



Basic Guidelines for Oral History Grants

A Collaboration of the
Utah Humanities Council and Utah State History

NOTE: These guidelines are updated occasionally as part of UHC/USH's ongoing evaluation of its grant program. Please check either organization's website to make sure you have the most up-to-date version. This set of guidelines was updated 15 June 2010

AT A GLANCE

- Grants provide up to \$2,000 for oral history research and transcription costs.
- Currently, there are no deadlines for oral history grant requests of any amount.
- Deadlines are subject to change.
- This program is funded and administered jointly by the Utah State History and the Utah Humanities Council.

An Ongoing Collaboration

For several years, both the Utah State History (USH) and the Utah Humanities Council (UHC) offered grants to educational institutions and nonprofit organizations for oral history projects. During this time, some projects received funding from both organizations, while other worthy projects were not funded at all. Applicants also had to figure out two different sets of guidelines and application procedures and two separate administrative and reporting processes. USH and UHC simplified the process for applicants and worked together to ensure that the limited funds available will be used to best advantage. Funds for Oral History Grants are made possible through state appropriations and a special *We The People* appropriation from Congress to the National Endowment for the Humanities.

Purpose

The primary purpose of the collaborative USH/UHC Oral History Program is to collect and transcribe oral histories, deposit transcripts and tapes with the Utah State Historical Society Library and other public deposition sites (such as local libraries), and make the content of the collected oral histories available to the general public through a live public program. While the program's primary purpose is not to provide research material for scholarly publication, exhibits, or similar projects, scholars involved in an oral history project who wish to delay depositing the material collected as part of a USH/UHC grant in order to publish it must provide—as part of the grant application—a reasonable timetable for collecting and depositing the material. Such information will be considered when the application is reviewed.

Any arrangements for restricted deposition of oral history tapes and transcripts must be made at the outset of a funded oral history project. For more information, please contact Kent Powell at USH (801-533-3520; kpowell@utah.gov). *Final grant payment will be withheld until transcripts and tapes have been mailed to UHC and they have been reviewed by UHC and USH staff. Deposition of the tapes and transcripts in the Utah State Historical Society Library will be done by UHC and USH staff.*

Eligibility

Oral History Grants are open to organizations, including, but not limited to:

- historical societies
- museums
- government agencies
- colleges and universities
- tribes
- statewide heritage organizations
- other nonprofit and ad hoc organizations engaged in oral history research

Criteria

- Oral History Grants are not made to individuals or for-profit entities.
- Grants are intended to fund one-time projects that are innovative, focused, well-defined, and of benefit to the local community.
- Products of projects supported by Oral History Grant funds must be made available to the public. An easy way to do this is to deposit a copy of the transcribed oral history interview and any other written products from the interview in a local public library.
- Successful applicants must host at least one live public program that showcases the stories collected as part of an Oral History Grant and allows for public discussion about those stories.
- Copies of all tapes and transcripts of interviews must also be mailed to UHC. **The grant file for an oral history project that receives USH/UHC funds will not be closed, and final payment will not be made, until tapes and transcripts have mailed to UHC and UHC/USH staff have reviewed and deposited them in the Utah State Historical Society Library, or until a restricted deposition has been made to Kent Powell of USH.**
- Oral history projects funded by USH and UHC must enlist the participation of a scholar trained in the methods and techniques of oral history. Personnel in the Public History section of USH may fill this role. Training in oral history techniques and standards for both the project interviewer and transcriber must be secured through USH or a comparable institution before funds will be released. USH and UHC will sponsor two workshops each year—one in the fall and one in the spring—to orient grantees to oral history standards and practices.
- Requests to USH/UHC to fund international travel or the purchase of equipment or very rarely approved.

Oral History Standards

All oral history projects funded through this collaboration must conform to the principles and standards outlined by the Oral History Association (OHA). These principles and standards can be found on the internet at http://www.dickinson.edu/oha/pub_eg.html. Some of these principles and standards are:

- Interviewees must be informed of the purposes and procedures of oral history, as well as the aims and anticipated uses of the projects to which they are contributing (including how the information will be edited and disseminated).
- Interviewees must be informed that they will be asked to sign a legal release and their interviews must remain confidential until they have given permission for their use.
- Interviewers should guard against making promises to interviewees that the interviewers may not be able to fulfill, such as guarantees of publication and control over the use of interviews after they have been made public.
- Interviewers should guard against possible exploitation of interviewees and be sensitive to the ways in which their interviews might be used.
- Interviewers must respect the rights of interviewees to refuse to discuss certain subjects, to restrict access to the interview, or, under extreme circumstances, even to choose anonymity.
- Interviewers should work to achieve a balance between the objectives of the project and the perspectives of the interviewees, and should be sensitive to the diversity of social and cultural experiences and to the implications of race, gender, class, ethnicity, age, religion, and sexual orientation.
- Interviewers should encourage interviewees to respond in their own style and language and to address issues that reflect their concerns.
- Oral historians have a responsibility to maintain the highest professional standards in the conduct of their work and to uphold the standards of the various disciplines and professions with which they are affiliated.
- In recognition of the importance of oral history to an understanding of the past and of the cost and effort involved, interviewers and interviewees should mutually strive to record candid information of lasting value and to make that information accessible..

USH also sponsors regular "How To" oral history workshops. Contact Kent Powell (801-533-3520; kpowell@utah.gov) or consult history.utah.gov/history_programs/oral_history/meetingsandevents.html for more information.

Grant Period

Grants must be completed within a twelve-month period.

Deadlines and Grant Amounts

There is no deadline for funding requests up to the maximum of \$2,000 and awards are made on a rolling basis. The oral history grant committee meets a minimum of four (4) times a year, and applications may be submitted at any time. A maximum of \$2,000 per organization may be awarded per year. Please note that deadlines are subject to change.

Matching Funds

All Oral History Grants require 1:1 match. This requirement may be satisfied either through matching cash funds from the applicant or the applicant's partnering organizations, or through in-kind donations (including donated goods, services, or labor). Grantees must provide documentation for all expenditures and for in-kind goods and services.

Accountability and Reporting

Successful applicants will sign a grant agreement detailing their responsibilities. All grant agreements require compliance with federal and state fiscal and reporting standards. Grantees must maintain documentation of the expenditure of USH and UHC funds and of both cash and in-kind matching contributions. Records must be available for federal, state, or USH/UHC audit for seven years following submission of final reports.

Required Products of UHC/USH Grant Projects

Grantees must submit the following as a package in order to complete their grant:

- Tapes of all oral history interviews done as part of the funded project
- Permission/release forms for each person interviewed
- Transcribed hard copies of each interview (may not be synopses of interviews)
- CD with all transcripts in PDF (if possible) or Microsoft Word format
- Photograph of informant (if possible)
- Required reporting paperwork sent as part of the grant award packet. Please contact Maria Torres at 801-359-9670 (ext. 105) with questions about this requirement)
- Evaluation questionnaires from audience members at the required public program (described below)

Public Program Requirement

Successful applicants must also host at least one live public program that showcases the stories collected as part of an Oral History Grant and allows for public discussion about those stories. One way to do this might be to organize an "oral history night" in your community that brings together all or some of the people who contributed their stories to your project and members of the wider public. Other formats may also work, as long as they allow the public to hear and discuss the product of your oral history project.

Federal Statutes That Apply to Organizational Grant Applicants

All grant applicants to the Utah Humanities Council must comply with federal statutes. Applicants must not be presently debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs, and no persons shall be excluded from participation in the proposed project on grounds of race, color, creed, sex, national origin, disability, or age.

Applicants must agree to remain in compliance with these statutes for the duration of the grant period and to provide immediate written notice to UHC if the certification is in error or if changing circumstances make it no longer accurate.

Frequently Asked Questions

- 1) *What general advice do USH and UHC have for completing the final application?*
Grantwriting is a competitive process. The grant review committee may decide to fund a proposal fully, to offer a reduced amount, to fund subject to the fulfillment of certain conditions, or to reject an application. Following the suggestions below won't necessarily guarantee your project will be funded, but they may help you improve your chances:
 - Read and follow guidelines carefully. Use appropriate formats. Use required forms and follow written instructions. Meet deadlines. Be concise. Remember that an application that does not follow the guidelines may be ruled ineligible. Give your project the best chance of being funded by following the rules.
 - Finalize all project details and obtain commitments from key personnel and program hosts before submitting your final application. Open-ended applications without finalized details may not be funded.
 - Have someone not associated with the project proofread your application and give you suggestions before submitting it.
 - A sloppy application makes a poor impression. Double-check your budget figures. Avoid jargon. Proofread carefully.
 - Be persuasive without pleading. Inform and motivate the grant review committee without being demanding. Your grant application should be able to stand on its merits. Emphasize opportunities rather than problems.
- 2) *Will a good track record of using USH and UHC funds well in the past help me get a grant this time?*

USH and UHC will consider whether previous grants to the applicant have met their expectations, but a good track record is not a guarantee of future funding.

3) *What are my responsibilities if my Oral History Grant application is approved?*

The program coordinator's signature on the application form indicates that you agree to:

- submit a written final report, as well as the required evaluation forms, at the project's conclusion,
- submit a financial report, including auditable records of grant funds and matching contributions,
- notify Brandon Johnson at UHC immediately of any change in the schedule or scope of your project,
- credit the Utah State History and the Utah Humanities Council in all publicity and printed materials, and verbally at events,
- mail copies of all tapes and transcripts completed during the grant period to UHC, UHC will deposit tapes and transcripts in the Utah State Historical Society Library.
- make the products of your oral history project available to the public and conduct at least one live public program that showcases the stories collected as part of your grant (see above for advice).
- comply with government non-discrimination and debarment statutes.

4) *Do UHC and USH offer help with the application process?*

UHC and USH staff members are happy to advise you on completing the Oral History Grant application and to help you troubleshoot obstacles you may encounter.

5) *Where do I send my application?*

All oral history grant paperwork, including applications, must be submitted to the following address:

Utah Humanities Council
Attn: Oral History Program
202 West 300 North
Salt Lake City, UT 84103

NOTE

The following language must be used on all materials publicizing or resulting from grant activities:

Any views, findings, conclusions or recommendations expressed in this publication/program/exhibition/website do not necessarily represent those of the National Endowment for the Humanities.