



Spring 2022 Focus Grant Final Report

Congratulations on receiving a New Hampshire Humanities (NHH) Focus Grant. Spring 2022 Focus Grants are made possible through the National Endowment for the Humanities and the Mellon Foundation. As part of your award terms, you are obligated to report on your use of the grant funds and the program's outcomes. Follow the instructions below to submit your final report to NHH.

Deadlines

Report	Due to NHH:
Final Report	On or before November 30, 2022.

NHH highly encourages grant recipients to submit their final report as soon as they have used all grant funds, even if this is well before the formal deadline. Submitting late or inaccurate reports may impact your organization's ability to receive future grants from NHH.

Required Materials

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

- **New Hampshire Humanities Focus 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 about the program and the grant's impact.

- **A Final 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 listed in the final budget must be verifiable.
 - 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.

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- 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 participant evaluations.**
- **Digital photos or video recordings from the event.** (Provide if applicable.)

Submission

To submit your report:

1. Download this file.
2. Complete all fields and respond to all questions.
3. Save a copy of the file to your desktop.
4. Click [here](#) to submit your NHH Grant Report.
5. Provide the requested information and upload your saved report.
6. Click submit.
7. You will receive a confirmation email from NHH when your report is received.

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Grant Number:

Organization Name:

Project Title:

Grant Amount Awarded:

Total value of cash contributions:

Total value of in-kind contributions:

Total project cost:

Section 1. Program Information

Participating Scholars

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

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	Type of Expertise	A brief description of their contribution to the project
Subject Matter Expert		
Other Scholars		

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Name	Type of Expertise	A brief description of their contribution to the project

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Event Attendance & Evaluations:

List each event in your program and provide the number of attendees at the LIVE event (in-person or streamed). All digital recordings and the associated number of viewers will be reported on the next page.

Event	Date	Venue or Host Platform	# In-Person Attendees	# Virtual Attendees

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Digital Products:

If your project created digital content – for example, event recordings, videos, podcasts – provide the name, a link, and number of visitors as X date. If you need more space, you may attach a separate list.

Name	Link	# Visitors	Date Visitor Count

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Audience Information

Provide as much information as possible. Update the information as needed before submitting the final report.

Event	Age						Gender			
	<25	25-34	35-44	45-54	55-64	65+	Male	Female	Nonbinary	Self-Described

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Event	Race & Ethnicity							
	American Indian or Alaska Native	Asian	Black or African American	Hispanic/Latinx	Native Hawaiian or other Pacific Islander	White	Multiracial	Other

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SECTION 2

- 1. Briefly summarize and evaluate your program. Consider: whether you fulfilled your program goals; whether you experienced any unexpected challenges; adjustments you would make for future programs or what you would do again.**

2. How did your grant-funded program support or advance your organization's programming goals?

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- 3. New Hampshire Humanities is evaluating its funding levels and seeks to better understand our grants' impact on organizations. Please explain how a \$2,000 grant, such as a Focus grant, fits into your organizational budget and staff capacities.**

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4. **Would you be willing to complete an evaluative interview with NHH to further discuss your program and the grant's impact on your organization? If so, please provide the name and contact information of the individual NHH should reach out to.**

Section 3

Certifications

By signing this report, I certify to the best of my knowledge and belief that this 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 Focus Grant contract, made possible through a federal award from the National Endowment for the Humanities and the Mellon Foundation. 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

Organization
Authorizing Official

Date

Project Director

Date
