KENTUCKY ORAL HISTORY COMMISSION

Presentation Grant Application, FY2026
Deadline FY26-01: Oct. 5, 2025
Deadline FY26-02: March 15, 2026
Guidelines
Eligibility Requirements:
- ✓ Must 18 years old or older
- ✓ Have no current or outstanding KOHC grants
- ✓ Only apply for one KOHC grant per cycle*
- ✓ Interviews must be completed and deposited in a KY-based repository BEFORE applying.[1]
- ✓ **Organizations with extant oral history programs must have express** use permission and/or copyright over the interviews.[2]

The following may apply in partnership with a reputable KY-based repository:

- ✓ Non-profits or community-based organizations
- ✓ Individuals with professional oral history and documentation experience.
- ✓ Individuals with some oral history experience who have **a confirmed institutional/professional advisor.[3]**

*Stipulation applies to project, transcription/indexing, and presentation grant recipients ONLY. Applicants who have been awarded a technical assistance grant and are in good standing can apply for another KOHC grant.[4]

All applicants are strongly encouraged to make a grant consultation appointment and send in a draft application to Michael Kilmore before submitting their application materials.
- • **[Click here](#) to schedule a grant consultation appointment or contact Michael.kilmore@ky.gov, 502-782-2136**

Required Application Documents:
- ✓ Grant narrative
- ✓ Completed cover sheet (see attached).
- ✓ Budget cover sheet
- ✓ Resume/CV and work sample for key personnel.
- ✓ Letters of support from **all** proposed community partners.
- ✓ **For organizations/individuals without in-house collections ONLY:** a letter of support or agreement with the proposed repository.

Optional Application Documents:
- • Letters of recommendation are encouraged (maximum of four).

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[1] 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, transcriptions, and/or indexes.
[2] Non-profits or community organizations must have supporting documentation for their ownership claims over the interviews.
[3] Prior to selecting an advisor, applicants should contact the KOHC for approval.
[4] For example, after receiving a project grant in FY23-01, an applicant must wait until FY24-01 to apply for additional project funding, a transcription/indexing grant, or a presentation grant. The project is ineligible for any KOHC funding during the FY24-02 cycle.

Performance Expectations

Write a grant narrative that addresses the following performance expectations. Your responses will be weighted by the following percentages (maximum 5 pages):

- **INTRODUCTION: Provide a brief overview of the proposed presentation of oral history interviews, including the topic and medium. (This section is not scored).**

Project Significance – 30%
- Evidence of research and research methods conducted on proposed topic.
- Knowledge and experience with the content and community/communities of people represented by collection topic.
- Describe the topic's significance to the community's history, culture and/or everyday lived experience.
- Relevance of topic to public history.

Capacity and Quality – 40%
- Provide a list of interviews including interviewee names, interview length, audible quality, preservation concerns, and access restrictions.
- Explain why the proposed presentation method is appropriate for the oral history project.
- Describe the roles of each project team member, including an advisor if applicable and their level of experience with oral history.
- Describe collaborations and partnerships that you have established with key community stakeholders related to your project.
- Describe strategies to ensure that multiple perspectives are represented in all phases of your project.

Planning and Implementation – 30%
- A practical and detailed budget calculating all project-related expenses. Please include a budget narrative explaining all in-kind, cash match, and direct funding requests.
- Timeline, including a mid-point assessment.
- Project assessment: (required as part of your final report) outcomes should be quantifiable/measurable and assess the value of the completed project.
- Communications plan: explain how audiences will find and access your completed presentation.

Application Process & Timeline

To Apply – All applications and supporting materials must be postmarked, delivered, or emailed by the deadline **(October 5th, 2025 & March 15, 2026).** Applications can be emailed to (michael.kilmore@ky.gov). 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 sent by mail).

Upon receipt of application, you will get a reply email. If you have submitted an application and NOT received a reply email, please contact Michael Kilmore at 502-782-2136 (Michael.kilmore@ky.gov).

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 guidelines for each specific grant category. The panel's recommendations are forwarded to the KOHC for the final decision.

Grant Cycle Timeline

	FY26-01 Cycle	FY26-02 Cycle
Feedback deadline	Sept. 21, 2025	March 1, 2026
Application deadline	**Oct. 5, 2025**	**March 15, 2026**
Review of the application by panel	Nov. 7, 2025	April 24, 2026
KOHC board reviews panel recommendations	Dec. 5, 2025	May 8, 2026
Award notification	Dec. 8, 2025	May 11, 2026
Grant conditions form due	Jan. 9, 2026	June 5, 2026
Interim report due	July 24, 2026	Jan. 30, 2027
Request for extension deadline	Nov. 2, 2026	April 3, 2027
Use of grant funds/project must conclude	Dec. 31, 2026	June 30, 2027
Final report due to KOHC	Jan. 30, 2027	July 24, 2027

Funding Priorities – Applications are not limited to specific subjects; however, the Commission will give weight to the overall quality, completeness, and the level of planning demonstrated in the application. The KOHC reserves the right to give priority consideration to projects that align with collecting needs of the KOHC/Kentucky Historical Society, or that document the history and culture of communities or topics that could be considered underrepresented/endangered.

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

Project Title:	
Oral History Collection Description (30 – 50 words):	
Short Project Abstract (50 – 100 words):	
Project Director/Title:	
Address:	
City/State/Zip:	
Telephone:	Email:

Advisor or Advising Institution (if applicable):	
Address:	
City/State/Zip:	
Phone:	Email:

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

Repository:	

Total Amount of Grant Request:	

Please sign below (electronic and handwritten signatures are both acceptable):

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

Budget

- Funds are available for the presentation of existing oral history collections using a variety of media including, but not limited to, traditional exhibit, online exhibit, film, publication, radio, and podcast.

Amount of Funding – **Amount of Funding** – Funding requests may not exceed **$2,500**. All applicants are required to provide a 1-to-1 match (i.e., matching funds must be equal to or greater than the requested amount). In-kind costs (non-cash, such as donated professional services, office space, etc.) qualify as matching expense. Commission funds may not be matched by other KOHC or Kentucky Historical Society (i.e., Local History Trust Fund Grants) equipment, funds, or staff time.

Calculating In-Kind Match – In-kind match may include donations of equipment, office supplies, travel, workspace, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of the funded project. In-kind expenses must be recorded 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**.
- **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 costs
- $2.54 daily cost x 50 project days = **$127.00 TOTAL IN-KIND MATCH**

Items Eligible for Funding – KOHC funding can pay for the following:

- **Supplies** – Supplies are any necessary material or item, other than food, that *could* be depleted by the end of the grant period. In addition to general supplies (paper, labels, boxes, etc.), the Commission will fund the purchase of audio and video recording media (i.e., storage cards and external hard drives). Like general supplies, exhibit supplies must *potentially* deplete or become unusable by the end of the grant period. Exhibit supplies may include image framing, construction material (e.g., PVC pipe, wood, nails, and paint), light bulbs, or push-button sound modules/recording chips. Exhibit supplies do NOT include exhibit equipment such as ProPanels, iPads, or high-end audio equipment; however, these items may be rented

with KOHC funds or purchased with matching funds. Donated and borrowed equipment can be quantified as in-kind matching funds.

- **Travel** – KOHC will fund in-state travel mileage at the current state rate. Check mileage rates here: https://finance.ky.gov/services/statewideacct/pages/travel.aspx). Funding in excess of state rates – such as moving truck rental for a travelling exhibit – will be considered if sufficiently justified.
- **Printing** – The KOHC will fund printing of promotional materials or publications. Publications must include oral history text and links to audio, not simply reference the collection. Provide quotes or bids for printing services.
- **Communications** – Radio, print, or web advertisements and other promotion for the project are eligible expenses.
- **Fees –** Eligible fees include, but are not limited to, costs for rights and reproduction of audio, text, and images as well as web-based service fees (e.g., domain purchase, SoundCloud upgrade, Squarespace account).
- **Stipends and Services** – The KOHC will pay up to **$50 per hour** for project personnel stipends or partial salaries for professional services. All such personnel must be work **directly** on the project in some capacity. Applicants required to pay a higher amount are encouraged to develop alternate sources of income to complement the Kentucky Oral History Commission grant award.
- **Rental** – Equipment is defined, in contrast to supplies, as any necessary material or item that would NOT deplete by the end of the grant period. The Commission will pay for the rental, NOT the purchase, of equipment. Necessary equipment may be purchased with matching funds. Donated or borrowed equipment can be used as in-kind matching funds calculated at FMV. The KOHC will fund the rental of conference, studio, exhibit or other space not currently owned or leased by the applicant. Owned and leased spaces can be quantified as an in-kind match.

Items Ineligible for KOHC Funding – The following CANNOT be funded through KOHC, but *may* be purchased with matching funds or used as an in-kind matching if integral to the project:

- Activities funded through of the KOHC grant categories (i.e., recording interviews, transcribing, and indexing).
- Utility bills or rental for currently owned or leased properties.
- Non-project (permanent/current) staff salaries or benefits.
- Equipment (other than recording media) and repairs.
- Capital improvements, facility construction, structural renovations, and restorations.
- Publications or recordings for commercial purposes.
- Activities intended primarily for fundraising.
- Food, beverages, or other refreshments.
- Expenses incurred before the starting date of the period covered in the grant request.
- Programs with sectarian purposes.

Budget Cover Sheet

Item of Expense	Request	Matching (Cash)	Matching (In-Kind)
Stipends and Services			
Fees			
Printing			
Communications			
Travel			
Supplies			
Rental			
Totals			

KENTUCKY ORAL HISTORY COMMISSION   **Grant # _____**
Presentation Grant Interim Report, FY2026
Deadline FY26-01: July 24, 2026
Deadline FY26-02: Jan. 30, 2027

Project Title:	
Project Director/Title:	
Grantee (fiscal agent):	
Address:	
City, State, Zip:	
Telephone:	
Email:	
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. Please sign below (electronic or handwritten signatures are both acceptable).

Project Director Signature:		Date:	

KENTUCKY ORAL HISTORY COMMISSION
Presentation Grant Final Report, FY2026
Deadline FY26-01: Jan. 30, 2027
Deadline FY26-02: July 24, 2027

Grant # _____

Project Title:	
Project Director/Title:	
Oral History Collection:	
Address:	
City/State/Zip:	
Telephone:	Email:

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

Repository:	
Advisor of Advisory Inst.:	
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. Please sign below (electronic or handwritten signatures are both acceptable).

Project Director Signature:		Date:

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 presentation. This should include your goals during the onset of the grant start date, the outcomes, and challenges during the project, interesting discoveries during the project and a short anecdote or two about the project as a whole. Most importantly, describe how your project brought archived oral history interviews to new audiences. 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. 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).

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.*