

# KentuckyHistoricalSociety

Kentucky Oral History Commission  
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## Kentucky Oral History Commission Preservation Grant Application FY13-02

Preservation grants are available to support the preservation of existing oral history interviews located in Kentucky repositories whose subject matter is considered a priority research topic by the Kentucky Oral History Commission or whose media is in threat of information loss or in a state of deterioration.

**Project Expectations** – Applications are subject to the approval of the Commission. The KOHC members review applications according to the following criteria:

### **Condition of the interview(s) - 30%**

- Describe the need for professional preservation vs. in-house processing
- Demonstrate the cost benefits to send this out for migration vs. in-house processing

### **Historical Value or Cultural Significance - 40%**

- Originality of collection content
- Collection's significance to Kentucky history

### **Storage and Dissemination plan for newly created media – 20%**

- Describe the digital preservation storage and access plan for the new media

### **Anticipated Accessibility of Finished Project – 10%**

- Public Accessibility
- Anticipated use of material

**Eligibility Requirements** – Any Kentucky-based, nonprofit institution or organization with an existing oral history collection may apply. Organizations not affiliated with an appropriate Kentucky repository for storage of and access to the interviews must have a written agreement with such an approved repository. For a listing of Kentucky repositories, please contact the Commission. In lieu of a fiscal match requirement, the following are prerequisite to application:

- Applicants must provide secure support for digital media upon migration completion
- The applicant must review the completed digital files before submitting final reports. Plans for this review must be addressed in the application.

**Amount of Funding** –The Commission will fund up to 100 percent of eligible expenses not to exceed \$3,500. No matching support is required.

**Items Eligible for Funding** -- Preservation grant funds may be used to support the costs for producing a digital copy of analogue recorded-oral history interviews.

This is the only item of expense eligible for funding. Personnel costs related to reviewing the digitized collections as well as a costs for digital storage are to be assumed by the applicant and are a condition of the grant. Applicants in need of

audio editing or restoration are encouraged to develop alternate sources of income to complement the Kentucky Oral History Commission grant award.

The proposed media preservation specialist must be able to satisfactorily prove experience with the latest standards of digital media preservation. This experience does not have to be with oral history recordings, but can be derived from work in other audio fields such as music, radio, or field recordings. The proposed specialist **MUST** work with preservation standards and have experienced analogue-media specialists on staff. The KOHC retains the right to reject an application if the qualifications of the audio-transfer specialist are considered inadequate.

**Funding Priorities** –Generally, the KOHC will consider transcription requests for interviews on any subject of significance to Kentucky. Subject areas normally designated priorities for transcription are as follows:

- Ethnic and minority history (including women)
- Kentucky political history
- Industrial and economic development
- Collections older than ten years or in fragile condition

**To Apply** –The deadline for application submission is: **May 1**. All applications must be **postmarked** by the deadline. 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. If a copy of the completed application, work samples and/or support materials fails to arrive by the specified date your application will be eliminated from consideration.

The applicant is required to provide the Commission with the original unstapled grant application signed in non-black ink. Notification of the Commission's decision should be received within sixty days of the appropriate deadline.

**NOTICE:** If reapplying for a continuation of a project previously funded by the KOHC, applicant **MUST** treat the application process as if applying for a new grant. Please 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 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 are, by definition, under contract to the Kentucky Oral History Commission and, as such, must give credit to the Commission and the KHS in all published materials and announcements (print and electronic) including web sites, advertising promotions, news releases, printed programs, catalogues, flyers, posters, literature, film/video credits, public broadcasts, and other publicity. Please 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 feedback on a developing KOHC grant application, please submit an application draft to the KOHC administrator at least 2 weeks prior to the grant deadline.**

**Please fill out the following information and submit a signed copy as the coversheet for your entire application**

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 # (If non profit) or Soc Sec #	

Repository Responsible for Interview Storage and Access	
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Amount of Grant Request:	
Anticipated Number of Interviews to be Transcribed:	

**Signatures:**

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

**Budget**

Commission funds pay only for the fees associated with professional audio/video preservation.

Please identify and explain the formula for determining cost. While Matching, either In-Kind or Cash, is not required for this grant application, please indicate any anticipated matches.

Item	Matching	Request
<b>Preservation Cost:</b>		
<b>Total:</b>		

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 (40%)**
  - Describe the historical/cultural significance of the interviews to be transcribed
  - Emphasize originality of collection content
  - Focus on the collection’s significance to Kentucky history
  
2. **Condition of Collection (30%)**
  - Identify interviewees by name
  - Give a general description of the overall content of the interviews
  - Include estimate or exact time of each interview
  - Describe the need for professional preservation vs. in-house processing
  - Demonstrate the cost benefits to send this out for migration vs. in-house processing
  
3. **Storage and Dissemination Plan for Newly Created Media – 20%**
  - Describe the secure digital preservation storage and access plan for the new media
  
4. **Anticipated Use for Public Consumption (10%)**
  - Explain the plan for how the new documentation material will be made accessible (ie: the partner archive accessibility policy, public presentation of material, web presence etc...)
  - Any anticipated publication, exhibit, or other form of presentation based on the interviews should also be explained.

Please attach reference information for the proposed preservation company

Letters of recommendation are encouraged (Maximum of 3).

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For technical assistance or project-related questions, applicants are encouraged to contact the administrator at the Kentucky Oral History Commission: Sarah Milligan at [sarah.milligan@ky.gov](mailto:sarah.milligan@ky.gov) or 502-564-1792 ext 4434

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