

# HUMANITIES COUNCIL

## OF WASHINGTON, DC

### Instructions for Administering and Reporting Your Humanities Council Grant

Congratulations! We are delighted that your organization has been awarded a Humanities Council grant for a public humanities project. The funds you were awarded are federal funds and certain guidelines for the administration of the grant must be followed.

If you received a Small or Planning grant you are required to submit a final report, due no later than **sixty (60)** days from the completion of the project. If you received a DC Community Heritage Project grant your final report is due by no later than **fifteen (15)** days from the completion of the project. Your funds will be disbursed in one initial payment at the beginning of the project.

If you received a Major Grant within the range of \$1,501 to \$5,000, you are required to submit a final report due no later than **sixty (60)** days from the completion of the project. Your funds will be dispersed in two (2) payments: the initial payment will be 90% of the grant; the final payment of the remaining 10% will be made upon submission and approval of the final report.

If your organization has a bookkeeping system and uses normally-accepted accounting procedures, you may administer your grant within that system provided project expenditures are kept separate from ordinary operational expenditures and a separate ledger sheet can show project expenditures for the duration of the project period. If your organization does not have a bookkeeping system to carry out this project, you must set up a separate bank account for grant funds.

Grantees are responsible for maintaining meticulous documentation and project records. The sponsoring organization must retain all documentation of expenditures (e.g., cancelled checks, receipts, paid invoices) and signed statements of donations for **five (5)** years and these documents must be made available for audit by the Humanities Council of Washington, DC or an authorized federal agency if requested.

**Humanities Council grants are awarded and grant payments released subject to availability of funds from the National Endowment for the Humanities, which supports the Council's grant program. Grantees are advised that grant awards may be reduced or retracted due to rescission or reduction of NEH funds by the federal government.**

## **THE FINAL REPORT**

Your final report includes an overview of all project financials; an itemized expenditures report for Humanities Council grant funds (supported by relevant documentation); evaluations by the project director and the participating humanities scholars; and any products, publicity, flyers, newspaper articles, etc., which your project generated. **One (1)** copy of the final report must be submitted. Remember, in order to apply for another Humanities Council grant, all previous grants must be satisfactorily closed **thirty (30)** days prior to the Preliminary Application due date.

### **TO BE COMPLETE, YOUR FINAL REPORT MUST INCLUDE:**

#### **1. Final Report Face Sheet**

The **Face Sheet** provides space to list the projected expenditure of grant funds, the actual expenditure of grant funds, and the sponsoring organizations cost-sharing in both cash and in-kind contributions. Under the column titled **Budgeted Expense**, simply place the preliminary budget used in your Humanities Council grant application. In the next column, titled **Disbursements**, indicate how your Humanities Council grant funds were actually spent. The amount in this column should reflect the **total amount** of grant funds used, including the remaining payment.

In the next column, titled **Cash**, list the actual amount spent by the sponsoring organization (including other funding sources) on the project. In the final column, titled **In-Kind**, list all in-kind contributions made to the project. All in-kind contributions must be individually documented with **In-Kind Expense Forms**. The sum of the **Cash** and **In-Kind** columns must equal or exceed the amount of your Humanities Council grant.

#### **2. Itemized Expenditures - Humanities Council Funds**

All expenditures made from Humanities Council grant funds must be listed on the **Itemized Expenditures–Humanities Council Funds** expenditure sheet, and must include documentation of **all** grant expenditures.

#### **3. Documentation of In-Kind Contributions**

Cost-sharing provided through the contribution of in-kind goods and services must be supported by documentation and signed and dated by either an official of the organization or the individual who is providing the goods or services. The record shall contain a description of the goods and services provided and the basis for determining their value. **All grantees must keep all documentation of cash and in-kind contributions with project records.**

#### 4. Evaluations

Evaluation forms for use by the project director and the participating humanities scholars are included in the final report packet. They provide us with standard and comparable information in addition to providing an overall view of your project. If you used an audience evaluation at your program, please include a summary of those comments as well.

#### 5. Programs and Publicity

Any announcements, posters, or flyers used to advertise your project; programs distributed at the event; and any newspaper publicity or coverage you received, should be included. Be sure your posters, flyers, programs, and other advertising and marketing provide credit to the **Humanities Council of Washington, DC**. You may say something like "The project was made possible by a grant from The Humanities Council of Washington, DC" or "This program was funded in part by a grant from The Humanities Council of Washington, DC." Additionally, please include our logo whenever applicable, the logo can be found in the grants section of our website.

#### 6. Products

Submit **two (2)** copies of all products generated by the project (DC Community Heritage Project grants require the submission of **six (6)** products). As part of our mission to spread the humanities throughout Washington, DC, the Humanities Council places all grantee products in our resource center, The DC Digital Museum. The mission of the Digital Museum is to preserve and publicize these grantee products to the greatest extent possible so that they may benefit as wide an audience as possible for many years in the future. If your project does not fall into one of the categories, please contact Jasper Collier at [jcollier@wdchumanities.org](mailto:jcollier@wdchumanities.org) for clarification. Please see below for formatting requirements:

##### Video:

If your final product is a DVD, we still ask that you submit two copies of the finished DVD, but we also now ask for a digital file. Uncompressed video files are best, but any universally supported video file playable on a computer harddrive is acceptable (e.g. .mpg).

Audio:

If your final product is an audio recording on a CD we still ask that you submit two copies of the finished CD, but we also ask for digital files. WAV, or MP3 files are the most useful. Each file must be appropriately tagged, featuring a description of the content, associated creators and organizations, and a list of the individuals heard on the recording.

Documents:

If your final product is a paper document, we ask that you submit it in both its printed form and as a PDF. While PDF format is preferable, we will also accept files generated by the publishing software used to create the product (e.g. publisher files, word documents).

Exhibitions:

Please submit the script, layouts, and any interpretive planning documents associated with the exhibition in a digital format such as PDF.

The Humanities Council wants to know about your events. Please send us emails, call us on the phone, or send invites through the mail to: **Humanities Council of Washington, DC, 925 U Street, NW, Washington, DC 20001**. We strive to support grantees through project promotion and by attending as many events as possible. Additionally, the Council likes to know if your project continues to have an impact after the project period is over. Please be sure to keep us informed.

If you have any questions or concerns, please contact us at: **(202) 387-8391**, or write: **grants@wdchumanities.org**.