

# Kentucky Oral History Commission

## Transcription/Indexing Grant Application, FY2022

Deadline FY22-01: Oct. 4, 2021  
Deadline FY22-02: March 21, 2022

### Guidelines

Grant funds are available to support the transcription and/or indexing of existing oral history interviews located in Kentucky repositories\*.

**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 – 25%**

Stable preservation environment.  
Knowledge of collection content.  
Assessment for audibility, stability, and restriction.

**Project Administration – 25%**

Appropriate budget and timeline.  
Transcriber or indexer competency.

**Public Access and Anticipated Use – 25%**

Public accessibility.  
Anticipated use of materials.

\* A Transcription Index Grant is not intended to replace the need for oral history preservation, but rather enhance accessibility to the original audio or video recording. 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 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, transcripts and/or indexes. The recorded interviews must be completed and remitted to a repository PRIOR to submitting an application to ensure they are of sufficient quality and under adequate care to justify transcription and/or indexing. If the interviews are not currently in a repository, contact the Commission for a recommended Kentucky repository that may be willing to accept the interviews, transcripts, and/or indexes.

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

- Applicants must have access to a transcription and/or indexing system appropriate to the recording medium.
- The applicant must audit the transcripts and/or indexes during the grant period. Plans and personnel for auditing must be detailed in the application.

**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
Transcriptions/Indexes due to repository	Jan. 27, 2023	July 28, 2023

**Amount of Funding** – Grant requests may not exceed **\$5,000**. No matching support is required. The Commission will fund 100 percent of eligible expenses not to exceed \$5,000.

**Funding Priorities** – Although the Commission will consider transcription and/or indexing requests for interviews on any subject of significance to Kentucky, the following are designated priorities:

- 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** – **Transcription grant funds** may be used to support the cost for producing verbatim transcripts by an experienced transcriber, a transcription service, or digitally (by voice-recognition software). **Auditing grant funds** may be used to review each verbatim transcript or index for accuracy. **Syncing grant funds** may be used to sync a verbatim transcription with the interview using the Oral History Metadata Synchronizer (OHMS). **Indexing grant funds** may be used to support the personnel costs for producing a summary index by a competent indexer.

Grant Approved Rates:

- \$120 per interview hour for transcription produced by an experienced transcriber or transcription service.
- \$30 per interview hour to audit a transcription produced by a transcriber or service.
- \$50 per interview hour for a transcription produced digitally (by voice recognition-style software).
- \$80 per interview hour to audit a transcription produced digitally (by voice recognition-style software).
- \$15 per interview hour to sync a transcript and recorded interview using OHMS.
- \$65 per interview hour for indexing.
- \$20 per interview hour to audit an index.

Applicants required to pay a higher rate for services are encouraged to develop alternate sources of income to complement the Kentucky Oral History Commission grant award. Syncing and auditing activities are frequently used as an in-kind match for budgets exceeding \$5,000.

**Transcriber Qualifications** – The proposed transcriber must have sufficient transcribing experience with oral history recordings, in the legal or medical profession, or other professions that require transcription of meetings, public hearings, etc. Submit a sample transcript completed by the proposed transcriber.

**Transcription Service Requirements** – The proposed transcription service must have sufficient transcribing experience with oral history recordings and comply with Oral History Association Principles and Best Practices.

**Digital Transcription Requirements**– Describe the proposed software or platform, indicate its rate of accuracy, and provide an audited sample transcript.

**Syncing Qualifications** – Syncing in OHMS requires no prior qualifications or experience, but the timeline should include plans for training the syncer.

**Auditing Qualifications** – Auditing requires no prior qualification or experience in auditing, but does require expertise in the interview topics and subject matter. Auditing digitally produced transcripts requires more time and skill in copyediting than those produced by a transcriber.

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

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

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:	
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**

Applicants may apply for transcription funds, indexing funds, or both. Regardless, auditing is required for each transcription or index produced during the grant cycle. Syncing funds are available, but not required. While matching funds are not required for this grant application, indicate any anticipated matches. Multiple interviews hours by rate for each item.

Item	Interview Hours	Rate	Request	Match
Transcription		\$120 \$50		
Transcription Auditing		\$30 \$80		
Syncing		\$15		
Indexing		\$65		
Index Auditing		\$20		
<b>Totals:</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 and/or indexes available contribute to the existing historical knowledge of the topic?
2. **Condition of Collection – 25%**
  - Describe the collection repository’s preservation environment and policies. (Individual applicants must include a letter of support or agreement from proposed repositories).
  - Provide a list of interviews to be transcribed and/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 – 25%**
  - 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 transcribers or indexers, who must be identified prior to application submission. (Include work samples and resumes for proposed transcribers or indexers, or company or product descriptions.)
4. **Public Access and Anticipated Use – 25%**
  - 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.**

**Attach a company or product description for services, software, or online platforms.**

**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/Indexing Grant Interim Report, FY2022**  
**Deadline FY22-01: July 29, 2022**  
**Deadline FY22-02: Jan. 27, 2023**

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

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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*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**  
**Transcription/Indexing Grant Final Report, FY2022**  
**Deadline FY22-01: Jan. 27, 2023**  
**Deadline FY22-02: July 28, 2023**

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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