

New Hampshire Humanities Community Project Grant Administration Checklist

Congratulations on being awarded a Community Project Grant from New Hampshire Humanities! Administering the grant requires careful planning and organization. **All of the forms mentioned in this checklist are available on our website at [nhhumanities.org administer a grant](http://nhhumanities.org/administer-a-grant).**

- Carefully read the grant contract. Sign both copies and have the authorizing official of the grantee organization sign both copies. Retain one signed copy for your records. Return the other to New Hampshire Humanities, 117 Pleasant Street, Concord, NH 03301 to formally accept your grant award.
- Fill out and submit a **Grant Payment Request Form** for the first 90% of the amount awarded with your signed contract. Submit a Grant Payment Request Form for the remaining 10% with your Final Report. Payments are made on the 15th and 30th of each month so plan requests accordingly.
- Complete and return a **Public Events Listing Form**, available from our website as soon as possible depending on your grant period and type of activities so that we can help publicize your events. This form must be submitted at least ten weeks prior to the first public event of your project.
- Notify New Hampshire Humanities as soon as possible about any changes to dates, times, places or personnel involved in public events. Email Rebecca Kinhan at rkinnan@nhhumanities.org **AND call 603-224-4071** so we can post updates on our website calendar and social media.
- Review and use our **Publicity Tip Sheet**. Include the New Hampshire Humanities logo (downloadable from our website) in your publicity and on your website. Keep copies of publicity to submit with final report.
- Tell the members of NH's federal congressional delegation in writing that your program received a grant from New Hampshire Humanities, as our organization is supported in part by 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.
- Invite local, state and federal officials and their staff to grant events.
- Keep track of third-party cash and in-kind contributions to your project for your final report using **Project Donation Records** to document them.
- Plan how you will get feedback from participants about your project. It is very important to us that you provide feedback from participants about the ideas and questions raised by the event – what people learned and discussed and thought about the project. With your project humanities expert, develop an audience evaluation form, electronic survey, or other process. An audience evaluation template is on the grants page of our website; you can use as is or add questions relevant to your goals and project activities. Please compile audience members' names, towns, and email addresses and provide to New Hampshire Humanities. For feedback on your evaluation process or tools, email Agnes Burt, Program Manager – Community Project Grants at CPG@nhhumanities.org at least two weeks prior to your event.

- **For Major Grants:** If required by your grant contract, email an interim status report to Agnes Burt at CPG@nhhumanities.org by the date stated in contract.
- Reconfirm with any speakers or facilitators. Go over date, time, place, directions, parking, and technology needs!
- Arrange for a photographer or videographer to record event(s). Photos should be in jpeg format at least 300 dpi. Make sure appropriate permission or releases are obtained. Capture the humanities in action!
- Check your program listing on our website calendar of events and notify us immediately of any errors.
- Credit New Hampshire Humanities support in promotional materials, printed and on the web, and acknowledge New Hampshire Humanities in person at live events. See **Acknowledgment Language and Logo Guidelines** and **Sample Introduction for Hosts of Live Events**.
- Record attendance at all events. Note any special characteristics of audience(s) e.g., teachers, school groups, families, immigrants/refugees, health workers, youth at risk. Include in final report.
- Carry out your planned process for getting feedback from audience/participants.
- Email digital photos and/or video recordings to Rebecca Kinhan at rkinhan@nhhumanities.org. Include the name of your organization, date and location of event.
- **Submit Final Report within 30 days** of grant period. The report should be emailed to CPG@nhhumanities.org and include:
 - Final Report Cover Sheet
 - A summary and scans or copies of audience evaluations; where feasible, a list of participants and their emails – if not feasible tell us why
 - Project Director Narrative (1-2 pages) Did you meet your goals? Any unexpected challenges or outcomes? How did working with humanities expert impact your activities? How did you get audience feedback? What were the responses? What would you do differently in a future project?
 - Project Humanities Expert Narrative (1-2 pages) Briefly evaluate strengths and weaknesses of any speakers, facilitators, panelists, and any books, films, or other resources used. What did participants learn, think, discuss? Did this project “connect people with ideas”?
 - Final budget-to-actual expenditure spreadsheet and notes
 - Completed Project Donation Records for third-party cash and in-kind contributions
 - Scans of correspondence with congressional delegation about project
 - Scans or copies of publicity – flyer, poster, press clippings, webpage listing
 - Mail two copies of any publication or media, such as DVDs, produced as part of your grant.
 - Don't forget your Final Grant Payment Request form!
 - We are always looking for potential grant applicants. Can you think of other organizations that would be interested in this topic or designing a different project? Please tell them about your experience with New Hampshire Humanities and provide us with a contact name as well. Thank you!

