



Kansas Stories of the Vietnam War 2023: Call for Applications

HK offers up to \$3,000 for communities to collect oral histories from those impacted by the war

Application Deadline

October 31, 2023



Since its founding in 1972, Humanities Kansas has explored bold stories and big ideas in every corner of Kansas—ideas about what it means to be human, to be part of a democracy, and to strengthen our communities.

It has been 50 years since the American military withdrawal from Vietnam in 1973. Veterans came home to a changed nation. Refugees settled in areas across the state to build new lives in a strange land. On the homefront, Kansans worked to provide care and give meaning to a war that had divided the country.

To preserve the stories of this time period, HK **invites Kansas communities to collect the oral histories of Kansans who experienced the Vietnam War, both at home and abroad.**

Kansas Stories of the Vietnam War grants will fund up to \$3,000 for organizations to collect and preserve the stories of Vietnam military veterans, refugees, and those on the homefront. HK will connect awarded organizations with an oral history expert and provide funds to purchase materials such as recording equipment and transcription services. Additional funds are available for companion exhibits or other related projects that support the oral history project (up to \$2,000).

What is oral history? Oral history is a method of collecting first-hand stories of past events through the voices of people who lived through them. Interviewers trained in asking questions guide the conversation. Preserving and interpreting the memories of people and communities helps future generations understand where we have been and provides context for our world today. Many oral histories today are voice-recorded or by video.

Kansas Stories of the Vietnam War grant funds can be used for:

- Oral history recording equipment
- Transcription of the recordings
- Staff and consultant time to work on the project
- Speaker for one public event
- Other items needed to document, preserve, and share the stories of Vietnam military veterans, refugees, and others who were impacted by the war.

Applicants will demonstrate their interest in the following

- Identify at least two or more Vietnam War stories in their community
- Designate a local coordinator to serve as the point-person for the project
- Engage with an HK preservation expert to develop the interview questions
- Transcribe the recordings
- Publicize and promote the project locally
- Host a public event in the community related to the project (in-person or online)
- Attend an HK planning meeting (date and location to be determined)
- Submit a project evaluation and cost share report at the project's conclusion

Selected organizations will receive

- Up to \$3,000 to support the project and at least one public program
- A skilled preservation expert knowledgeable of oral history best practices
- Statewide publicity and promotion of the project
- Networking and training with a cohort of selected organizations

Eligibility

- In-state nonprofits are eligible. 501(c)(3) status is not required, but applicants do need a Unique Entity ID from SAM.gov. *How do you get a UEID? Follow the [Quick Start Guide](#).*
- **NOTE:** Organizations with an open HK grant are not eligible. Universities and colleges are not eligible. (Ask us if you're not sure!)

HK will select project hosts based on the strength of the application, accompanying plans, geographic distribution, community partnerships, and enthusiasm for the project.

How to Apply

- Applications are submitted to the [online portal](#) beginning September 18, 2023.
- It is recommended that you type your answers into a Word document and cut & paste your answers into the application fields.
- A concise narrative that addresses the goals of the project is required. A clear budget reflecting expected expenditures and cost share is required.

Important Dates

Submission Deadline	Monday, October 31 (11:59 PM)
Notification by HK	Thursday, November 30
Project Cohort Workshop	TBD
Project Event Dates	December 15, 2023 – December 14, 2024



For ideas and to learn more about Kansas during the Vietnam War, listen to the “Voices of Vietnam Veterans” episode of the HK podcast [Kansas 1972](#).

Contact

Leslie VonHolten, Director of Grants & Outreach, at LVH@humanitieskansas.org. Email is the quickest method of communication. Follow up phone calls can be arranged.

Kansas Stories of the Vietnam War 2023: HOW TO APPLY

Talk to HK staff. Applicants are encouraged to speak with HK staff early to discuss ideas or clarify guidelines. Contact Leslie VonHolten, Director of Grants & Outreach, LVH@humanitieskansas.org.

Submit a Draft. Organizations are strongly encouraged, but not required, to submit a draft by answering the questions below. HK staff will provide feedback to make the project more competitive for final submission. Email drafts to LVH@humanitieskansas.org. Please do not use the online grant portal for your draft submission.

An HK Project Consultant skilled in oral history will be assigned to you. The consultant will ensure the methods proposed are consistent with best practices in the field.

Budget Guidelines. The budget should show all anticipated expenses needed to accomplish the project. In addition to grant funds, applicants are asked to contribute goods and services equal to or greater in value than the amount requested (this is called “cost share”). Cash match is not required. HK only accepts costs accrued after the official start date of the grant period.

Grant funds CAN be used for:

- Salaries for temporary or part-time staff specifically hired to carry out the project
- In-state travel reimbursement for staff and consultants including mileage, meals, and lodging
- Archival material, digitizing services, duplication, program announcements, reports, etc.
- Cost of making copy prints, photographs, or negatives
- Some publicity and promotions (cannot exceed 25% of the request)
- Non-durable supplies, including external drives, and some equipment. (Funds cannot be used exclusively for equipment purchases; however, up to 50% of the grant funds can be for equipment if it will enhance the overall goal of cultural preservation.)
- Tools to support online programming, such as a Zoom license for virtual public events
- Equipment rental such as video cameras
- Funds *in addition to* the grant project can be requested to assist with increasing access to the project, including support for a sign language interpreter, Spanish language interpreter, audio tours for digital and in-person exhibits, rental of handicap accessible ramps, etc. (Accessibility funds are only available to enhance the humanities content as proposed in the project application. HK cannot fund projects that retroactively make existing humanities content accessible.)

If you don't see something listed, contact staff for clarification.

Grant funds CANNOT be used for:

- Salaries for full-time staff employed by the sponsor organization
- Purchase of major equipment (computers, shelves, HVAC), website hosting, or insurance
- Archiving or digitizing of church bulletins, school yearbooks, school board minutes, county records, or newspapers
- Conservation projects that strive to restore documents, photos, or artifacts to their original state
- Individual research or school projects. Students may be involved as volunteers
- Purchase, restoration, or construction of a building
- Creation or purchase of a mural, monument, memorial, or plaque
- Publishing a book or catalog
- Individual research, scholarships, or fellowships
- Fundraisers, advocacy, or lobbying
- Projects that discriminate on the basis of race, color, national origin, gender, age, physical abilities, sexual orientation or identity
- Food, beverages, entertainment, and promotional giveaways such as shirts or mugs

Cost Share: Applicants are asked to contribute goods and services equal to or greater in value than the amount requested. This is called *cost share* and can include:

- Staff and volunteer time devoted to the project
- Donated use of office space, venue facility, equipment, and supplies
- Social media, public service announcements, and other free publicity
- Refreshments at companion events

APPLICATION STEPS

Applications must be submitted online by 11:59 PM on Monday, October 31, 2023. Deadlines cannot be extended. [Click here for the Submission Portal.](#)

Online Application Tips:

- You can complete the form all at once or save your responses by clicking Save at the bottom of each page. Clicking Save will kick you out of the form.
- You do not need to create a Jotform account to save your work. In the pop-up window, click “Skip Create an Account.” Then click, “Send link.” You can later return to the form by clicking the link that is emailed to you.
- To Submit, click Submit at the end of the form. A confirmation and a copy of your form will be emailed to you.

CONTACT INFORMATION

1. **Project Director.** This person is responsible for the management of the project and will submit final reports. All official correspondence and contracts will be sent to this person.
2. **Sponsoring Organization.** The organization must be a non-profit located in Kansas.
3. **Unique Entity ID (SAM)** from SAM.gov for sub-awardees is required. This 12-digit alphanumeric ID is used to track federal funding. (You do not need a full SAM.gov registration for HK grants. Only the UEID number is required.) *How do you get a UEID? Follow the [Quick Start Guide here.](#)*
4. **Fiscal Officer.** This person is responsible for accounting of grant funds and cost share. The Fiscal Officer cannot be the Project Director.
5. **Authorizing Official** is the person, such as the board president or executive director, who is authorized to approve an application on the organization’s behalf.

PROJECT NARRATIVE

6. Project Title.

7. **Specific Expenses** that you wish to spend the grant funds. For example: "We request grant funds to pay part-time project staff, purchase a microphone and hard drive, transcription services, and boost event ads on Facebook." [100 words]

8. **Project Story.** Why is this project important to your organization or community? What are your goals for the project? Discuss how best practices in oral history and heritage interpretation are central to the project. Note that transcribing the oral histories is required. [500 words]

9. How many oral histories will you complete?

- Fewer than 3
- 3 to 5
- 5 to 9
- 10 or more

10. **Additional Funds.** Additional funds for companion exhibits or other related projects that support the oral history collection are available. Check the box to request funds and provide a brief description of the project. [100 words]

11. **Publicity and Promotions.** How will you share this project with the public? Explain plans for promotion using social media, flyers, radio, etc. [100 words]

12. **Public Event or Activities.** At least one public event is required to share the results of your project.

Check all that apply.

- | | |
|--|---|
| <input type="radio"/> Special speaker | <input type="radio"/> Zoom/online presentation |
| <input type="radio"/> Open house | <input type="radio"/> Hands-on training or workshop |
| <input type="radio"/> Panel discussion | <input type="radio"/> Guided exhibition tour |
| <input type="radio"/> Facilitated community conversation | <input type="radio"/> Other: |

BUDGET FORM

13. BUDGET

The budget shows all anticipated expenses throughout the course of the project and indicates what is to be funded with the HK grant or with *cost share*.

Cost share is a way to document local contributions. Cost share is the goods and services contributed to the project by the sponsor organization (or other partners involved) that are not funded by the grant. Cost share demonstrates community support for the project and is required. Remember: Applicants must provide cost share that is equal to (or greater than) the grant amount requested from Humanities Kansas. Everything used or done in support of the project once the grant has been awarded has a value.

Include detailed notes for each expense that explains how the amount was determined. Round totals to the nearest dollar. Provide details in the following categories:

- Project Staff
- Travel
- Promotion
- Supplies
- Equipment and Facilities
- Other Expenses

What Do These Budget Categories Mean?

Project Staff is the value of time for people who administer the project, both paid and volunteer. For each person, estimate the total hours dedicated to the project and multiply by a comparable wage.

- Fiscal Officer's services must be a cost share contribution.
- Transcription of the oral histories is required and should be considered in project costs.
- Grant writing or other activities prior to the grant award cannot be included.
- Volunteer time may be valued at \$25/hr and should be listed as cost share.

Travel includes mileage, lodging, and meals for project staff. Only out-of-town travel can be funded by the grant. In-town travel must be counted as cost share. HK allowable rates:

- Mileage: \$.56/mi for private vehicles. Rental cars with economy rates are allowed.
- Lodging: Up to \$135/night. Expenses beyond this rate must be cost share.
- Meals: Up to \$45/day

Promotion includes the costs of creating invitations, flyers, and posters for public events and costs associated with mailings. It may also include paid advertising such as online media, newspaper, radio, and television. The use of social media is encouraged.

Supplies includes detailed costs of what's needed for the specific project like archival supplies (boxes, folders, photograph sleeves, or cotton gloves).

Equipment and Facilities includes rental costs for meeting rooms, public venues, sound equipment, projectors, or other items needed for a project. Grant funds cannot be used to purchase major equipment, but you can place a fair market value on its use and count cost share. Fair market value is based on the cost of renting similar equipment. Small equipment purchases are allowable (up to 50% of the overall grant request), but the purchase must be vital to the project.

Other includes costs essential to the project not identified above like duplicating photographs, digitizing services, accessibility expenses, or other costs essential to the project not previously identified. Be specific. HK rarely funds "miscellaneous" costs. Items such as refreshments should be listed as cost share.

ATTACHMENTS

17. Promotional Image. All applicants must upload a photograph or image related to the project that can be used in Humanities Kansas publications. Images of people and faces are preferred. Avoid logos. Historical photographs are acceptable.

Acknowledgement of Humanities Kansas. All material developed with an HK grant, including associated publicity and promotional materials, shall include the HK logo and credit funding by Humanities Kansas. All projects must include a disclaimer statement to the effect that views expressed are not necessarily those of Humanities Kansas or the National Endowment for the Humanities.