

Oral History Grant Guidelines
A collaboration of Utah Humanities and the Utah Historical Society

Overview

- Grants provide up to \$3,000 for oral history research, interviews, and transcription costs.
- Deadlines for 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 in a 12-month period. Extensions may be requested in writing.
- The program is administered jointly by Utah Humanities (UH) and the Utah Historical Society (UHS).

PURPOSE

The primary purpose of the collaborative Utah Humanities/Utah Historical Society Oral History Program is to collect and transcribe oral histories, deposit the recorded interviews and transcripts in a cloud-based storage folder (Dropbox, Google, etc.) with the Utah Historical Society Collections and other public deposition sites (such as local libraries and archives), and make the content of the collected oral histories available to the general public through live public programming.

Any arrangements for restricted deposition of oral history interviews and transcripts must be made at the outset of a funded oral history project. *Deposition of the recorded interviews and transcripts in the Utah Historical Society Collections will be done by UHS staff.*

ELIGIBILITY

Oral History Grants are open to organizations within Utah, 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

Oral History Grants are not open to individuals or for-profit entities.

EDUCATIONAL 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 the regular curriculum. Overhead costs (payroll taxes, retirement, etc.) are not eligible expenses.

UEI Number

Oral History grants are funded in part with federal dollars and all grantees are required to provide their Unique Entity ID (UEI) number at the time of application. Grant funds will not be released without a valid UEI.

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- Existing registered organizations can find their Unique Entity ID by following the steps here:
https://www.fsd.gov/gsafsd_sp?id=kb_category&kb_category=2ad0cfc81b4f64108aa3a8e_ae54bcbf5.
- Unregistered organizations can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration here: <https://sam.gov/entity-registration>.

If you need assistance with registering for a UEI, please contact UH/UHS staff.

PROJECT CRITERIA

- Grants are intended to fund one-time projects that are innovative, focused, well-defined, and of benefit to the local community.
- All products supported by Oral History Grant funds must be made available to the public. To meet this requirement, grantees are **required to deposit** copies of oral history transcripts, audio recordings, and related materials into the **Utah Historical Society (UHS) Special Collections** as the primary repository. While UHS serves as the official archive for grant-funded materials, grantees are encouraged to work with other institutions to house additional copies locally.
- 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.
- The grant file for an oral history project that receives UH/UHS funds will not be closed until the recorded interviews and transcripts have been received and UH/UHS staff have reviewed and deposited them in the Utah Historical Society Collection, or until a restricted deposition has been made to UHS.
- Oral history projects funded by UH and UHS must enlist the participation of a scholar trained in the methods and techniques of oral history. Personnel in the Local History Services program of UHS may offer support. Training in oral history techniques and standards is required for both the project interviewer and transcriber. Training must be secured through UHS before funds will be released. UHS offers free oral history and transcription training. Please visit the UHS Oral History Program website to find out more information: <https://history.utah.gov/oral-history-program/>

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 the written Budget Explanation. We encourage applicants to cover as many administrative costs (personnel, space, etc.) as possible with matching contributions. Although a cash match is encouraged, it is not required. The required match may be entirely in-kind. We allow fiscal sponsorships for in-kind matches.

- "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, travel

expenses, or printing transcripts.

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

REQUIRED PRODUCTS OF UH/UHS GRANT PROJECTS

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

- 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 copies of each interview (full transcriptions are required; not synopses)
- Digital transcripts in PDF (if possible) or Microsoft Word format
- Photograph of narrator (if possible)
- Evaluation questionnaires from audience members at the required public program (described below)

A final report must be completed online within 90 days of the grant period. The final report will require the grantee to report on all public events and provide a detailed breakdown of grant expenses and cash/in-kind matching funds. A link to the form will be sent with grant award materials.

PUBLIC PROGRAM REQUIREMENT

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. 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. Grantees must inform UHS/UH about all grant-funded public "Oral History Grants are offered in partnership with the Utah Historical Society and Utah Humanities to record Utah's rich array of cultures, traditions, and experiences, and showcase its complete history." events in advance and report on each one in their final report.

PUBLICITY REQUIREMENT

Grantees are expected to publicize the events or projects for which they receive Oral History Grant funding and are required to credit Utah Humanities and the Utah Historical Society in that publicity. The following language must be used on all materials publicizing or resulting from grant activities: *"This program has received funding from Utah Humanities and Utah Historical Society."*

PROJECT EVALUATION REQUIREMENTS

Evaluation is essential to understanding a project's effectiveness and demonstrating its impact. All funded projects must include a clear evaluation plan that addresses both the overall project and the required public program.

All grantees are required to:

- Evaluate the overall project, including how well it met its stated goals, the effectiveness of the oral history process (e.g., planning, interviews, transcription, etc.), and key outcomes or lessons learned.
- Collect audience feedback at the required public program. This should include tracking

attendance numbers and gathering visitor responses through brief surveys or similar tools. (A sample survey will be provided with your award materials that you can adjust to fit your project.)

UH and UH rely on both forms of evaluation to understand and communicate the impact of funded projects. A narrative final report alone does not fulfill this requirement. Grantees must also collect and submit audience feedback materials. Alternative evaluation methods may be used if they are clearly described 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 grant funds, cash, and in-kind matching contributions. Records must be available for federal, state, or UH/UHS audit for seven years following submission of final reports.

POST-AWARD PROJECT CHANGES

Grantees will enter into an agreement with UH (the organization that is administering this program), the terms of which state that the grantee must notify UH in writing prior to making any changes to the original proposal. Significant changes to the project must be approved by UH staff. Changes that 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 the project
- credit UH and UHS 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: <https://utahhumanities.org/programs/special-projects/grants/oral-history-grants>)
- maintain auditable records of UH grant funds and matching contributions in accordance with the grant agreement.
- Send all recordings and transcripts completed during the grant period UHS through a cloud-based storage folder (Dropbox, Google Drive, etc.). These files will be archived with the Utah Historical Society Collection. If appropriate, grant products may also be deposited at a local institution such as a university library's special collections.
- make the products of the oral history project available to the public and conduct at least one live public program that showcases the stories collected as part of the grant (see above for advice).

DEADLINES AND REVIEW PROCESS

Deadlines

Draft applications are due on February 1, May 1, August 1, and November 1. UH & UHS staff will provide technical assistance within 2 weeks and applicants will have 2 weeks to revise their

applications and submit a final application for review. Final applications will be reviewed in March, June, September, and December. Final notifications will be sent no later than March 15, June 15, September 15, and December 15. Applicants will be notified of any changes in the award dates.

Draft Review

Applicants are encouraged to contact the appropriate staff in the early stages of project planning in order to discuss project ideas with UH and UHS staff. Staff advice Technical assistance is also available as applicants 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:

<https://utahhumanities.org/programs/special-projects/grants/oral-history-grants>. Incomplete or late applications will not be considered.

General Advice

Grant writing is a competitive process. The 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 that a project will be funded, but they may help improve the project's 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 the 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 the final application. Open-ended applications without finalized details may not be funded.
- Have someone not associated with the project proofread the application and give suggestions before it is submitted.
- A sloppy application makes a poor impression. Double-check the budget figures. Avoid jargon. Proofread carefully.
- Be persuasive without pleading. Inform and motivate the grant review committee without being demanding. The grant application should be able to stand on its merits. Emphasize opportunities rather than problems.

UH and UHS 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 and questions about oral history, please contact:

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For questions about the oral history grant application and funding, please contact:

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