

FAQs: Baylor Community Oral History Grant

Q. Will there be more than one grant awarded, or is this grant just awarded to one organization/project per year?

A. From the applications we receive for each year's grant, we will select *one* winning proposal to fund.

Q. May an individual apply for the grant? May graduate or undergraduate students apply for the grant? May public K-12 school groups apply for the grant? May private and home-school groups apply for the grant? Can I get a grant to help me work on my history fair project?

A. The grant will be awarded to a *nonprofit community-based organization* capable of directing and managing a volunteer oral history research project with a public outcome. Individuals, university students, and precollegiate students could participate in a project sponsored by a nonprofit community organization, but they do not qualify for the award on their own or for their own purposes.

Q. May units or departments within colleges or universities apply for the grant?

A. The goal of the award is to promote community participation in planning and carrying through an oral history project. We think of it as being *of* the community, *by* the community, and *for* the community. Units or departments within colleges or universities may, of course, work with a local community-based organization on a project, but the grant should be initiated and carried through by the community organization.

Q. Are there any limitations or suggestions for how to spend the grant money?

A. Applications should be as precise as possible about how the money would be spent. Proposed uses for the funds will be considered in the judging process. Priority will be given to projects that plan to use the funds to support the interview project proposed in the grant; for example, for recording equipment; hardware for storing digital files; supplies for creating digital preservation copies; photography expenses in support of the oral history project; expenses related to a public display of the project outcomes, etc. In addition, of course, our expectation would certainly be that the winning project will utilize the funds responsibly as outlined in the proposal.

Q. Since BUIOH will do the transcriptions, does the cost of this come out of the grant, or is it provided in addition to the grant money?

A. Our commitment to process and transcribe the interview recordings created by the project constitutes an in-kind addition to the monetary award—the cost of these services does not reduce the dollar amount of the award.

Q. May we plan to spend the \$2,500 to pay for transcribing earlier oral history recordings that pertain to and complement the funded project?

A. The intent of this grant is to promote all-new oral history projects. If the nonprofit organization has other funds to provide equipment for recording, processing, preservation, and sharing for the new oral history interview project proposed in their application, they may propose spending the funds to transcribe earlier oral history recordings that pertain to and complement the funded project. Preference will be given, however, to new oral history interview initiatives over older interview projects that need processing.

Q. Should the project proposal include a detailed budget proposal?

A. The proposal should include specific details of what use will be made of the grant funds. For example, if the organization plans to use the funds for recording equipment, what equipment will they buy and how much will it cost?

Q. What are some examples of how the money may be spent?

A. The grant funds may be used to foster the collection of community oral history, provide access to the collection, and preserve it for the long term. Listed below are some of the more common ways the money might be spent; the list is not exhaustive, and projects may very well have other needs for which an effective case can be made.

- digital audio and/or video recording equipment; for example, recorders, cameras, microphones
- recording and storage media; for example, flash media, CDs, DVDs, hard drives
- computer hardware and software; for example, laptop and/or desktop computers, scanners, video and/or audio editing software, data management software
- stipends for interviewers or other project contributors
- rental fees for interviewing or community meeting space
- office supplies
- publicity; for example, newspaper or broadcast media advertisements, flyers, brochures
- travel expenses
- a public presentation, such as a reception, open house, or exhibit, or a publication, such as a book, pamphlet, or Web site, highlighting the outcomes of the project

Q. What reports or final accounting will be required for the selected project? When are they due?

A. The grantee will submit a final report indicating how the grant funds were spent, as well as a self-evaluation of the oral histories and the overall project. The final report will be due fourteen months after the grant is awarded.

Q. What time frame is required for completion of the selected project? What deadlines will we be required to meet?

A. The grant project plan should be focused so that it can be carried out within one calendar year, from initiation of the project with an oral history workshop, through interviewing eyewitnesses and processing recordings, to a public presentation of the outcome. An application for the grant will be strengthened with a solid time line allowing for training, researching, interviewing, editing, and completing the public programming.

Q. Is there a required or minimum number of interviews for grant projects?

A. The preferred project will focus on a research topic for which a reasonable number of qualified interviewees are available and accessible. A “reasonable number” will vary by project, but plan for about ten to twenty interviews.