



## KENTUCKY ORAL HISTORY COMMISSION

### Transcription/Indexing 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.<sup>1</sup>
- ✓ Have access to a transcription/indexing system (if not using a paid transcription service).
- ✓ Transcripts and indexes MUST be audited (checked by a person for accuracy) during the grant period.

\*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.<sup>2</sup>

**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](mailto:Michael.kilmore@ky.gov), 502-782-2136

##### Required Application Documents:

- ✓ One-page resume for ALL proposed project personnel.
- ✓ A description about the transcription/indexing service.
- ✓ Work samples for proposed indexers and transcribers.
- ✓ Completed budget table
- ✓ Grant narrative
- ✓ Completed cover sheet (see attached).

##### Optional Application Documents:

- Letters of recommendation encouraged (maximum of four).

<sup>1</sup> 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.

<sup>2</sup> 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):

### **Project Significance – 25%**

- Describe the topic's significance to the community's history, culture and/or everyday lived experience.
- Originality of collection content. How will making transcriptions and/or indexes available contribute to the existing historical knowledge of the topic?
- Knowledge of collection content.
- Provide a list of interviews to be transcribed and/or indexed including interviewee names, interview length, and other available details.

### **Condition of Collection – 25%**

- Describe the collection repository's preservation environment and policies. **Individual applicants must include a letter of support or agreement from the proposed repository.**
- Assessment for audibility, stability, and restrictions: describe the audible quality of the interviews and any preservation concerns or access restrictions.

### **Project Administration – 25%**

- A practical and detailed budget calculating all project-related expenses. Include plans for auditing transcripts and indexes.
- Transcriber<sup>3</sup> or indexer competency<sup>4</sup>. Describe the roles and responsibilities of each project team member, including the transcribers or indexers (must be identified prior to application submission).

### **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.

A Transcription/Index Grant is not intended to replace the need for oral history preservation, but rather to 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.

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<sup>3</sup> 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.

<sup>4</sup> The proposed indexer must have completed at least one oral history index.

## Application Process & Timeline

**To Apply** – All applications and supporting materials must be postmarked, delivered, or emailed by the deadline (**October 5<sup>th</sup>, 2025 & March 15, 2026**). Applications can be emailed to [michael.kilmore@ky.gov](mailto: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](mailto: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

	<b>FY26-01 Cycle</b>	<b>FY26-02 Cycle</b>
Feedback deadline	Sept. 21, 2025	March 1, 2026
Application deadline	<b>Oct. 5, 2025</b>	<b>March 15, 2026</b>
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
Transcriptions/Indexes due to repository	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.**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 (electronic or handwritten are both acceptable):**

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

## **Budget**

Applicants may apply for transcription funds, indexing funds, or both. **Auditing is required for each transcription or index produced during the grant cycle.** While matching funds are not required for this grant application, indicate any anticipated matches.

**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 AI software). **Indexing grant funds** may be used to support the personnel costs for producing a summary index by a competent indexer.

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.

**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.

**Grant Approved Rates:**

- \$160 per interview hour for transcription produced by an experienced transcriber or transcription service.
- \$110 per interview hour to audit a transcription produced by a transcriber or service.
- \$80 per interview hour to audit an AI-produced transcript.
- \$90 per interview hour for indexing.
- \$40 per interview hour to audit an index.

**Budget Table:**

- **Multiply the interview hours by the rate for each expense item.**

Item	Interview Hours	Rates	Request	Match
Transcription via Service		\$160/hour		
Non-AI Transcription Auditing		\$110/hour		
AI Transcription Auditing		\$80/hour		
Indexing		\$90/hour		
Index Auditing		\$40/hour		
Totals:				

**KENTUCKY ORAL HISTORY COMMISSION****Transcription/Indexing Grant Interim Report, FY2026****Deadline FY26-01: July 24, 2026****Deadline FY26-02: Jan. 30, 2027****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. Please sign below (electronic or handwritten signatures are both acceptable).*

Project Director Signature:		Date:	
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**KENTUCKY ORAL HISTORY COMMISSION****Transcription/Indexing Grant Final Report, FY2026****Deadline FY26-01: Jan. 30, 2027****Deadline FY26-02: July 24, 2027**

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

Project Director Signature:		Date:	
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**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.