

2025 COMMUNITY ORAL HISTORY GRANT

Return this form and all attachments by e-mail enclosure to
BUIOH@baylor.edu
by January 31, 2025.

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
2025 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 the grant period?
- 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.

If awarded the 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 edited transcripts and presenting them to the interviewees
- presenting the depository copies of the edited transcripts and recordings to the designated local archive