

The Jack Ilott Oral History Education Operating Fund

Policy & application form

Author: Oral History Centre, Outreach Services, Alexander Turnbull Library, National Library of New Zealand

The Jack Ilott Oral History Education Operating Fund is managed by the Alexander Turnbull Library Endowment Trust, an independent trust that supports the work of the Library.

Policy

1. The purpose of the Fund is to promote standards in the use of oral history technique as a means of documenting New Zealand's past and contemporary history.
2. The funds are available to assist with activities which fall within the following categories:
 - Education in the use of oral history;
 - Training in oral history techniques, for example recording, interviewing, documentation, storage and preservation of oral history material;
 - Subsidising of attendance at oral history workshops, seminars, training exercises etc;
 - Purchase of equipment to be used for approved training purposes;
 - Any other educational, training or project activities deemed by the Trustees to serve the purpose of the funds.
3. Applications for assistance are to be made Jack Ilott Oral History Education Fund, Oral History Centre, Outreach Services, and are to include a completed questionnaire giving details of the proposed work or training, together with details of the background of the applicant as it relates to the application.
4. Allocations may be up to \$500.

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**JACK ILOTT ORAL HISTORY EDUCATION FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

NAME (Individual/group): _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

DATE OF APPLICATION: _____

SECTION A

REASON FOR WHICH FUNDS ARE SOUGHT (if an oral history project give title and aim and answer questions in Section B):

AMOUNT SOUGHT: \$ _____

SECTION B

WHAT STAGE IS THE PROJECT AT? **Proposed / Work in progress / Completed**

HOW MANY WORKING ON THE PROJECT? _____

DURATION OF PROJECT (weeks / months / years): _____

WHAT IS THE INTENDED USE OF THE RECORDINGS AND ACCOMPANYING MATERIAL?

WHAT EQUIPMENT WILL BE USED? _____

WHERE WILL THE MATERIAL BE STORED? _____

WHAT TYPE OF ACCESS WILL BE AVAILABLE? _____

FUNDING REQUIRED (provide budget, on separate page if necessary):

OTHER SOURCES OF FINANCE /GRANTS RECEIVED: _____

RELEVANT EXPERIENCE OF APPLICANT: _____

SECTION C

DETAILS OF PREVIOUSLY RECORDED MATERIAL:

No. of hours recorded: _____

No. of interviews recorded: _____

Technical quality of recordings: _____

Equipment used: _____

Where the material is located: _____

SECTION D

TWO REFEREES: Please give names and phone numbers

1. _____

2. _____

If granted funds from the Jack Ilott Oral History Education Fund I / we undertake to use them for the purpose for which they were sought within six months or return them to the Alexander Turnbull Library Endowment Fund.

I / we undertake to provide a brief report on the activity for which assistance was sought by seven months from receipt of the money.

Signature: _____

Name: _____

Date: _____

Organisation (if applicable):

Please return form to:

**The Secretary
Jack Ilott Oral History Education Fund
Outreach Services
Alexander Turnbull Library
PO Box 12349
WELLINGTON**

**Telephone (04) 462 3977
Fax (04) 474 3160**