
Teacher Award Reporting Requirements

I. Your Nomination, the Grant Agreement, and Reporting

As our Grant Agreement says, the nomination approved by Humanities Tennessee is part of the contract between the Fellow and Humanities Tennessee. The Fellow is receiving the funds entrusted to us solely for the purpose of carrying out the project as described in the proposal. 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. 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. Records of all expenditures shall be maintained in verification of expenditures for three years after the conclusion of the grant period.

IV. Requesting Funds

Request for Funds forms for the Teacher Award Fellowship and the School Award are enclosed below. You may request the funds at any time following the execution of the Grant Agreements provided you spend the funds within 90 days.

V. Final Reports

We require a financial and narrative report within 90 days of the end date of your grant period. The narrative report should provide a detailed account of your Fellowship *and* School Award activities. You should also relay how the Fellowship and School Award have affected your teaching in the classroom and the experience of your students. The financial report should provide a categorized cost breakdown for both the Fellowship and the School Award. For example (travel: \$559, meals: \$240, ground transportation: \$125, registration fees: \$200, lodging-5 days: \$458, etc. etc.). If you purchase humanities materials with the School Award, simply include the purchase order along with descriptions of the materials.

Additional Reporting Requirements

- Number of students in your school
- Number of students in your classes

Request for Funds: Fellowship
Humanities Tennessee
807 Main Street, Suite B
Nashville, Tennessee 37206

Date: _____ **Project Number:** _____

Name, Address and Social Security Number of Person to Receive Check:

Social Security Number: _____

AMOUNT REQUESTED: \$ _____

CERTIFICATION:

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

Signature of Grantee/Fellow

FOR HUMANITIES TENNESSEE USE:

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

Approved by Director: _____ **Date:** _____

Request for Funds: School Award
Humanities Tennessee
807 Main Street, Suite B
Nashville, Tennessee 37206

Date: _____ **Project Number:** _____

Name and address of school 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 (Teacher)

**Signature of School's Financial Manager
/Bookkeeper**

Name (printed or typed)

Name (printed or typed)

FOR HUMANITIES TENNESSEE USE:

Staff Review by: _____

Date: _____

Approved by President: _____

Date: _____