



KENTUCKY ORAL HISTORY COMMISSION

Project Grant Application, FY2027

Deadline FY27-01: Oct. 4, 2026

Deadline FY27-02: Mar. 14, 2027

Eligibility Requirements:

- Must be 18 years old or older
- Have no current or outstanding KOHC grants¹
- Applicants must have a topic that is relevant/significant to history
- Project interviewer must have documented experience and/or training in oral history interviewing

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 7)
4. A one-page resume or CV for each proposed project team member and advisors
5. A letter of agreement with the proposed accredited repository
6. Copies of release forms from the proposed accredited repository

Optional Application Documents:

- Letters of recommendation encouraged (maximum of four)

All KOHC funded projects must be deposited in an accredited KOHC repository for storage and preservation. Access permission may be provided to additional secondary repositories. For specific requirements and to obtain a letter of agreement, please contact the individual repositories.

Current KOHC accredited repositories:

- Kentucky Historical Society Oral History Archives
- 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

¹ 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

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			
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	
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Total Amount Requested	
Anticipated # of Interviews	

Signatures (electronic and handwritten signatures are both acceptable):

Project Director		Date	
Fiscal Agent		Date	

Grant Narrative (maximum 4 pages)

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

Originality and Quality – 30%

- Explain how this project's research and interviews will contribute to a greater understanding of 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)

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 matching, and direct funding requests
- Project timeline: include research, participant identification, final project report and expected repository submission date
- Describe the roles of each project team member, including the advisor if applicable
- 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

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. 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

Budget

Amount of funding – Funding requests may not exceed **\$7,500**. All applicants are required to provide a 1-to-1 match (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 – The Commission will fund the following:

Travel & Subsistence: The Commission will consider funding both in-state and out-of-state travel. 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.

- \$150 per night for lodging
- \$50 per day for meals for travel or \$60 per day for meals for travel in designated [high-rate areas](#)
- Mileage using [state reimbursement rates](#)
- Air travel reflecting coach rates at the lowest fares

Stipends: Applicants having additional personnel expenses are encouraged to develop other sources of income to complement the Kentucky Oral History Commission grant award.

- \$135 for a project interviewer, per interview
- Additional project personnel costs at fair market value, only if the personnel are essential to complete the project (e.g., interviews conducted with non-native English speakers in their native language may request funds to cover fees for a translator.) Applicants must justify the request

Supplies & Equipment:

- General supplies (papers, labels, etc.)
- Audio and video recording media (storage cards and external hard drives)
- **Conditionally:** Audio recorders, microphones, and other equipment
 - Contact the Commission before requesting equipment for available KOHC recording equipment. Upon completion of the project, recorders and microphones purchased with funds provided through the grant program must be returned to the Commission³

³ 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

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:

- Activities funded through one of the other KOHC grant categories (i.e., transcription/indexing, and presentation)
- Indirect costs (e.g., office rental expenses)
- Stipends and salaries for personnel not directly contributing to the project through research or interviewing
- Equipment other than recording media and audio recorders (e.g. photographic equipment, computers, and video equipment)
- Printing of promotional materials and other promotional activities
- Production costs directly related to editing audiovisual, television, or other media presentation

Calculating in-kind match – In-kind match may include donations of equipment, office supplies, travel, workspace, or the monetary value of time. In-kind expenses must be calculated at the fair market value 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 personnel services, material, equipment, and space must be documented.

- KOHC eligible items – Items with KOHC rates can be applied to in-kind matches
- 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. When using stipends and salary amounts as a match, all such personnel must work directly on the project
- Equipment – The cost of recording equipment will be designated at the fair market value 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 – Spaces (e.g., office or interview space) should be calculated at the standard rental fee for the space or comparable spaces. 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. room 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 room 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 Spreadsheet

Instructions: Refer to the project grant guidelines for eligible and ineligible costs, current allowable rates for travel, subsistence, and stipends. **Include all formulas used for determining costs.** Identify and indicate additional sponsor support.

You may classify budget expenses by the following categories:

- Travel & Subsistence
- Stipends
- Donated Time & Space
- Supplies & Equipment
- Other

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

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

Item	Category	Request	Justification	Matching (Cash)	Matching (In-Kind)
Totals					

KENTUCKY ORAL HISTORY COMMISSION**Project 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	
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	
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KENTUCKY ORAL HISTORY COMMISSION

Grant # _____

Project Grant Final Report, FY2027**Deadline FY27-01: Jan 30, 2028****Deadline FY27-02: July 30, 2028**

Project Title			
Project Director/Title			
Address			
City/State/Zip			
Telephone		Email	

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

Accredited Repository		Deposit Date	
Secondary Repository			
Number of Interviews		Interview Hours	
Kentucky Counties Represented 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 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 or email from the archive approved to be the final repository for your oral history collection, confirming that the collection has been successfully deposited.

4. 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.