



KENTUCKY ORAL HISTORY COMMISSION

Transcription/Indexing 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
- 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

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. Letter of support or agreement from repository where interviews are located
5. A one-page resume or CV for each proposed project personnel team member and advisors
6. Work samples for proposed indexers and transcribers

Optional Application Documents:

- Letters of recommendation encouraged (maximum of four)

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

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 # _____

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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Total Amount Requested	
Number of Interviews	

Signatures (electronic or handwritten 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
- Originality of collection content. How will making transcriptions and/or indexes available contribute to the existing historical knowledge of the topic
- Knowledge of the 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 of 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
- Transcriber² or indexer competency³. 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.

² 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.

³ The proposed indexer must have completed at least one oral history index

Budget

Amount of Funding – Grant requests may not exceed **\$5,000**. No matching support is required.

Items Eligible for Funding

Applicants may apply for transcription funds, indexing funds, or both. **Auditing is required for each transcription or index produced during the grant cycle.**

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.

Grant Approved Rates:

- \$160 per interview hour to transcribe an oral history
- \$110 per interview hour to index an oral history

Budget Spreadsheet

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

Item	Interview Hours	Rates	Request
Transcription		\$160/hour	
Indexing		\$110/hour	
Totals:			

KENTUCKY ORAL HISTORY COMMISSION

Grant # _____

Transcription/Indexing Grant Interim Report, FY2027**Deadline FY27-01: July 30, 2027****Deadline FY27-02: Jan. 30, 2028**

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

Grant # _____

Transcription/Indexing Grant Final Report, FY2027**Deadline FY27-01: Jan. 30, 2028****Deadline FY27-02: July 30, 2028**

Oral History Collection	
Project Director/Title	
Grantee (fiscal agent)	
Address	
City, State, Zip	
Telephone	
Email	
Repository	
Number of Interviews Completed	
Kentucky Counties Represented in Collection	
Total Volunteer or In-Kind Hours	

Narrative Report (Max of 2 pages)

Please 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.