
Grant Project Reporting Requirements

HUMANITIES TENNESSEE
807 Main Street, Ste B
Nashville, TN 37206
615-770-0006

I. Your Proposal, the Grant Agreement, and Reporting

As our Grant Agreement says, the proposal approved by Humanities Tennessee is part of the contract between the grantee and Humanities Tennessee. The grantee is receiving the funds entrusted to us solely for the purpose of carrying out the project as described in the proposal. We assume that you have been forthright in your proposal, and we generally require reports only at the conclusion of the project so that you may devote your time to the project's work rather than to our paperwork. Though the Grantee is authorized to make changes in the project that do not change the scope, purpose, or activities of the project, any substantive changes, including significant changes in personnel, require the prior approval of Humanities Tennessee. A "Request for Approval of Personnel" form is enclosed. Since unapproved changes can nullify our obligation to pay the grant, you should discuss changes with us when in doubt. The staff welcomes, and sometimes instigates, routine informal reports by phone, e-mail, or letter since we are interested, and can sometimes assist, in your reaching the goals of your project. You are, of course, required to keep us informed of all of your project's public events so that a representative of Humanities Tennessee might attend.

II. Your Approved Budget

You may choose to submit, or be required to submit, a revised budget that will serve as your officially approved budget. Otherwise, the budget submitted with your proposal serves as your approved budget. We generally do not require interim financial reports, but your final financial report must compare your approved budget with your final expenditures report and explain any significant differences.

Budgeting is not an exact science, and the grantee is authorized to make changes among the approved line-items in order to best accomplish the purposes of the project. Some budget changes inevitably lead, however, to substantive changes in the scope and purposes of the project and such changes require Humanities Tennessee's prior approval. In addition, some budget changes are contrary to federal law and regulation and cannot be approved. Unallowable changes and those requiring prior approval are enumerated in Section VI of the Grant Agreement. Again, if you have questions or doubts, consult our staff.

III. Financial Records

You must maintain auditable records of all grant funds expended and all cost-sharing support provided to the project. Maintaining auditable records simply means that you must track financial transactions and maintain source documentation that explains and verifies the where and why of income and expenditure. Our Grant Agreement insists that grantees be knowledgeable of, and experienced in, generally accepted accounting principles and maintain their records accordingly.

IV. Requesting Funds

Anytime after the execution of the Grant Agreement, you may request grant funds. If your cash flow allows, you may simply invoice us after the completion of project activities. Most of our grantees, however, need advances, rather than reimbursements. The rules governing advances are enumerated in Section VI of our Grant Agreement. The purpose of these rules—which were developed by the Federal government, not by us—is to minimize the time during which Federal funds sit idly in your bank account earning interest for you or for your bank instead of for the Federal government. The form for requesting advances or reimbursements is enclosed. If you need to make multiple requests, you should make copies of the form.

Generally, we pay your request for funds within ten working days or less of our receiving it. If we have not paid within two weeks, you should call to make sure we have received the request. In special cases, we can significantly speed up the process, but you should not depend upon that since it is sometimes beyond our control.

V. Final Reports

We do not hold back grant funds until you submit your final report since we understand that the payment of bills precedes the closing of the project. We do require, however, a financial and narrative report within 90 days of the end date of your grant period, and we cannot pay any grant funds due to your project that are not requested within 90 days.

Your Final Report consists of five parts as per the following checklist:

- _____ 1. **Final Report Data Form** (provided), feeds our database which tracks such things as project location and participants and audience size and type.
- _____ 2. **Final Narrative**, for which there is no form, where you should discuss the accomplishments of the project and evaluate its effectiveness in realizing the project goals. You should include a summary of audience evaluations and a response to the project evaluator when appropriate. We encourage candor, and always find perfection suspect.
- _____ 3. **Final Financials**, which must show the approved project budget, both grant funds and cost-sharing, and the final expenditures. You should explain in notes any significant differences between the approved budget and actual expenditures.
- _____ 4. **Advocacy Letters** (template provided). Include a copy of the letter(s) you send to your US Senators, Congressperson, and State Assembly delegates. You may, of course, write your own letter instead of using the template provided.
- _____ 5. **Miscellaneous Attachments**. We require that you include four copies of all printed materials produced by the project and at least one copy of any videotapes, audiotapes, films, etc, produced by the project. We also appreciate press clippings and any lucid letters of praise or criticism that you might have received.

FINAL REPORT DATA FORM

Grant Number:

Grant Period:

Title:

Sponsor:

Location of Presentations

1) Please list each place a project activity was held, by town and county, and indicate the number of activities held at each place. Example: Newport, Cocke County: 2 lectures with public discussion; Dandridge, Jefferson County: 2-week showing of project exhibit. If your project was held in only one location but reached an audience from a variety of towns or counties, please indicate to the extent possible the towns/counties represented.

Project Audience

2) Please give the total audience involved in the following types of project activities.

Group Study

Those involved in activities where a group of people come together for study and discussion, such as workshops or conferences, reading or discussion programs, and lecture series. If 35 people attended 3 separate sessions, then the total number of audience members would be 105.

Individual Study

Those actively involved as individuals in reading an exhibit text or booklet produced by the project, without public discussion. Do not include media audience here.

Media

The audience involved in listening to or viewing a media product, without public discussion. You should not include media that is solely promotional.

3) Please check all appropriate categories. For example, if the project reached a general audience, but also reached a large number of elderly people and African Americans, check all three categories.

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|---|---|
| <u> </u> General Audience | <u> </u> Ethnic African Americans |
| <u> </u> Arts Audiences, Artists, Collectors | <u> </u> Ethnic Latino Americans |
| <u> </u> Business and White-Collar Workers | <u> </u> Ethnic Native Americans |
| <u> </u> Civic and Community Leaders | <u> </u> Ethnic European Americans |
| <u> </u> Criminal Offenders | <u> </u> Ethnic Other |
| <u> </u> Elderly | <u> </u> Government Officials |
| <u> </u> Ethnic Asian Americans | <u> </u> Handicapped |
| <u> </u> Health and Social Service Workers | <u> </u> Religious Leaders |
| <u> </u> Labor and Blue Collar Workers | <u> </u> Rural Community |
| <u> </u> Low Income | <u> </u> Children (grades K-6) |
| <u> </u> Men | <u> </u> Youth (grades 7-12) |
| <u> </u> Postsecondary College Students | <u> </u> Teachers (grades K-12) |
| <u> </u> Postsecondary Graduate Students | <u> </u> Urban Community |
| <u> </u> Postsecondary Scholars | <u> </u> Women |
| <u> </u> Professionals | |

Project Personnel

4) Please list all humanities teachers involved with the project. Include name and address, discipline (such as history, English, philosophy), educational degree (MA, PhD), and place of employment. If a participating humanities teacher has a Masters degree in English and a PhD in History, list both of them.

5) Give a brief (one or two sentence) description of the role of each humanities teacher in the project. You should include more extensive description as needed in the attached narrative report.

6) Please list all other central project personnel, including name and address, field or discipline, and place of employment.

Project Summary

7) Please attach a brief narrative report discussing the accomplishments of the project and evaluating its effectiveness in realizing the project's objectives. Include a discussion of problems encountered and suggested improvements.

Advocacy Letter Template

[date]

[addressee]

Dear Senator or Representative [name]:

I am writing to inform you that **[org name]** in **[location]** received financial support from Humanities Tennessee for **[name of project]**. Resources are scarce for projects that bring Tennesseans together to learn, reflect and share experiences and perspectives. Yet such opportunities are a vital means by which we carry out our mission, and cultivate a vibrant, informed citizenry overall.

[Describe your project here. Include information, figures, and/or anecdotes that illustrate the significance of the project to your audience (district constituents) and the impact of the project on your organization]

We are grateful for this project support, which is made possible through congressional appropriations to Humanities Tennessee, via the National Endowment for the Humanities. As the coordinator for this project at **[org name]**, I wanted to share with you the impact of this project on your constituency, and the value of Humanities Tennessee's support.

Sincerely,

[name, title]

**Humanities Tennessee
807 Main Street, Ste B
Nashville, TN 37206
REQUEST FOR FUNDS**

Date: _____ **Project Number:** _____

Sponsor: _____

Name and address of person to receive check:

Request # _____ **period covered by this request (Dates):** _____

- 1. Amount of grant funds needed at this time:** \$ _____
- 2. Balance of grant funds on hand (if any):** \$ _____
- 3. Amount requested (#1 minus #2 above):** \$ _____

CERTIFICATION:

I certify that to the best of my knowledge and belief that the data above are correct and all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Signature of Project Director

Signature of Financial Manager

Name (printed or typed)

Name (printed or typed)

FOR COUNCIL USE:

Staff Review by: _____ **Date:** _____

Approved by President: _____ **Date:** _____

REQUEST FOR APPROVAL OF PERSONNEL

Grant Number: _____

Attach this request to the appropriate public representative, financial and records manager and/or humanities teacher's statement.

Name:

Address:

Telephone Number:

Office:

Home:

Qualifications:

Role in Project:

If this request involves a change in personnel, i.e., a substitution, please give the reasons for the change:

Submitted to Humanities Tennessee by:

Project Director/Date

Reviewed by Staff _____ Date _____

Approved by Executive Director _____ Date _____