. The Commission reserves the right to suggest or revise equipment purchase requests and vendors. Unless the applicant has a justifiable preference for particular media or recorders, the Commission may choose to supply the applicant directly with such equipment.

**Stipends** – The Commission will fund:

- **\$100 per interview 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.)
- **\$35 per interviewee to support research, question formulation, phone calls, paperwork completion, and other activities necessary to conduct a responsible interview and make it ready for a repository.**

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 and pay a fair market value rate.

**Video-history** – The Commission will fund 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. The designated repository must be accredited to accept and maintain video files.

**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 match if integral to the project:

- Indirect costs (e.g., office rental expense).
- Stipends and salaries for personnel not directly contributing to the grant-funded project through research, advisement, or interviewing. (When using stipends and salary amounts as a match, all such personnel must be work directly on the project and their contribution calculated at an hourly rate.)
- 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 one 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 (e.g., editing).

**To Apply** – The deadlines for application submission are **Oct. 4, 2021**, or **March 21, 2022**. 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, the applicant **MUST** treat the application process as if applying for a new grant. The grant review committee changes panelists cyclically. Do not omit key application questions with the assumption that the grant review committee will remember the previous application.

**How Decisions are Made** – A qualified panel comprised of KOHC members and advisors 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.

**For technical assistance or answers to project-related questions, applicants are encouraged to contact Oral History Administrator Sarah M. Schmitt, [sarahm.schmitt@ky.gov](mailto:sarahm.schmitt@ky.gov). 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 # \_\_\_\_\_

Project Title:			
Short Project Abstract (50 – 100 words):			
Project Director/Title:			
Address:			
City/State/Zip:			
Phone:		Email:	

Grantee (fiscal agent):			
Address:			
City/State/Zip:			
Phone:		Email:	
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)
h h # † (Stipends for project work calculated at an hourly rate):			
u o (# ):			
<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.)

### 3. Planning and Implementation – 30%

- Complete the proposal budget 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). Methods should evaluate whether you are hitting your goals set during project planning, include formal assessments with advisors or informal assessment with community members from the interviewee community, and other approaches.

### 4. Anticipated Accessibility of Finished Project – 15%

- Identify the KOHC accredited archive where the final project will be donated and any repositories that will provide additional access. (Attach a letter from the accredited repository.) All applicants are required to deposit their interviews within 30 days of completion of the grant period. Any access restrictions on the interviews must be explained and justified in this section. For a list of accredited Kentucky repositories, contact the Commission.
- Explain how the new documentation material will be made accessible (i.e., the partner archive's 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.

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

**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, FY202**  
**Deadline FY22-01: July 29, 2022**  
**Deadline FY22-02: Jan. 27, 2023**

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

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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*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

## Project Grant Final Report, FY202

**Deadline FY22-01: Jan. 27, 2023**

**Deadline FY22-02: July 28, 2023**

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

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

Accredited Repository:		Deposited:	yes	no
Secondary Repository:				
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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