



Oral History Grant Guidelines

A Collaboration of
Utah Humanities and the Utah Division of State History



*NOTE: These guidelines are updated occasionally as part of UH/UDSH'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 **12 January 2017**.*

AT A GLANCE

- Grants provide up to \$2,000 for oral history research and transcription costs.
- Deadlines for draft applications are **March 1** for projects starting on or after May 1, **June 1** for projects starting on or after August 1, **September 1** for projects starting on or after November 1, and **December 1** for projects starting on or after February 1.
- Deadlines are subject to change.
- Projects must be completed within a twelve month period. Extensions may be requested in writing.

AN ONGOING COLLABORATION

For several years, both the Utah Division of State History (UDSH) and Utah Humanities (UH) 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. UDSH and UH simplified the process for applicants and worked together to ensure that the limited funds available will be used to best advantage.

PURPOSE

The primary purpose of the collaborative UH/UDSH Oral History Program is to collect and transcribe oral histories, deposit transcripts and tapes or CDs 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 UH/UDSH 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, CDs and transcripts must be made at the outset of a funded oral history project. *Final grant payment will be withheld until transcripts and tapes have been mailed to UH and they have been reviewed by UH and UDSH staff. Deposition of the tapes and transcripts in the Utah State Historical Society Library will be done by UH and UDSH staff.*

ELIGIBILITY

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

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

DUNS Number

UH grants are made up of federal funds and as of November 1, 2010, an entity applying for a UH grant must have a DUNS number (Data Universal Numbering System). DUNS numbers are free and easily obtained from Dun & Bradstreet (D&B). Your organization may already have a DUNS number; please verify with your administrative office before contacting D&B. You can be assigned a DUNS number immediately by phone or within a day by web.

- Call D&B using the toll-free number, 1.866.705.5711. The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States). Indicate that you are a federal grant applicant.
- To apply via the web, visit: <http://fedgov.dnb.com/webform>
- FAQ about DUNS numbers, visit: <http://fedgov.dnb.com/webform/displayFAQPage.do>

PROJECT 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. Applicants are required to designate a primary repository open to the public to receive and house materials generated from awarded grants. The Utah State Historical Society Library elects to accept only those materials for which it has been designated as the primary repository, though it reserves the option to be the secondary repository for materials that complement its scope of collection.
- 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 delivered to UH. **The grant file for an oral history project that receives UH/UDSH funds will not be closed, and final payment will not be made, until tapes or CDs and transcripts have received by UH and UH/UDSH staff have reviewed and deposited them in the Utah State Historical Society Library, or until a restricted deposition has been made to UDSH.**

- Oral history projects funded by UDSH and UH must enlist the participation of a scholar trained in the methods and techniques of oral history. Personnel in the Public History section of UDSH may fill this role. Training in oral history techniques and standards for both the project interviewer and transcriber must be secured through UDSH or a comparable institution before funds will be released.
- Requests to UH/UDSH to fund international travel or the purchase of equipment are very rarely approved.

ORAL HISTORY STANDARDS

All oral history projects funded through this collaboration must conform to the principles and standards outlined by the national Oral History Association (OHA). These principles and standards can be found on the internet at <http://www.oralhistory.org/do-oral-history/principles-and-practices/>. 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..

GRANT PERIOD

Grants must be completed within a twelve-month period. Extensions must be requested in writing prior to the original end date.

MATCHING FUNDS

An Oral History Grant may provide no more than 50% of a project's total cost. Each applicant must be able to show at least one dollar in in-kind contributions or cash to match each Oral History Grant dollar requested. This information must be entered into the Budget Chart on the application form, as well as in your written Budget Explanation. We encourage applicants to cover as many administrative costs (personnel, space, etc.) as possible with matching contributions. Although cash match is encouraged, it is not required. The required match may be entirely in-kind.

- "In-kind match" refers to contributions for which the applicant does not pay cash, such as services, facilities, publicity, and volunteer time, including services or expenses paid by a third party.
- "Cash match" refers to direct project expenses—the applicant organization's cash expenditures for activities of this specific project, such as paying honoraria and travel expenses or printing transcripts.

Grantees must provide documentation for all expenditures and for in-kind goods and services.

REQUIRED PRODUCTS OF UH/UDSH GRANT PROJECTS

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

- Tapes or digital recordings of all oral history interviews done as part of the funded project (full, unedited interviews)
- Permission / release form 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 Jodi Graham at 801.359.9670 x105 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.

PUBLICITY REQUIREMENT

Grantees are expected to publicize the events or projects for which they receive Oral History Grant funding, and to credit Utah Humanities and the Utah Division of State History in that publicity. Without this credit, UH and UDSH are invisible to the people of Utah, to potential donors, to state and federal legislators who decide on our appropriations each year, and to the audiences we provide with thousands of dollars' worth of grants. The following language must be used on all materials publicizing

or resulting from grant activities: *“Funds to support this project have been provided by Utah Humanities and the Utah Division of State History through their oral history grant program.”*

PROJECT EVALUATION REQUIREMENTS

Evaluating audience response to any project is crucial to determining its success in meeting its stated goals. While the evaluation method may vary depending on the project, all funded projects will require an evaluation plan. This can be as simple as monitoring audience attendance or gathering visitor surveys (UH can provide a sample for you to use or modify). Evaluation is an essential tool that allows a grantee to show the effect of its programs to its funders.

UH and UDSH are equally reliant on grantees to help us measure the impact of our programs. Without audience feedback, our ability to make a case for the importance of our programs to government and private funders is hampered. The project director's written report *does not* satisfy the requirement of collecting and returning visitor evaluations for projects funded with an Oral History Grant.

Alternative means of evaluation may be acceptable, as long as they are described clearly in the grant proposal.

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 UDSH and UH funds and of both cash and in-kind matching contributions. Records must be available for federal, state, or UH/UDSH audit for seven years following submission of final reports.

POST-AWARD PROJECT CHANGES

If you are awarded a grant, you will enter onto an agreement with UH (the organization that is administering this program), the terms of which state that you must notify UH in writing prior to making any changes to your original proposal. Significant changes to your project must be approved by UH staff. Changes that, in UH's view, significantly alter the project as originally proposed could result in rescission of the grant. Examples of changes that require approval include:

- redirection of grant funds or significant changes in the project budget
- replacement of project director or fiscal agent
- change in the scope, purpose, activities, or duration of the project

RESPONSIBILITIES OF THE PROJECT DIRECTOR AND FISCAL AGENT

The signatures of the project director and fiscal agent on the application form indicate that they agree to:

- notify UH immediately of any change in the schedule or scope of your project
- credit UH and UDSH in all publicity and printed materials, and verbally at events
- submit a written final report, as well as evaluation materials, at the project's conclusion (see award package here: <http://utahhumanities.org/index.php/Center-for-Local->

[Initiatives/grants.html](http://www.utahhumanities.org/index.php/Center-for-Local-Initiatives/grants.html)) under the heading “**Grant Administration Forms for Funded Grant Projects.**”

- maintain auditable records of UH grant funds and matching contributions in accordance with the grant agreement (see award package at <http://utahhumanities.org/index.php/Center-for-Local-Initiatives/grants.html>)
- mail copies of all recordings and transcripts completed during the grant period to UH. UH will deposit tapes and transcripts in the Utah State Historical Society Library. If appropriate, grant products may be resposited at a local institution such as a university library’s special collections. Confirmation must be sent to UH that all products have been received by the local organization before final grant funds will be released.
- 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).

EDUCACIONAL INSTITUTION ELIGIBILITY

Universities, colleges, and educational institutions are eligible to apply when:

- All events and services, for which grant funding is sought, are open to the general public and easily accessible. The public (meaning those outside the institution) must comprise a significant percentage of those involved in or served by the proposed programming.
- Events and services are supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
- Overhead costs (payroll taxes, retirement, etc.) are not eligible expenses.

DEADLINES AND REVIEW PROCESS

Deadline

Draft applications are due on March 1, June 1, September 1, and December 1. UH staff will provide technical assistance and the review committee will meet to review final applications in April, July, October, and January.

Draft Review

Applicants are encouraged to contact UH in the early stages of project planning in order to discuss project ideas with UH and UDSH staff. Staff advice is also available as you complete the Oral History Grant application. Applicants should anticipate potential revisions to a draft proposal as part of the review process.

Submission Process

The application form can be found on the UH website (<http://www.utahhumanities.org/index.php/Center-for-Local-Initiatives/grants.html>). Incomplete applications will not be considered.

General Advice

Grant-writing is a competitive process. It may be decided 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. 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.

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

For more information about the Oral History Grant program, please contact

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