



## Administering Your New Hampshire Humanities Community Project Grant

Congratulations on receiving a New Hampshire Humanities Community Project Grant (CPG)! This document is intended to help you successfully administer your award and prepare to submit your final report to NHH by the date specified in your contract. All forms are available on our website at <https://www.nhhumanities.org/grants/administer-a-grant/>.

### AWARD ACCEPTANCE

- **Sign the Contract:** The Project Director and applicant organization Authorizing Official will receive the award letter and contract via email. Please review the contract and contact the CPG Program Manager if you have any questions. You will provide your e-signature to sign the contract. Copies of the final contract will be sent to all signatories.
- **Submit your Grant Payment Request.** All payment requests should be submitted online at: <https://www.nhhumanities.org/grant-payment-request-form>. Your contract will break out the grant payment schedule. We cannot process your payment until the contract is signed. Please note that all payments are issued on the 15th and 30th of each month.

### PUBLICISE YOUR PROGRAM

- **Complete a Public Events Listing Form.** Provide NHH with information about your events and speakers as soon as they are confirmed. We will use this information to promote your program on our website, social media accounts, and print publications. Similarly, notify NHH as soon as possible if any event dates, times, places, or personnel change.
- **Review our Publicity Tip Sheet** for ideas on publicizing your program to the public.
- **Acknowledge NHH Sponsorship.**
  - ❖ The following acknowledgment of New Hampshire Humanities support must be fully visible and/or audible on all materials publicizing or resulting from award activities: **“This project was made possible with support from New Hampshire Humanities, in partnership with the National Endowment for the Humanities. Learn more at [www.nhhumanities.org](http://www.nhhumanities.org).”**
  - ❖ Please include our logo on all publicity and materials for your project. The logo is available for download on the “Administer a grant” page.

- **Notify NH's federal congressional delegation.** Inform the delegation in writing that your program received a grant from New Hampshire Humanities, which is supported in part by federal funds awarded through the National Endowment for the Humanities. A sample letter and contact information for NH's U.S. senators and representatives is included in the Publicity Tip Sheet. Save copies of your correspondence for your final report.

## REPORTING AND RECORD-KEEPING

All NHH grant recipients are required to submit a final report no later than 30 days after the end of the grant period. Some recipients are also required to submit an interim report midway through the project. Throughout the grant period, collect and organize the following materials, which you will be required to submit to NHH. Subsequent payment requests will not be processed until the submitted report has been approved.

- **Throughout your period of performance, keep records of:**
  - ❖ **Changes to the Budget:** any changes to the approved budget must be submitted to NHH for review and acceptance. Keep track of both budget changes and records indicating NHH's approval.
  - ❖ **Project Donation Records:** As a recipient of federal funds, you are obligated to maintain accurate financial records. All third-party contributions – cash or -in-kind – must be verifiable to count towards the matching funds requirement.
    - Any person or organization who contributes a cash or in-kind donation should complete a project donation form, available on the “Administer a Grant” page. The recorded value of an in-kind donation must be based on the fair market value—the rate that would otherwise be paid for the donated good or service.
    - Any contributions made via an electronic transaction such as PayPal or Venmo must be properly documented. You may provide a receipt or proof of transaction that shows the donor's name, the amount donated, and is certified by the recipient.
  - ❖ **Event Attendance and Audience Information:** Keep records of the number of attendees at your event(s). NHH is often required to report on the demographics of our audience members to know we are reaching as broad an audience as possible. These categories include:
    - **Age:** Under 25, 25-34, 35-44, 55-64, 65+
    - **Gender:** Male, Female, Non-Binary, Self-Described
    - **Race/Ethnicity:** Black/African American; American Indian or Alaska Native; Asian; Native Hawaiian/Pacific Islander; White (European, North African, Middle Eastern); Hispanic/Latinx; Multiracial; Other
    - **Location:** Town of Residency (may provide as a list).

- ❖ **Audience Evaluations.** Design and solicit participant evaluations. Retain the compiled evaluations to submit with your report. A template evaluation is available on the Administer a Grant page. You may customize your evaluation as you see fit. \*Tip: Recipients often solicit the requested demographic information as part of the program evaluation.\*
- ❖ **Sample publicity.**
- ❖ **Sample materials:** Include links to any print or digital materials that resulted from your grant.
- ❖ **Copies of notification letters sent to NH's federal congressional delegation.**

#### **ADDITIONAL TIPS:**

- **Event recordings:** you may have a photographer or videographer record the event. Be sure to obtain the appropriate permissions and secure releases from participants.
- **Email digital photos** (jpeg format at least 300 dpi) to NHH Marketing Director, Rebecca Kinhan ([rkinhan@nhhumanities.org](mailto:rkinhan@nhhumanities.org)). Include the name of your organization, date, and location of the event.