

## 2019 COMMUNITY ORAL HISTORY GRANT

Return this form and all attachments by e-mail enclosure to  
Adrienne Cain, [adrienne\\_cain@baylor.edu](mailto:adrienne_cain@baylor.edu)  
by **January 18, 2019**.

Date of submission: \_\_\_\_\_

### *1. CONTACT INFORMATION*

Name of organization: \_\_\_\_\_

Contact person/Title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Organization URL: \_\_\_\_\_

### *2. PROJECT INFORMATION*

Title of project: \_\_\_\_\_

Statement of purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and address of local library, archive, or museum willing to preserve the project transcripts:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Digital recording equipment you have available or plan to purchase:

Brand/model: \_\_\_\_\_

Media (flash card, SD, CD, portable drives) \_\_\_\_\_

Project goals: Number of interviews: \_\_\_\_\_ Number of persons to interview: \_\_\_\_\_

Number of persons willing to be trained and to be primary interviewers: \_\_\_\_\_

Additional sources of funding and/or in-kind support available to support the oral history project and/or the public program:

\_\_\_\_\_

\_\_\_\_\_

*Application continues on page 2.*

BAYLOR UNIVERSITY INSTITUTE FOR ORAL HISTORY  
**2017 COMMUNITY ORAL HISTORY GRANT**

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### ***3. PROJECT NARRATIVE***

On a separate page please provide the following information:

- Why is this oral history project needed in your community?
- What research materials have you or will you use to provide background information on the topic?
- How will you publicize your project in your community and inspire enthusiastic participation?
- Who are some potential interviewees for the project?
- What is your projected time schedule for completing training, interviewing, and presenting the public program during 2017?
- How will you share the interview outcomes with your community?
- If the organization or its leaders has done other oral history projects, please describe them and give their purposes and outcomes.

### ***4. PROJECT BUDGET***

Attach a proposed budget for the project, indicating how the \$2,500 grant will be spent.

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If awarded the Baylor Community Oral History Grant, the applying organization agrees to accomplish the following project steps within the calendar year that the grant is awarded:

- arrange a day, time, and place for a training/planning workshop
- assemble for the training workshop several persons who are committed to doing the interviews
- locate a local public archive that will preserve and make accessible the recordings/transcripts
- develop an interview release agreement for the project that names Baylor University and the chosen local archive as co-depositories for the interviews
- purchase and manage digital recording equipment
- locate and contact interviewees; arrange interview days, times, places
- conduct interviews
- obtain required signatures on interview release forms
- create a word list of proper names and unique spellings for each interview
- submit recordings and accompanying forms (release form, data sheets, word list, notes) to the Institute
- plan, arrange, publicize, and carry through a public program to share the outcomes with the community

The organization will complete the grant agreement with the following steps:

- receiving the draft transcripts and distributing them to the interviewees
- assisting the interviewees in checking their draft transcripts for accurate spellings and meaning
- returning the checked transcripts to the Institute for corrections
- receiving the bound, edited transcripts and presenting them to the interviewees
- presenting the depository copies of the bound, edited transcripts and recordings to the designated local archive