



## Community Project Grant Interim Report: Instructions

We hope your program is progressing smoothly! Please complete and submit your interim report materials and [payment request](#) to New Hampshire Humanities (NHH) by the date specified in your contract. This report is intended to ensure that your program and proposed budget continue to align with your approved proposal and prepare you to eventually submit your final report.

### **Interim report materials include:**

- ❖ **NHH Interim Report Form** that includes: a project director statement; attendance information, audience demographics, and audience evaluations for any concluded programs; and if applicable, links to digital media and updated event listings. The project director will sign the report.
- ❖ **Updated Budget:** refer to the proposed budget you submitted with your grant application and update where necessary. Be sure to acknowledge and explain these changes in the "Notes" field. *\*Note: changes in the project budget which exceed 20% or \$100.00 in any line item (whichever is smaller); or which introduce or eliminate types or categories of expenditure; or decreases in match contributions of at least 10% require written approval from NHH.*
- ❖ **Completed and signed project donation records.** Any person or organization who contributes a cash or in-kind donation should complete a project donation form, available [here](#). Submit any project donation records for completed contributions.
- ❖ **Compiled audience evaluations:** if your audience members completed surveys or another form of evaluation, provide the compiled files or data.

Once you have assembled your materials, submit them as an email attachment to the CPG Program Manager, Agnes Burt ([Aburt@nhhumanities.org](mailto:Aburt@nhhumanities.org)). Your interim report and budget must be approved before we can process your payment request.

## New Hampshire Humanities Community Project Grant Final Report Form

**NHH Grant #**

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**Applicant Organization:**

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**Program Title:**

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**Submitted Materials:**

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*Interim Report Form*

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*Updated Budget*

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*Project Donation Forms*

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*Audience Evaluations*

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*Updated Publicity Form*

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*Other*

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## Project Director Update

*Please provide an update on your program. Summarize and evaluate the success of your project thus far. Consider your project goals and whether you are on track to meet them. Have you faced any unexpected challenges that required adjustments? Be sure to explain any changes to the program plan or budget that require NHH approval.*

### **Summary:**









**Updated Event Information**

*Provide any updated information, if applicable. If you need more space, you may attach a separate list with your report submission.*

| <i>Event Name</i> | <i>Date</i> | <i>Time</i> | <i>Location</i> | <i>Description of the Change</i> |
|-------------------|-------------|-------------|-----------------|----------------------------------|
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**Signatures**

**Project Director Signature**

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**Date**

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