



Community Project Grant Final Report: Instructions

We hope your program went well! As a final step, please complete and submit both your final report materials and [final payment request](#) to New Hampshire Humanities by the date specified in your contract.

Final report materials include:

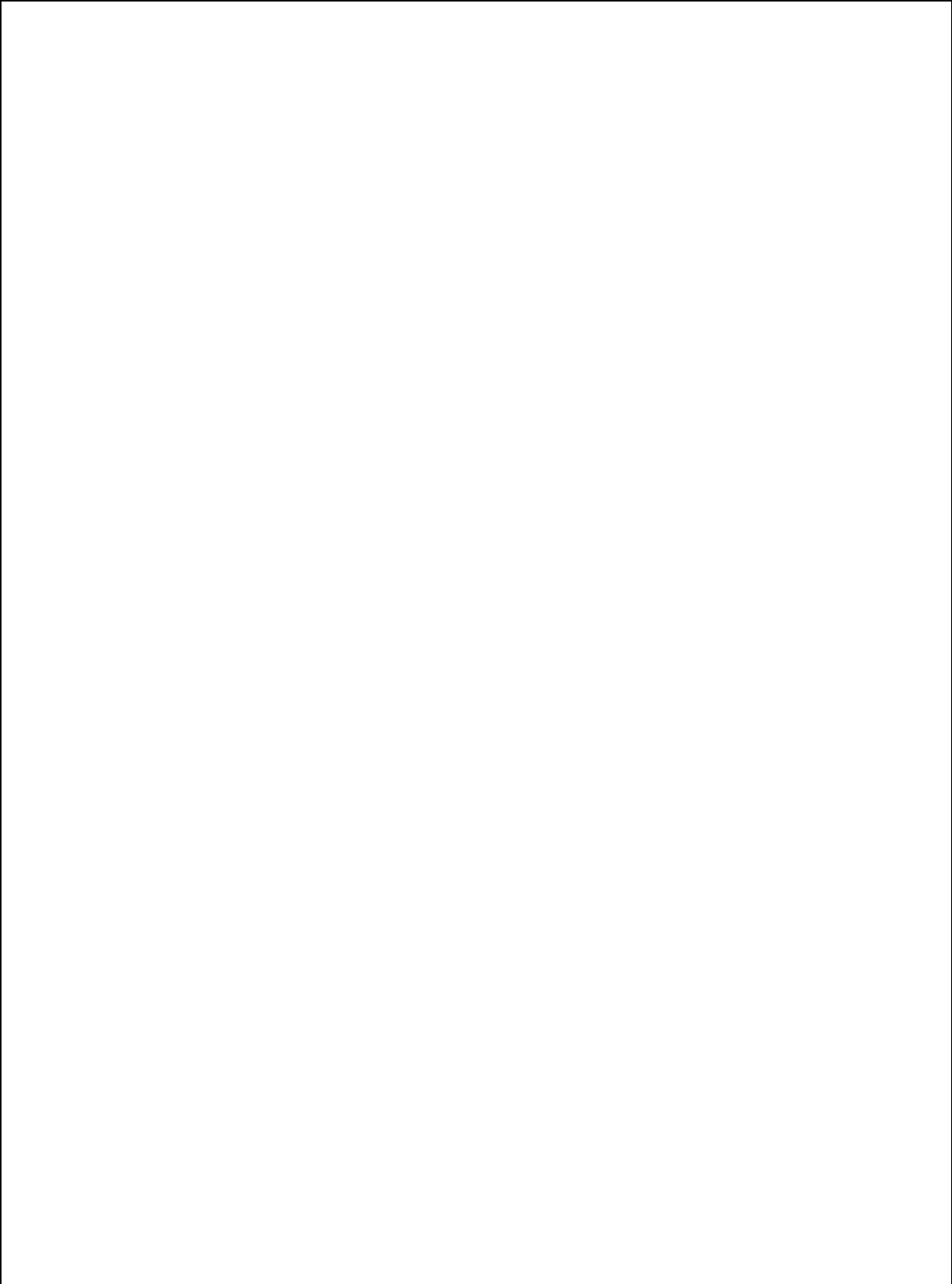
- **NH Final Report Form.** Be prepared to provide the following information: a project director statement, a project humanist statement, event attendance information, audience demographics, summary audience evaluation data. The project director will sign the report.
- **Final Budget:** using the budget template you submitted with your grant proposal, provide the final revenue and expenses associated with the project in the “Actuals” column. **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 all completed donation records with the final report.
- **Compiled audience evaluations:** if your audience members completed surveys or another form of evaluation, provide the compiled files or data.
- **Sample publicity:** please share any materials you used when marketing the program.
- **Digital photos or video recordings:** provide if applicable. The final 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 sent to members of NH’s federal delegation informing them of your NHH Community Project Grant.

Once you have assembled your materials, submit them as an email attachment to the CPG Program Manager, Agnes Burt (Aburt@nhhumanities.org) Your final report must be approved before we process your final payment.

Project Director’s Narrative (1-2 pages).

Summarize and evaluate the overall success of your project—its logistics, format, and impact on your organization or NH residents. Consider your project goals and whether the final project met them; whether there were any unexpected challenges and how you addressed them; your SME’s contributions; your method for soliciting audience feedback and the nature of the responses; the impact of the project on your organization; what worked well and what adjustments you might make in a future project.

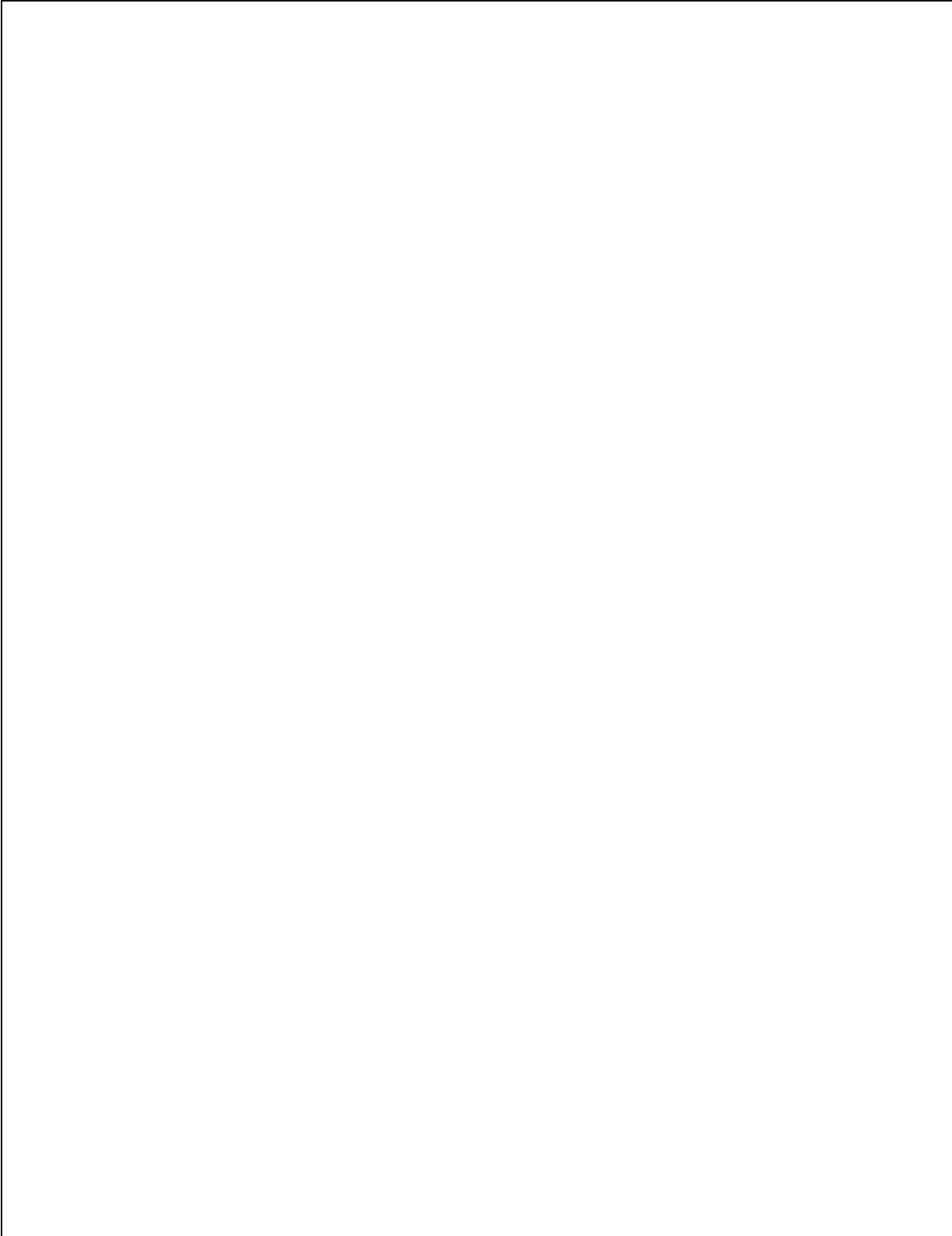
Summary:



Project Subject Matter Expert's Narrative (1-2 pages)

*The Subject Matter Expert should evaluate the project's intellectual content. For instance, they should assess the strengths and/or weaknesses of any speakers, facilitators, panelists, and any books, films, or other resources used; and discuss what participants may have learned or how they were impacted through their participation in the program. ***Note:** you may also submit the SME statement as a separate email attachment. If so, indicate below that the report will be provided separately.*

Summary:



Evaluation Summary

Indicate which events you collected evaluation information for. Provide the compiled evaluations as part of the submitted report materials. *If you need more space, you may attach a separate list with your final report materials.

Event	# Evaluations	Notes

Additional Materials

Please share any links to relevant digital materials or media.

Signatures

Project Director Signature

Date
