



KENTUCKY ORAL HISTORY COMMISSION

Project Grant Application, FY2026

Deadline FY26-01: Oct.5, 2025

Deadline FY26-02: Mar. 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*
- ✓ Have a written agreement (email is acceptable) with an accredited Kentucky repository** for storage of interviews.
- ✓ Applicants must either be a Kentucky resident **OR** have a project proposal topic that is relevant/significant to Kentucky history.

*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.¹

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**

**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.

Required Application Documents:

- ✓ A one-page resume or CV for each proposed project personnel team member and advisors.
- ✓ A letter of agreement with the proposed accredited repository.
- ✓ Copies of release forms from the proposed accredited repository.
- ✓ Budget cover sheet
- ✓ Completed cover sheet (see attached)
- ✓ Grant narrative

Optional Application Documents:

- Letters of recommendation encouraged (maximum of four).

¹ 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 4 pages):

1. Project Significance – 25%

- Describe the topic's significance to the community's history, culture and/or everyday lived experience.
- Demonstrate your knowledge of the historical and cultural content through research and experience with the community represented by the topic.

2. Originality and Quality – 30%

- Project originality: explain how new research and interviews will contribute to a greater understanding of the topic.
- How will new interviews and research contribute to existing knowledge about 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 multiple perspectives are represented in each phase of the project.
- Provide information on identified project interviewees (the Commission encourages a minimum of 10 interviews per project).

3. Planning and Implementation – 30%

- A practical and detailed budget calculating all project-related expenses. Please include a brief budget narrative explaining all in-kind, cash match, and direct funding requests.
- Project timeline: include research, participant identification, a mid-project assessment, final project report and expected repository submission date.
- Describe the roles of each project team member, including the advisor if applicable.
- Project assessment plan: (required as part of your final report) explain the methods you will use to measure the end result of your project. (i.e., successes and failures). Methods should evaluate whether you are completing your goals set during project planning, including but not limited to formal assessments with advisors or informal assessments with relevant members from the interviewee community.

4. Anticipated Accessibility of Finished Project – 15%

- Identify the KOHC accredited archive where the final project will be deposited (**a repository agreement is required**)² and any secondary repositories. All applicants must deposit their interviews within 30 days of project completion. Any access restrictions on the interviews must be explained and justified in this section.
- Explain how you plan to make your project 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.

² For a list of accredited Kentucky repositories, please refer to the first page of this application.

Application Process & Timeline

All applications and supporting materials must be postmarked, delivered, or emailed by the deadline **(October 5th, 2025 & March 15, 2026)**. Applications should 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	Mar. 1, 2026
Application deadline	Oct. 5, 2025	Mar. 15, 2026
Review of the application by panel	Nov. 7, 2025	Apr. 24, 2026
KOHC board reviews panel recommendations	Dec. 5, 2025	May 8, 2026
Award notification	Dec. 12, 2025	May 15, 2026
Grant conditions form due	Jan. 9, 2026	Jun. 5, 2026
Interim report due	Jul. 24, 2026	Jan. 30, 2027
Request for extension deadline	Nov. 2, 2026	Apr. 3, 2027
Use of grant funds/project must conclude	Dec. 31, 2026	June 30, 2027
Final report due to KOHC	Jan. 30, 2027	Jul. 24, 2027
Interviews due to repository	Jan. 30, 2027	Jul. 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.

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:	
------------------------	--

Total Amount of Grant Request:	
Anticipated Number of Interviews	

Signature

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

Budget

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 the 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.

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 \$50 per day for meals for in-state travel, or \$60 per day for meals for locations designated high-rate areas (for a list of these areas contact the Commission)³. 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 before submitting your application 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 for a project interviewer with documented experience and/or training in oral history research, per interview.** (NOTE: For projects involving a series of interviews with one individual, the interviewer will be paid per interview session.)
- **\$35 for a researcher, 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.

³ Reviewed by the oral history administrator at the beginning of each fiscal year to ensure that the rates listed in this application reflect the current meal reimbursement rates issued by the Finance and Administration Cabinet, Office of the Secretary.

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).

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 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. Multiply 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**

Budget Cover Sheet

Instructions: Refer to the project grant guidelines for eligible and ineligible costs, current allowable rates for travel, subsistence, and stipends. In the travel and subsistence category, **include the formula for determining costs**. Identify and indicate additional sponsor support.

You may classify budget expenses by the following categories:

- Travel & Subsistence
- Personnel Stipends
- Volunteers
- Supplies & Equipment
- Other

You can either fill out the cover sheet below or attach your responses as a separate document.

[Click here](#) to view a budget example.

[illegible]

KENTUCKY ORAL HISTORY COMMISSION

Grant#_____

Project 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:	
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. Please sign below (electronic or handwritten signatures are both acceptable).

Project Director Signature:		Date:	
-----------------------------	--	-------	--

KENTUCKY ORAL HISTORY COMMISSION

Grant # _____

Project Grant Final Report, FY2026

Deadline FY26-01: Jan 30, 2027

Deadline FY26-02: July 24, 2027

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>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).</i>				
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 oral history project. 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. 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).

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.