



Civic Life & Belonging Grantee Guide

Congratulations on receiving a New Hampshire Humanities' (NHH) Civic Life and Belonging Grant! This document is intended to help you successfully administer your award and fulfill your reporting requirements to NHH. All forms are available on the Civic Life and Belonging Grant page on [our website](#).

AWARD ACCEPTANCE

- **Sign the Contract:** You will receive the award letter and contract via email (Adobe e-sign). Please review the contract and provide your e-signature. Please contact NHH if you have any questions.
 - *Your payment will only be processed after the contract is signed.*
 - Please note that all payments are issued on the 15th and 30th of each month.

PUBLICIZE YOUR PROGRAM(S)

- Refer to our [publicity tip sheet](#) for ideas on how to publicize your event.
- **Credit line:** The following acknowledgment must be fully visible and/or audible on all materials publicizing or resulting from award activities. Please include verbal recognition at any in-person grant events.
 - **“This project was made possible through a grant from New Hampshire Humanities, with support from New Hampshire Charitable Foundation. Learn more at www.nhhumanities.org.”**
- **Logo:** Include our logo on all publicity and materials for your project: [NHH Logos](#)
- **Social media:** Please include New Hampshire Humanities in your social media promotion of your grant event(s) by tagging us on:
 - Facebook (@newhampshirehumanities)
 - X (Twitter) and Instagram (@nhhumanities).”

REPORTING

- **Event Information:** Please fill out [this event information form](#) *as soon as possible* so that we may share it on our web calendar. If any event information changes, please contact kmalloy@nhhumanities.org.
- **Participant Evaluations:** Grantees **must display the QR code linked below** at the public event so that participants can submit a survey. Participants will scan the QR code and submit their survey electronically.
 - **Participant Evaluation QR code:** [CLB Grant Participant Eval QR Code](#)
- **Media:** Grantees must share **at least 1 photograph** (with permission from the subjects for NHH to use the image publicly) of the event after it occurs. You may share this in your written final report, or, if interviewing, email it to kmalloy@nhhumanities.org.
- **Final Report:** Finals reports are due by **October 31, 2026**. To complete a final report, grantees must either:
 - Conduct an exit interview with NHH staff, board, or community members to share the story of their program. Contact kmalloy@nhhumanities.org to set up an interview time.

OR

- Submit a written impact statement here:
<https://app.surveymethods.com/EndUser.aspx?D6F29E81D1978583DD>