



Administering Your New Hampshire Humanities Community Project Grant

Congratulations on your New Hampshire Humanities Community Project Grant (CPG)! This document is intended to help you successfully administer your grant 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.”**
 - ❖ 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. Depending on the length of the period of performance, some recipients are also required to submit an interim report midway through the project. To prepare your reports, throughout the period of performance, 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, including all donation records. All third-party cash and in-kind contributions must be recorded and submitted to NHH. Project donation forms are available on the "Administer a Grant" page.
 - ❖ **Event Attendance:** Keep records of the number of attendees at your event(s). When possible, collect demographic information for participants.
 - ❖ **Audience Evaluations.** Design and solicit participant evaluations. Retain the compiled evaluations to submit with your report.
 - ❖ **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). Include the name of your organization, date, and location of the event.