

## New Hampshire Humanities Community Project Grant Administration Checklist

Congratulations on being awarded a Community Project Grant from New Hampshire Humanities!  
Administering the grant requires careful planning and organization.

- Carefully read the grant contract. Sign both copies and have the executive director or board chair of the grantee organization sign both copies. Retain one signed copy for your records and return the other to New Hampshire Humanities to formally accept your grant award.
- Fill out and submit a **Grant Payment Request Form**. Funds are disbursed according to this schedule:
 

|  | Quick | Quarterly | (if over \$5,000) |
|--|-------|-----------|-------------------|
| Receipt of Signed Contract               | 90%   | 90%       | 50%               |
| Receipt and Acceptance of Interim Report | N/A   | N/A       | 40%               |
| Receipt and Acceptance of Final Report   | 10%   | 10%       | 10%               |
- Complete and return the events form (“Public Events Listings for New Hampshire Humanities Calendars”) to us **as soon as possible** depending on your grant period and type of activities. For Quick Grants, this should be submitted with your signed contract. For Quarterly Grants, send the list of scheduled events in **at least ten weeks prior to the first public event** that is part of your project.
- Notify New Hampshire Humanities asap about any changes to dates, times, places or personnel involved in public events. **Email [rkinhan@nhhumanities.org](mailto:rkinhan@nhhumanities.org) AND call 603-224-4071** so we can post updates on our website calendar and social media.
- Review and use our **Publicity Tip Sheet**. Include a copy of the New Hampshire Humanities logo in your publicity; it’s available for downloading from our website [www.nhhumanities.org/administer-grant](http://www.nhhumanities.org/administer-grant). Keep copies of publicity to submit with final report.
- Tell the members of NH’s federal congressional delegation in writing that your program received a grant from New Hampshire Humanities, as our organization is supported in part by the National Endowment for the Humanities. A sample letter and contact information for NH’s U.S. senators and representatives is included in the Publicity Tip Sheet. Save copies of your correspondence for your final report.
- Invite local, state and federal officials and their staff to grant events. You may also invite members of the New Hampshire Humanities Board of Directors by mailing a single invitation to New Hampshire Humanities, 117 Pleasant Street, Concord, NH 03301 or emailing an invitation to Associate Director Susan Hatem at [shatem@nhhumanities.org](mailto:shatem@nhhumanities.org) for forwarding.
- Keep track of third-party cash and in-kind contributions to your project for your final report. Download from our website, copy and distribute **Project Donation Records** to donors and volunteers. Collect completed and signed records to turn in with final report.
- **Plan how you will get feedback from participants about your project.** It is very important to us that you provide feedback from participants about the ideas and questions raised by the event – what people learned and discussed and thought about the project. **With your project humanities expert, develop an audience evaluation form, electronic survey, or other process.** A sample form is on the grants page of our

website but you *must* customize the questions and/or format to work for your event or project and to evaluate your goals. Please include a method for collecting and compiling audience members' names, towns and email addresses to provide to New Hampshire Humanities. For feedback, **email a draft form** to Susan Hatem *at least two weeks* prior to your event.

- **For Quarterly Grants:** If required by your grant contract, email an interim status report to Community Grants Director Susan Hatem [shatem@nhhumanities.org](mailto:shatem@nhhumanities.org) by the date stated in contract.
- **Reconfirm** with any speakers or facilitators. Go over date, time, place, directions, parking, and technology needs!
- Arrange for a **photographer or videographer** to record event(s). Photos should be in jpeg format at least 300 dpi. Make sure appropriate permission or releases are obtained. Capture the humanities in action!
- Check your **program listing** on our website calendar of events and notify us immediately of any errors.
- **Credit** New Hampshire Humanities support in promotional materials, printed and on the web, and acknowledge the New Hampshire Humanities in person at live events. See **Acknowledgment Language and Logo Guidelines** and **Sample Introduction for Hosts of Live Events** on our grants webpage.
- **Record attendance** at all events and estimate percentages of women/men and adults over age 30/adults under age 30/youth. Note any special characteristics of participants e.g., teachers, school groups, families, immigrants/refugees, health workers, youth at risk, others. Include in final report.
- Carry out your planned process for getting feedback from audience/participants.
- **Email digital photos and/or video recordings to** [shatem@nhhumanities.org](mailto:shatem@nhhumanities.org). Include the name of your organization, date and location of event.
- **Submit Final Report within 30 days** of grant period. The report should be **emailed** to [shatem@nhhumanities.org](mailto:shatem@nhhumanities.org) and include:
  - Final Report Cover Sheet (email Susan to ask for form – that way we know you're working on it!)
  - A summary and scans or copies of audience evaluations; where feasible, a list of participants and their emails – if not feasible tell us why
  - Project Director Narrative (1-2 pages) Did you meet your goals? Any unexpected challenges or outcomes? How did working with humanities expert impact your activities? How did you get audience feedback? What were the responses? What would you do differently in a future project?
  - Project Humanities Expert Narrative (1-2 pages) Briefly evaluate strengths and weaknesses of any speakers, facilitators, panelists, and any books, films, or other resources used. What did participants learn, think, discuss? Did this project “connect people with ideas”?
  - Final budget-to-actual expenditure spreadsheet
  - Completed Project Donation Records for third-party cash and in-kind contributions
  - Scans or copies of correspondence with congressional delegation about project
  - Scans or copies of publicity – flyer, poster, press clippings, webpage listing
  - Mail **two copies of any publication or media**, such as DVDs, produced as part of your grant.
  - Don't forget your **Final Grant Payment Request** form!
  - We are **always looking for potential grant applicants**. Can you think of other organizations that would be interested in this topic or designing a different project? Please tell them about your experience with New Hampshire Humanities and provide us with a contact. Thank you!