



Community Project Grant Final Report

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:

- **NHH Community Project Grant Final 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 for an impact story, and program evaluations from the Project Director and Subject Matter Expert
- **Final Budget:** 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.

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

Community Project Grant Final Report

NHH Grant #

Applicant Organization:

Program Title:

Section 1. Program Information

Brief Program Description:

Participating Scholars

List all individuals involved in your program who fulfill the NEH’s definition of a scholar.

NEH Definition of a Scholar: “An individual who is recognized as an expert in one or more humanities disciplines. A scholar’s expertise may result from an advanced academic degree in the humanities or from serving as the keeper of community traditions and knowledge. Examples of scholars include but are not limited to, a tribal elder, an independent expert on American Literature, and a classics professor at a university.”

Name	Role in Project	Email	Institutional Affiliation
Subject Matter Expert:			
Other Scholars:			

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.

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. Evaluation

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.*

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.

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.