

**Minneapolis-Moline Collectors, Inc.**  
Oral Histories Grant Application

*Minneapolis Moline Collectors, Inc. (MMCI) exists for the preservation and enjoyment of the products of Minneapolis-Moline, its predecessors and related companies, for the exchange of information concerning the same, and for the education of the public as to the historical nature and role of such products.*

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The **Oral Histories Grant** expands this mission by encouraging production of oral and video interviews of persons with relevant, historical information of M-M companies and their products.

To apply for the new Oral Histories Grant—which awards up to \$250--read the guidelines below and complete an application form.

**Oral Histories Grant Guidelines**

1. The grant is open to anyone who would like to interview another person or who would like to be the person interviewed.
2. The application must be received and approved by the Preservation Committee **before** the interview takes place to receive grant money.
3. An interview plan and expense budget are required as part of the application to ensure that the interview is well thought out and meets the purpose of the grant.
4. Oral and video interviews should be conducted using quality equipment so the finished product is of high quality for reproduction and transcription.
5. The interviewer should plan questions carefully and follow an agenda with a set time limit. Helpful tips for interviewing will be provided to those who are awarded a grant.
6. The selection committee is not obligated to award a grant or grants each year if the applications do not meet the purpose of the grant.
7. Grant money in the form of a check from the MMCI Treasurer will be sent when the Oral Histories Grant chairman receives the completed oral or video interview and verifies that quality of the finished interview.
8. Interviewees will be asked to sign a release form to verify the authenticity of the interview.

Interested applicants should complete an application form. For more information or questions, contact Director Mike Jahn, 1987 Grand Detour Rd, Dixon, IL 61021; 815-284-9831 or E -mail: [mjminnmo@hotmail.com](mailto:mjminnmo@hotmail.com)

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- Complete the following pages and submit to: Mike Jahn, 1987 Grand Detour Rd, Dixon, IL 61021; 815-284-9831 or E -mail: [mjminnmo@hotmail.com](mailto:mjminnmo@hotmail.com)
- The contact information below will be confidential and not included in the project proposal that goes to the Grant Committee.

**PROJECT NAME:** \_\_\_\_\_

**Applicant**

Name

Address

Telephone

E-mail

If you are a student and proposing this project for a class or organization please indicate below:

Name of school

Class or course:

Organization:

*I (the applicant) have read the Guidelines and the responsibilities outlined and agree to the terms as described in the MMCI Preservation Grant Guidelines.*

Applicant signature

Date

**Interviewee** (person agreeing to be interviewed)

Name

Address

Telephone

E-mail

*I (the interviewee) have been contacted by the applicant and have **agreed** to be interviewed by \_\_\_\_\_ for this oral histories project. The interviewee understands that the final interview will become part of the MMCI heritage preservation archives and may be used in a variety of ways to educate the public and MMCI members.*

Signature of Interviewee or Applicant in behalf of Interviewee

Date

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**NAME OF PROJECT:** \_\_\_\_\_  
(Example: Name of Interviewee or Topic)

**INTERVIEW PLAN**

Explain why you want to interview this person and why this will fulfill the purpose of gathering historical information of M-M companies and their products. Describe the focus of the interview, the topic(s) you plan to cover. If you have developed your questions, you can attach them. Note: *A hard copy of the interview questions must be submitted with the completed interview tapes.*

**PROJECT BUDGET**

List the equipment and costs you anticipate for completing the interview. For example, travel expense, tape recorder and microphone rental, or camcorder rental, digital tapes, etc.

**ESTIMATED COMPLETION DATE:** \_\_\_\_\_  
When do you plan to interview and send the completed interview to MMCI?

Amount of grant requested: \_\_\_\_\_