



Utah Humanities Council & Utah State History Oral History Project Director Instructions

AWARD PACKET: Step 1

- A. Award Letter
Review for conditions and recommendations.
- B. Grant Agreement
Read carefully and review conditions, recommendations, and comments. Both copies should be reviewed and signed by the project director, fiscal agent and authorizing agent and return one copy to UHC at which point we can release up to 90% of award with a cash request. Keep second copy of the grant agreement for your records.
- C. 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 principals and standards can be found on the internet at http://www.dickinson.edu/oha/pub_eg.html or in UHC/USDH's "Basic Guidelines for Oral History Grants."
- D. Cash Request
Complete, sign, and return to UHC to receive 90% of the grant award and remaining 10% after submission of final reports. You are obligated to spend UHC funds only as approved by UHC/USH.

PUBLICITY, CHANGES TO PROJECT, AND CONFLICT OF INTEREST POLICY: Step 2

- A. Publicity
The project director is responsible for ensuring that UHC/USH is credited in all publicity and credited verbally at the required public program. Publicity, printed materials, websites, publications, films, transcriptions, exhibits, displays, and advertisements created in the course of a project funded by UHC/USH should display both the UHC and USH logos and must include one of the following statements: "This program has received funding from the Utah Humanities Council and the Utah State History." Language for the credit line may be modified with advance approval. Electronic copies of UHC's and USH's logo are available at www.utahhumanities.org/GrantAdmin.htm.
- B. Changes to Project
All changes to project from that outlined in the original grant application including key personnel, scholars, budget, and activities must have UHC/USH approval prior to the changes being initiated. Changes need to be in writing and submitted to UHC.
- C. Conflict of Interest Policy
All grantees must abide by a conflict of interest policy that prohibits a financial or other interest by an employee, officer, or agent, his/her immediate family, partner, or organization which employs any of the above.

SUBMISSION OF FINAL REPORT: Step 3

- A. Final Report Form
Project Director, Fiscal Agent, and Authorizing Agent must complete and sign the final report form. Attach the written project narrative and evaluation to final report form. The written project narrative and evaluation form should be at least one page.

B. Additional Required Oral History Products

In addition to the final report form, the project director must submit the following to the UHC office (202 West 300 North, Salt Lake City, UT 84103):

- ✓ 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)

B. Publicity Samples

Submit all publicity for the required public programs including but not limited to: newspaper and magazine articles, press releases, flyers, posters, programs, and copies of website page.

C. Audience Evaluation Forms

An evaluation form is provided in the award packet. Grantees may modify the evaluation form, but they must still use questions that measure outcomes. Submit either a compilation or copies of the forms.

D. Grant Period

Your grant has been assigned a grant period in which you may spend UHC/USH funds and carry out project activities only within the grant period specified in the award letter and grant agreement. If your project cannot be completed within the grant period, you must submit an interim report with the extension request before the end of the grant period.