



Community Project Grant Project Report

Community Project Grant (CPG) grants are made possible through a federal award from the National Endowment for the Humanities and award recipients must comply with federal funding regulations throughout their award period. Consequently, New Hampshire Humanities requires Major Grant recipients with extended award periods to submit an interim report. The interim report is intended to ensure that the CPG-funded program continues to align with the approved proposal and help recipients prepare to submit their final project report.

Submission Instructions

- 1) To submit the Interim Report:
 - a. **Complete Sections 1 and 2** of the CPG Project Report. Provide the report and appropriate attachments to NHH by the date specified in your contract.
 - b. Submit your payment request [here](#).
 - c. Retain a copy of your Interim Report to use when completing your final report.
 - d. NHH will inform you when the report has been approved and process your payment.

- 2) To submit the Final Report:
 - a. **Update Section 1 and complete Section 3** of the CPG Project Report.
 - b. When all materials are final, the project director will sign the report.
 - c. Submit the signed CPG Project Report and additional required documents to NHH by the date specified in your contract.
 - d. Submit your final payment request [here](#).
 - e. NHH will inform you when the report has been approved and process your payment.

Required Materials:

Be prepared to submit the following materials with your reports. Collecting these records throughout the grant period will help you submit complete reports to NHH and reduce post-award follow up.

- **New Hampshire Humanities Community Project Grant Report.**
 - **Section 1** asks for event information and audience demographics (age, gender, race/ethnicity). ****Please provide a list of participants' towns of residency as a separate attachment.****
 - **Section 2** asks the Project Director to provide an update on the program and budget.

- **Section 3** asks for an impact story, and program evaluations from the Project Director and Subject Matter Expert

- **A Final Budget:**
 - To submit your interim report, confirm that the budget you submitted with your proposal is unchanged. If the budget has changed, provide a revised budget and explain the need for the changes. 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.

 - To submit the final project budget, complete the ACTUALS column of the budget form by entering the final revenue and project expenses. The ACTUALS section must be completed even if the budget remains unchanged from the proposal.

- **Completed and signed project donation 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 [here](#). The 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.

- **Compiled audience evaluations and contact information.** Provide compiled program evaluations and participant names and email addresses for any individuals who requested to receive NHH emails and updates.

- **Sample publicity:** please share any materials you used when marketing the program.

- **Digital photos or video recordings:** provide if applicable. The CPG Project Report form includes space to include links to digital media or files.

- **Notification to NH’s federal congressional delegation.** Provide copies of the written notifications you send to members of NH’s federal delegation informing them of your NHH Community Project Grant.

Community Project Grant Project Report

NHH Grant #

Applicant Organization:

Program Title:

Section 1. Program Information

1. For the **Interim Report**, provide the requested information for all completed events.
2. For the **Final Report**, update as needed and provide the requested information for any events that occurred after the interim report was submitted.

Brief Program Description:

Event Attendance & Evaluations:

List each event in your program and provide the number of attendees at the LIVE event. All digital recordings and their number of viewers will be reported on the next page. Update as needed before submitting the final report.

Event	Date	Venue or Host Platform	# In-Person Attendees	# Virtual Attendees	# Evaluations Submitted	Residency:
						Please provide a list of participants' towns of residency as a separate attachment.

SECTION 2. Interim Report

The Project Director should complete Section 1 and Section 2 to submit their interim report.

Required:

- ✓ CPG Project Report with Sections 1 and 2 filled out
- ✓ Budget: Confirm that the proposed budget is unchanged or submit a revised budget

If Applicable:

- ✓ Project Donation Records for any third-party contributions made thus far
- ✓ Payment Request

Project Director Update

Provide an update on your program. Consider your project goals and whether you are on track to meet them. Have you faced any unexpected challenges that required adjustments? Explain any changes to the program plan that require NHH approval.

Financial Update

Confirm that the budget is unchanged or explain any necessary changes. If the budget has changed, submit a revised budget to NHH; update the notes fields to reflect changes to the total expenses. Explain the need for the revisions here. NHH will inform you if your requested changes have been approved.

Event Information

Indicate if any event dates or information has changed or submit a revised event listing form.

END OF INTERIM REPORT. Submit your report and grant payment request to NHH. NHH will inform you when your report has been approved and your payment processed. Retain this file for your records; you will use it to submit the final report.

Section 3: Final Project Report

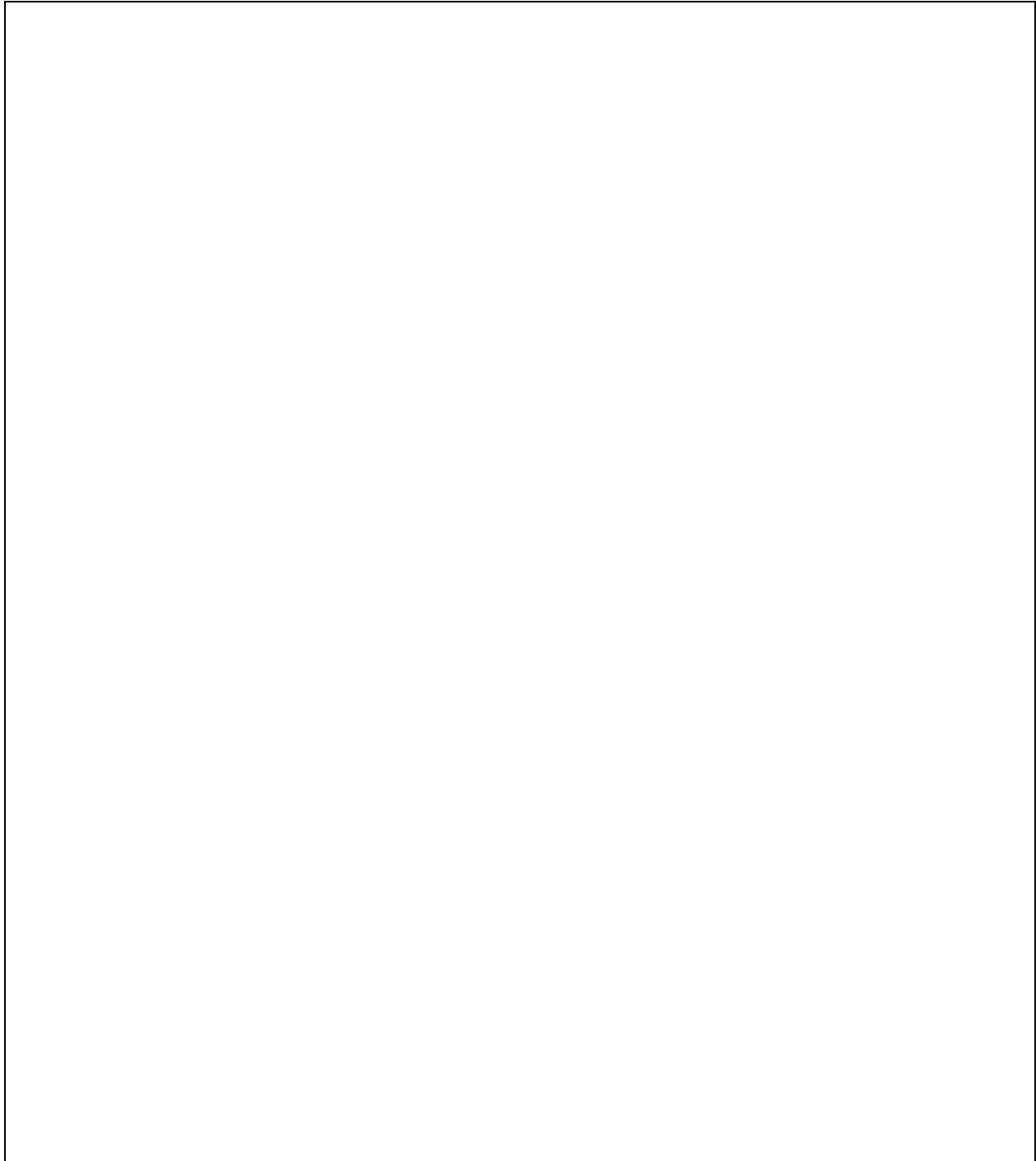
The Project Director should update Section 1 and complete Section 3 before submitting the final report.

Include the following materials:

- ✓ Signed CPG Report Form with Sections 1, 2, and 3 completed.
- ✓ Final Budget (Actual's column must be complete and accurate)
- ✓ Project donation records
- ✓ Compiled audience evaluations
- ✓ Audience contact information & residency
- ✓ Participants' contact and residency information (submit as an attached list)
- ✓ Sample publicity or media
- ✓ Notifications to NH federal congressional delegation
- ✓ Final payment request
- ✓ Other: additional materials you would like to share that are not listed here

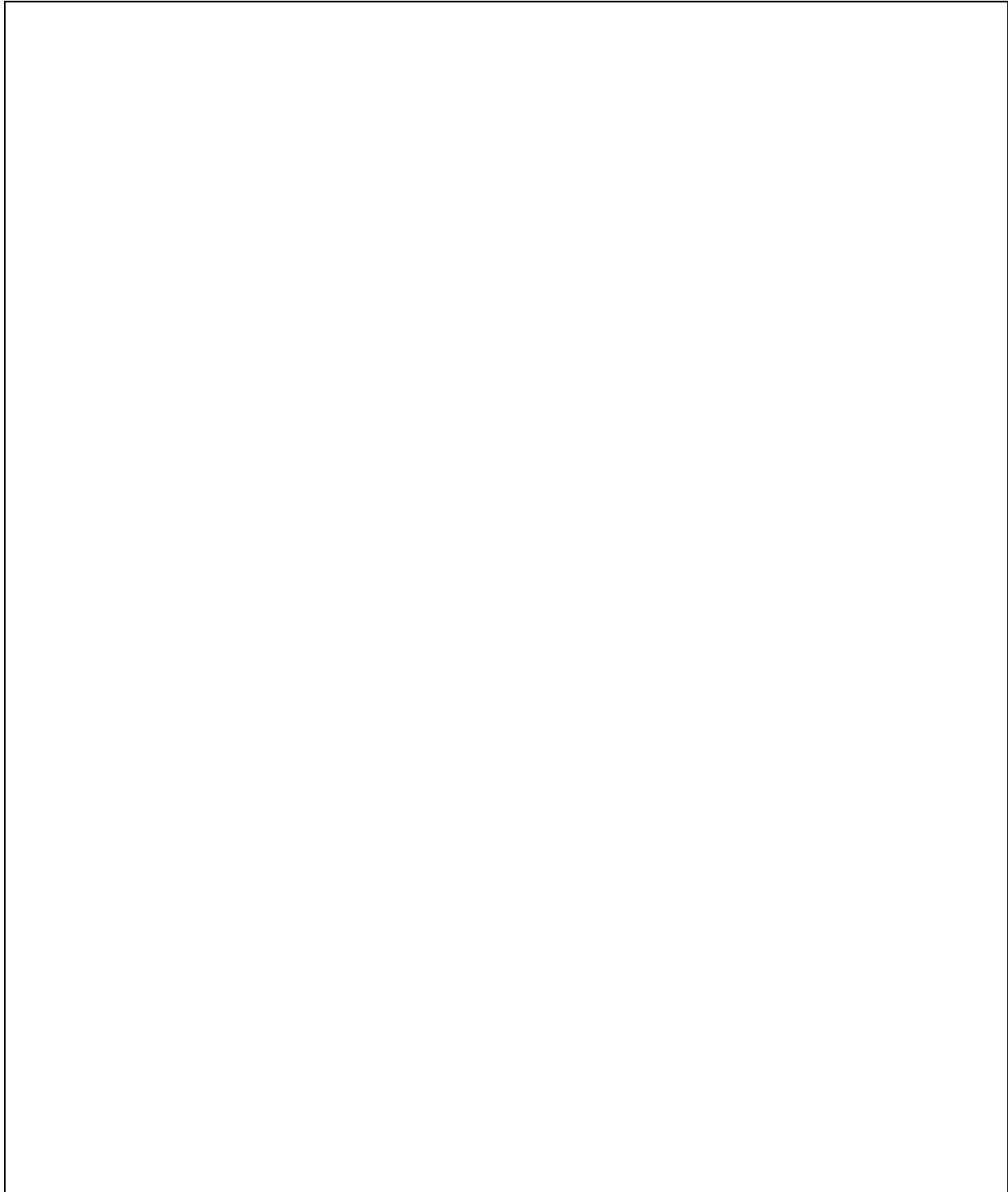
Impact Story

NHH appreciates receiving impact stories that convey the value of the public humanities. Please share a story that illustrates: the importance of the humanities in public life; how a Community Project Grant impacted your organization; or how your program impacted its participants. Stories that speak to other related themes are also welcome. *You may submit your story as an attachment.*

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Project Director's Program Evaluation

Evaluate your overall project and whether you fulfilled your program goals. Consider: how did you address any unexpected challenges; what worked well and what adjustments would you make for future programs; your SME's contributions; your method for soliciting audience feedback and the nature of the responses.

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Subject Matter Expert’s Program Evaluation

The Subject Matter expert should evaluate the project’s intellectual content and framing as a humanities program. Consider: the strengths and/or weaknesses of any speakers, facilitators, panelists, or resources used and discuss how participants were impacted or what they learned through their participation. *You may submit the SME statement as a separate email attachment.*

Certifications

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of a New Hampshire Humanities Community Project Grant, made possible through a federal award from the National Endowment for the Humanities. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Signatures

Project Director

Date

SUBMIT YOUR FINAL REPORT. Submit all final report materials and your grant payment request to NHH. We cannot process your payment until your final report has been approved.