



KENTUCKY ORAL HISTORY COMMISSION

Presentation Grant Application, FY2027

Deadline FY27-01: Oct. 4, 2026

Deadline FY27-02: March 14, 2027

Eligibility Requirements:

- Must be 18 years old or older
- Have no current or outstanding KOHC grants¹
- Interviews must be completed and deposited in a KY-based repository BEFORE applying
- Express use permission and/or copyright over all interviews²

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

Applications without all required documents will not be considered for funding

Required Application Documents:

1. Completed cover sheet (page 3)
2. Grant narrative (page 4)
3. KOHC budget spreadsheet (page 5)
4. Letters of support from all proposed community partners and repository where interviews are located
5. Resume/CV and work sample for key personnel

¹Stipulation 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

² Non-profits or community organizations must have supporting documentation for their ownership claims over the interviews

Application Process & Timeline

	FY27-01 Cycle	FY27-02 Cycle
Optional Technical Review deadline	September 20, 2026	February 28, 2027
Application deadline	October 4, 2026	March 14, 2027
Review of the application by panel	November 13, 2026	April 23, 2027
KOHC board reviews panel recommendations	December 4, 2026	May 7, 2027
Award notification	December 11, 2026	May 14, 2027
Grant conditions form due	January 8, 2027	June 4, 2027
Interim report due	July 30, 2027	January 30, 2028
Request for extension deadline	November 1, 2027	April 1, 2028
Use of grant funds/project must conclude	December 31, 2027	June 30, 2028
Final report due to KOHC	January 30, 2028	July 30, 2028

To Apply: Combine all application materials into one pdf in the order shown on page one. Applications should be emailed to michael.kilmore@ky.gov with the subject "KOHC Grant Application". All applications must be emailed by the deadline to be considered for funding (**October 4th, 2026 & March 14th, 2027**). Applicants are only allowed to submit one application by the grant deadline. 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.)

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.

Note: 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.

Applicants are strongly encouraged to make a grant consultation appointment and send in a draft application for a technical review before submitting their application materials.

- [Click here](#) to schedule a grant consultation appointment or contact michael.kilmore@ky.gov, 502-782-2136
- Draft applications for technical review must be emailed to michael.kilmore@ky.gov with the subject "Technical Review Draft" by the deadline (September 20th, 2026 & February 28th, 2027.) This review is optional and does not impact final scoring for applications. Applicants who elect to have a technical review must submit a final complete application to be considered for funding

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.

Grant # _____

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:	
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Total Amount Request	
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Signatures (electronic and handwritten signatures are both acceptable):

Project Director		Date	
Fiscal Agent		Date	

Grant Narrative (maximum 5 pages)

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 matches, and direct funding requests
- Timeline, including a mid-point assessment
- Explain how audiences will find and access your completed presentation

Budget

Amount of Funding – Funding requests may not exceed **\$5,000**. 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 a 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.

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

- **Supplies** – 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 period³
- **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 work directly on the project in some capacity
- **Rental** – In contrast to supplies, equipment is defined as any necessary material or item that would NOT deplete by the end of the grant period. The Commission will pay for equipment rental costs only. The KOHC will fund the rental of conference, studio, exhibit or other space not currently owned or leased by the applicant

³ 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

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 match if integral to the project:

- Activities funded through one of the other 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

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. 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 fair market value for these rates does not exist, the KOHC suggests \$50 per hour of consultation and \$15 per volunteer hour
- **Donated Equipment** – The cost of recording equipment will be designated at the fair market value rate 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
- **Donated 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

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

KENTUCKY ORAL HISTORY COMMISSION
Presentation Grant Interim Report, FY2027
Deadline FY27-01: July 30, 2027
Deadline FY27-02: Jan. 30, 2028

Grant # _____

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:	
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KENTUCKY ORAL HISTORY COMMISSION
Presentation Grant Final Report, FY2027
Deadline FY27-01: Jan. 30, 2028
Deadline FY27-02: July 30, 2028

Grant # _____

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

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

Repository			
Advisor			
Kentucky Counties in Collection			
Total Volunteer or In-Kind Hours			
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	
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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 with the final report form.

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 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 (Max of 5 pages):

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.