



# America250 in Idaho

## Oral History Initiative Guidelines V.2

August 19, 2024

### Contents

- 1. Introduction, Mission, and Vision ..... 1
- 2. Purpose: ..... 2
- 3. Eligible Entities: ..... 2
- 3. TheirStory™ Platform, Interview Ownership, and Use:..... 2
- 4. Project Criteria and Participation Requirements: ..... 3
  - Deliverables: ..... 4
- 5. Timeline and Administration Fees ..... 4
  - Participant Reporting Requirements: ..... 4
- 6. Application Guidelines ..... 4
  - Application Process:..... 5
- 7. Review and Evaluation ..... 5
  - Project Selection Rubric:..... 6
  - Online Webinars ..... 11
  - Consultants with Oral History Experience: ..... 11

### 1. Introduction, Mission, and Vision

The Idaho State Historical Society (ISHS) shall oversee the management and execution of the America250 in Idaho Oral History Initiative, a legacy project that will advance the mission and vision of the America250 in Idaho commemoration.

#### America250 in Idaho Mission:

To advance the ideals of the American Revolution - equality, liberty, and justice – through meaningful community engagement and recognize, appreciate, and commemorate Idaho’s journey in America’s legacy.



### America250 in Idaho Vision:

To celebrate American history and the invaluable contributions of Idahoans to our region, nation, and world.

## 2. Purpose

This initiative provides access to oral history software called TheirStory™ that streamlines the process of recording, transcribing, and managing oral history projects.<sup>1</sup> Using TheirStory™ eligible entities to capture and preserve a rich tapestry of stories, experiences, and traditions with individuals in their local communities. Through this initiative, and in partnership with the Idaho State Historical Society, eligible entities can better manage oral history projects, decreasing the cost and time involved in capturing oral history interviews.

## 3. Eligible Entities

The following participants are eligible to apply:

- Idaho non-profit organizations 501(c)(3)
- Tribal governments
- Federal, state, and local governments
- Universities and K-12 schools
- For-profit businesses

ISHS-affiliated sites (Franklin, Stricker, Pierce, Bishops' House) are ineligible to apply.

## 3. TheirStory™ Platform, Interview Ownership, and Use

TheirStory™ streamlines the process for users to collect, preserve, and engage with the audiovisual stories of the individuals that make up their community. ISHS maintains a subscription to this platform. Eligible entities selected for inclusion in the America250 in Idaho Oral History initiative will be granted access as a “user” under ISHS’s TheirStory subscription. The platform facilitates remote and in-person audio and video recordings. It produces a 90% accurate auto-generated transcription and serves as a project management tool for oral history projects.

---

<sup>1</sup> ISHS maintains a foundational partnership subscription with TheirStory™ and through participation in this program, eligible entities will gain access to this all-in-one oral history software that streamlines the process for any community to collect, preserve, and engage with the audiovisual stories of the individuals that make up their community. Oral Histories conducted through this program will become the property of the Idaho State Archives and will be made available to all participants and narrators through Aviary.com, an online video and audio hosting platform.



ISHS envisions various creative and impactful projects for the America250 in Idaho Initiative. Eligible entities selected to participate can record unlimited interview hours with unlimited narrators during the America250 in Idaho commemoration in alignment with the initiative's timeline. However, ISHS wants to see potential narrators listed as part of your application. Interviews recorded through this initiative will become the property of the Idaho State Archives, and ISHS will provide templates for relevant legal releases and other forms to all selected participants. To encourage access and use, all interviews will be hosted via ISHS's Aviary account, an online platform that allows users to discover and navigate audiovisual content easily.<sup>2</sup> We encourage users to link to this account on their own website or social media accounts. Additionally, all selected participants and narrators can use the interviews for projects, exhibitions, and other needs with proper attribution and can keep paper transcripts available for use at your repositories.

## 4. Project Criteria and Participation Requirements

Projects must align with the below criteria to be considered:

### Project Significance and Relevance:

Projects must address one of the America250 in Idaho Focus Areas<sup>3</sup>, and the questions to be answered through the interviews should demonstrate relevance to the local community, state, or region.

### Clear Objectives and Methodology:

Projects must have a defined scope and demonstrate a clear methodology for collecting oral histories, including understanding ethical/moral considerations, interview techniques, and research and documentation strategies.

### Track Record or Experience:

Projects must indicate that the applicant or someone on the project team has experience conducting oral histories or has been trained in oral history. Meeting this requirement may require participating in an oral history webinar, contracting with an oral historian or other public historian with oral history experience, or engaging a graduate student or intern with oral history experience.

---

<sup>2</sup> ISHS maintains an account via Aviary. ISHS will host all interviews and transcripts conducted under the America250 in Idaho on this site as a singular collection; for more information about Aviary, visit <https://www.aviaryplatform.com/>.

<sup>3</sup> The America250 in Idaho Focus Areas include historical significance, natural beauty, agricultural importance, traditions and heritage, economic impact, and education, arts and humanities. Descriptions of these Focus Areas are available at [www.america250.idaho.gov](http://www.america250.idaho.gov) and in Appendix B.



**Deliverables**

The eligible entities selected for participation in the initiative are responsible for completing and delivering the following work to the Idaho State Archives at the end of the project period.

- Oral history recordings;
- Typed transcripts of recordings;
- Legal releases for interviews;

**5. Timeline and Administration Fees**

The timeline details the application, selection, reporting, and project completion deadlines.

<b>Timeline</b>	
Announce initiative and launch of A250 website	7/3/2024
Application opens	8/26/2024
Application closes	9/30/2024
Applicants selected	10/15/2024
ISHS Board of Trustees approves selected participants	11/1/2024
Access awarded and administration fee invoiced at 50%	12/1/2024
Mid-year progress report submitted to ISHS	6/30/2025
Final project deliverables delivered to ISHS	3/31/2026
Final attestation report due and remaining 50% of administration fee due	5/1/2026

**Participant Reporting Requirements**

Participants must complete a mid-year progress report and final project attestation report, pay both installments of the participation fee, and deliver completed interviews, transcripts, and associated documentation to the ISHS by the published deadlines.

**Administration Fee**

Eligible entities selected to participate shall pay an administration fee based on the organization's annual operating budget. Applicants may request the fee be waived. See Appendix A for the Administration Fee Schedule and instructions on submitting a waiver.

**6. Application Guidelines**

Eligible entities must complete an application describing their proposed oral history project and submit it within the application period to be considered for inclusion in the initiative. ISHS will make the final selection based on the pre-determined criteria. All participants must complete their proposed oral history projects, including transcriptions, within the project timeline as published.



Please be concise and specific in your application. ISHS will only use the information submitted in your application to select participants. Incomplete applications will not be considered. Complete applications must include the following.

### *Application Requirements*

1. Project Cover Sheet
2. Application Narrative (5-page limit, plus up to three letters of recommendation/support and quotes/estimates as necessary)
  - a. Section 1: Project Scope/Description and Timeline
    - i. In this section, describe the oral history project, including the narrators you anticipate interviewing and the scope of questions to be asked.
  - b. Section 2: Project Readiness
    - i. This section focuses on the critical need(s) for completing this project, and how ready you are to launch into the work. (1-page limit)
  - c. Section 3: Project Criteria and Project Promotion
    - i. This section illustrates how the project addresses the initiative criteria listed under Section 4 above, how you will promote the project, and how you envision branding it as part of the America250 in Idaho commemoration. (1-page limit, plus up to three letters of support dated within the last year).
  - d. Section 4: Project Team:
    - i. This section demonstrates the project team's ability to complete and manage the project successfully. It must show how individuals are qualified to complete the tasks and work as the project outcomes require. List your project team members and include each person's role, responsibilities, and qualifications for this project. This section should identify the team member(s) with applicable oral history experience and how they achieved that experience. (2-page limit)

### *Application Process*

Eligible entities will submit applications via Amplifund, an online grant management platform. More information about this platform will be available by the application open date.

## **7. Review and Evaluation**

The ISHS will evaluate and select participants based on the criteria listed under Section 4 and the application guidelines listed under Section 5. Evaluation is based upon the following rubric. Projects selected will be eligible for promotion and marketing under the America250 in Idaho brand. During the review process, ISHS may also consider the geographic distribution of applicants when ranking and making final decisions.



**Project Selection Rubric**

<b>Applicant name:</b>				
<b>The applicant is eligible, and the application includes all required components.</b> <ul style="list-style-type: none"> <li>Incomplete applications will not be considered.</li> </ul>	(yes/no) Notes:			
	High	Medium	Low	Total Points
<b>Project Scope and Timeline (40 points):</b> <ul style="list-style-type: none"> <li>Clarity and comprehensiveness of project scope and description.</li> <li>Realistic and well-defined project timeline.</li> <li>List potential narrators and explain the outreach done to build this list.</li> </ul>	(40-27 points) Notes:	(26-13 points) Notes:	(12-0 points) Notes:	
<b>Project Readiness (10 points):</b> <ul style="list-style-type: none"> <li>Clear articulation of the critical need(s) driving the project.</li> <li>Concise explanation of why the project is time-sensitive and how ready you are to launch into the work.</li> </ul>	(10-8 points) Notes:	(7-4 points) Notes:	(3-0 points) Notes:	
<b>Project Criteria and Project Promotion (25 points):</b> <ul style="list-style-type: none"> <li>Primary Criteria #1: <ul style="list-style-type: none"> <li>Demonstrate how the project aligns with grant criteria and America250 in the Idaho initiative and focus areas.</li> </ul> </li> <li>Effective strategies outlined for project promotion.</li> </ul>	(25-18 points) Notes:	(17-9 points) Notes:	(8-0 points) Notes:	
<b>Project Team (15 points):</b> <ul style="list-style-type: none"> <li>Evidence of the project team's qualifications and experience, including oral history experience.</li> <li>Clear delineation of roles and responsibilities of each team member.</li> </ul>	(15-11 points) Notes:	(10-6 points) Notes:	(5-0 points) Notes:	



<b>Overall, Clarity and Compliance (10 points):</b> <ul style="list-style-type: none"> <li>• Clarity, organization, and coherence of the entire application.</li> <li>• Adherence to specified page limits for each section.</li> <li>• Compliance with all application requirements and guidelines.</li> </ul>	(10-8 points) Notes:	(7-4 points) Notes:	(3-0 points) Notes:	
<b>Total points given:</b>				/100



## Appendix A: Administration Fee

Administration fees are set based on the eligible entity's annual operating budget for the most recent fiscal year. <sup>4</sup> Individual practitioners not associated with another type of eligible entity are eligible to participate in the America250 in Idaho Oral History Initiative and are not required to pay the administrative fee. All other eligible entities may request a waiver of the administration fee. To submit a request to waive the administration fee, please explain why the costs are prohibitive as part of your application. The explanation should not exceed one page. This explanation does not count towards the total page count for the application.

Annual Operating Budget	Administration Fee
\$0 – \$25,000	\$125
\$25,001 – \$50,000	\$250
\$50,001 – \$75,000	\$375
\$75,001 – \$100,000	\$500
\$100,001 - \$150,000	\$750
\$150,001 and above	\$1000

---

<sup>4</sup> According to Engaging Places, a design and strategy firm that connects people to historic places, in 2022, 50% of history museums operate on less than \$100,000 a year. <https://engagingplaces.net/2022/03/30/nearly-50-of-history-museums-operate-on-less-than-100000/>





## Appendix B: America250 in Idaho Focus Areas

### *Historical Significance*

America's rich history, with a special emphasis on the American Revolution, should be celebrated during this milestone anniversary. From the Native American tribes that inhabited what would become the United States to those individuals who fought for America's founding during the Revolutionary War to the intrepid explorers and pioneers who settled the American West and Idaho, to the entrepreneurs across all industries, and the philanthropists, educators, and leaders who have shaped the Gem State since it joined the Union in 1890, Idaho's history is intertwined with the story of America's growth. Highlighting Idaho's historical milestones and those of the broader United States would deepen our understanding of the challenges and triumphs that shaped our nation.

### *Natural Beauty*

Idaho is blessed with some of the most breathtaking landscapes in the United States, including beautiful mountain peaks, pristine alpine lakes, stunning waterfalls, expansive wilderness areas, and national monuments. Idaho's natural wonders captivate visitors and residents alike. The America250 in Idaho commemoration would celebrate the state's remarkable scenery, encourage outdoor recreation, and raise awareness of the importance of preserving our great outdoors.

### *Agricultural Importance*

Idaho is a leader in American agriculture. Though famous for our Grown in Idaho® Potatoes, the state's agricultural products span multiple industries. Idaho farmers, ranchers, and producers contribute to the nation's economy through wheat, barley, sugar beets, hops, onions, beef, sheep, wine, dairy, and other agricultural products. Recognizing Idaho's agricultural significance during the 250th anniversary would acknowledge the state's role in feeding America.

### *Traditions and Heritage*

Idaho has long been home to Native American tribes and the descendants of European, Hispanic, Basque, African American, and Asian American immigrants. The America250 in Idaho commemoration will recognize the positive contributions of these communities to Idaho and its people.

### *Economic Impact*

Idaho is a leader in economic momentum, driving innovation, job creation, and financial security. The state's industries, including agriculture, manufacturing, technology, and tourism,



play a significant role in America's prosperity. Celebrating Idaho during America's 250th anniversary will highlight our economic strength, attracting investment, opportunity, and continued business development.

*Education, Arts, and Humanities*

Idaho's past and present are a mosaic representing artistic expression and the vast array of human experience. By developing educational programming and supporting the arts and humanities, we will empower Idahoans' hearts and minds and encourage critical thinking for learners of all ages.



## Appendix C: Oral History Resources to Meet Project Criteria

The following resources are options for applicants who need to gain experience to meet the criteria for participating in the initiative. Please mention activities taken, including training or webinars, in your application to prove that you have some experience or training in oral history and what resources or tools you used to gain said experience.

### *Online Webinars*

The following webinars are examples of what can serve as sufficient training in conducting oral history to qualify for inclusion in this initiative.

#### [“Oral History at a Distance” Workshop](#)

This virtual online seminar, hosted by Baylor University’s Institute for Oral History, is designed to get you started doing oral history. The workshop is primarily an introductory course for first-time oral history interviewers and participants who have done a few interviews in the past but have questions about improving their interviewing techniques, processing and preserving recordings, or designing a project. You may watch a shortened version of this previously recorded webinar via the Oral History Association, accessible here: [link](#)

#### [Effective Oral History: Successfully Creating and Using Oral Histories](#)

This previously recorded webinar from the National Park Service is geared toward those new to oral history or those needing a brief refresher. It focuses on the project planning process, interview preparation, and interviewing discusses legal and ethical issues, recording technologies, processing and archiving interviews, and explores the uses of oral history.

#### [Group Training with Troy Reeves, Distinguished Oral Historian, University of Wisconsin, Madison](#)

This live webinar will be available to users interested in a free, live webinar. Scheduling this opportunity is contingent on meeting a minimum number of participants requiring the training. It will be available in August/September 2024, scheduled by ISHS on a date/time TBD, depending on demand.

### *Consultants with Oral History Experience*

The following Idaho-based consultants are available to aid project teams in meeting the training or experience requirement. Costs reflect market prices for goods and services rendered, and funding to engage in consultants for this initiative is not included in the administrative fee for participation.



We recommend contacting the following [consultants and practitioners](#) with oral history experience. The Oral History Association also maintains a database of qualified oral historians, accessible via this [link](#). Additionally, Boise-based historical consulting firm HRA has expressed interest in supporting this initiative at established rates for interested participants.