

FY21 General Grant Application

Humanities Tennessee

Instructions

Congratulations on finishing your project!

We greatly appreciate the work of your organization to advance access to the public humanities across the state. By collaborating with organizations like yours, we are able to provide life-long learning opportunities that make a major difference in the lives of Tennesseans.

This Final Report is designed to help Humanities Tennessee better understand the impact of our funding in areas around the state.

Below is an outline of the report, you are welcome to complete it at once, or save your work and complete it in sections.

1. **Final Project Narrative and Reflections**
2. **Audience and Event Statistics and Data**
3. **Budget - Final project budget and cost share reporting**
4. **Certification**
5. **Project Director Feedback - Your assessment of this grant application, reporting, and working with Humanities Tennessee**

Grant Number

Character Limit: 100

Project Title

Character Limit: 200

Final Project Narrative and Reflections

Please address your project's activities through the following questions.

Project Description and Humanities Content

Your original response on the application:

Character Limit: 5000

Final Humanities Content*

Describe your project and the humanities content. Explain how the project purpose or content did or did not change.

OPTIONAL: If you identified on your proposal that your project combined the humanities and another discipline (arts, science, etc), please briefly explain how this impacted the project.

Character Limit: 2000

Humanities Advisory Team

Your original response on the application:

Character Limit: 5000

Final Humanities Advisory Team

OPTIONAL: Only complete this question if there were any changes to the Humanities Advisory Team supporting this project listed above.

For each NEW Humanities Advisory Team member add:

- Their credentials
- Role they played (speaker, planner, panelist, consultant, etc.)

Character Limit: 3000

Project Activities

Your original response on the application:

Character Limit: 2500

Final Project Activities*

Outline the project activities you conducted. Explain how the proposed project activities did or did not change during project implementation.

Character Limit: 5000

Outcomes and Evaluation

Your original response on the application:

Character Limit: 3500

Outcomes Assessment*

Reflecting on your project activities as a whole, do you feel you were successful in achieving the desired outcomes for this project and in advancing your goal(s)?

You will have space in the next question to expand on your answer and share the results of your project evaluation which support your assessment.

Please note, Humanities Tennessee understands that at times projects do not meet their intended outcomes, but other valuable information or experience is gained.

Choices

- Yes, outcomes exceeded our stated expectations
- Yes, all stated outcomes were achieved
- Yes, most stated outcomes were achieved
- Partially, some stated outcomes were achieved
- No, outcomes were not achieved

Final Project Goals & Anticipated Outcomes*

In the space below please provide the results generated by your evaluation plan.

- **Please provide metrics collected from your evaluation plan above which illustrate the impact of your project and how your outcomes were met.** These could be participant survey results, focus group summaries, pre/post test results, etc.
- **NOTE:** When providing aggregate survey results (i.e. 80% of respondents agreed...) please indicate the number of responses received AND the survey response rate.

As applicable, please explain if you changed any outcomes or if you modified the evaluation plan for your project from what is described above.

Character Limit: 4000

The next set of questions asks you to reflect on your publicity methods and audiences served by this project.

Project Audience Description

Your original response on the application:

Character Limit: 2000

Intended Audience Reached*

Did your actual audience reflect your intended audience?

Choices

- No
- Yes

Audience Quotes*

Please share some representative comments from your audience/participants

Character Limit: 2500

Publicity Methods*

What methods did you use to promote your project? Check all that apply.

Choices

Emails
Mailed Materials
Newspaper Advertisements
Other
Printed Materials
Radio/TV Advertisements
Website
Free Social Media
Paid Social Media (e.g. Sponsored Facebook posts)

Program Publicity*

Please upload samples of your project's publicity here. If you have multiple pieces of publicity **please consolidate them into one document.**

File Size Limit: 2 MB

News Coverage*

Did the program or event generate any news coverage? If so, please provide links to any news coverage or upload a copy using the button below.

Please also indicate any changes to the communication plan or lessons learned on best strategies to reach the intended audience and share the work of this project.

Character Limit: 150 | File Size Limit: 2 MB

Final Project Assessment - Successes*

Reflecting on this project process, overall what successes did you experience?

Character Limit: 2500

Final Project Assessment - Challenges*

Reflecting on this project process, overall what challenges did you face and how did you deal with them?

Character Limit: 2000

Continuing Impact

Your original response on the application:

Character Limit: 2000

Extent of Continuing Impact on the Organization's Future*

To what extent has the project effected the organization's future programs or direction?

Choices

Mission altering impact, we'll never be the same

Project opened new partnerships or programming opportunities we hope to explore

Project had no effect on our organization's future

Continuing Impact Final*

Will the project activities extend beyond the grant cycle or provide a foundation for future activities? If so, how?

Character Limit: 1500

Additional Council Funding Support*

If there will be additional activities beyond this grant period, do you plan to request additional grant support from Humanities Tennessee?

Choices

Yes

No

Audience and Event Statistics and Data

The following section will ask you about the audience that attended your project events. Please answer to the best of your ability, estimating when necessary, to provide us with a picture of who this project served.

Thank you again for your part in providing access to public humanities events in Tennessee!

Please complete this section with the information you collected through audience counts, registrations, or surveys completed during project events.

Counties where events were hosted*

Please select the counties where project events took place. Check all that apply.

Choices

Anderson County
 Bedford County
 Benton County
 Bledsoe County
 Blount County
 Bradley County
 Campbell County
 Cannon County
 Carroll County
 Carter County
 Cheatham County
 Chester County
 Claiborne County
 Clay County
 Cocke County
 Coffee County
 Crockett County
 Cumberland County
 Davidson County

Decatur County
DeKalb County
Dickson County
Dyer County
Fayette County
Fentress County
Franklin County
Gibson County
Giles County
Grainger County
Greene County
Grundy County
Hamblen County
Hamilton County
Hancock County
Hardeman County
Hardin County
Hawkins County
Haywood County
Henderson County
Henry County
Hickman County
Houston County
Humphreys County
Jackson County
Jefferson County
Johnson County
Knox County
Lake County
Lauderdale County
Lawrence County
Lewis County
Lincoln County
Loudon County
Macon County
Madison County
Marion County
Marshall County
Maury County
McMinn County
McNairy County
Meigs County
Monroe County
Montgomery County
Moore County
Morgan County
Obion County
Overton County
Perry County

Pickett County
Polk County
Putnam County
Rhea County
Roane County
Robertson County
Rutherford County
Scott County
Sequatchie County
Sevier County
Shelby County
Smith County
Stewart County
Sullivan County
Sumner County
Tipton County
Trousdale County
Unicoi County
Union County
Van Buren County
Warren County
Washington County
Wayne County
Weakley County
White County
Williamson County
Wilson County

Projected Audience Numbers

Your original response on the application:

Character Limit: 250

Final Audience Numbers*

Please enter the total number of people **directly** served by your project

Character Limit: 250

Audience Locale*

Please select the primary location for your audience. Check all that apply. For example, if your audience was primarily local, but you also livestreamed the event, select Local and Virtual.

*Only select National and International if a significant portion of your audience (virtual or in-person) was from outside the state or country.

Choices

Local
Regional
Statewide
Virtual

National
International

Participant Demographics

Underserved Audiences*

Did this project *primarily serve a traditionally underserved group? Check all groups that apply.

*In order to be the primary audience, that group should comprise a majority of the audience.

Choices

Rural
Seniors
Individuals with Disabilities
Professional, Business, or Government Leaders
Incarcerated Persons
Asian American / Pacific Islander
African American / Black
Hispanic / Latinx
Native American / Indigenous
Low Income
LGBTQIA+
N/A-General Audience
Veterans / Active Military
New Americans (immigrants, refugees, first generation)
Teachers (Grades K-12)
Children (Grades K-6)
Youth (Grades 7-12)
Minority-Serving Institutions (HBCUs, Tribal Colleges & Universities, Community Colleges)
Individuals Experiencing Homelessness

Project Leadership

Did people actively involved with the leadership or implementation of this project identify with a traditionally underserved group? Check all that apply

Choices

Rural
Seniors
Individuals with Disabilities
Professional, Business, or Government Leaders
Incarcerated Persons
Asian American / Pacific Islander
African American / Black
Hispanic / Latinx
Native American / Indigenous
Low Income

LGBTQIA+
 N/A-General Audience
 Veterans / Active Military
 New Americans (immigrants, refugees, first generation)
 Teachers (Grades K-12)
 Children (Grades K-6)
 Youth (Grades 7-12)
 Minority-Serving Institutions (HBCUs, Tribal Colleges & Universities, Community Colleges)
 Individuals Experiencing Homelessness

Audience Composition*

Who attended your project events? Please check all appropriate categories . For example, if the project reached an elderly audience, but also reached a large number of Black or African Americans, check both categories.

Choices

Rural
 Seniors
 Individuals with Disabilities
 Professional, Business, or Government Leaders
 Incarcerated Persons
 Asian American / Pacific Islander
 African American / Black
 Hispanic / Latinx
 Native American / Indigenous
 Low Income
 LGBTQIA+
 N/A-General Audience
 Veterans / Active Military
 New Americans (immigrants, refugees, first generation)
 Teachers (Grades K-12)
 Children (Grades K-6)
 Youth (Grades 7-12)
 Minority-Serving Institutions (HBCUs, Tribal Colleges & Universities, Community Colleges)
 Individuals Experiencing Homelessness
 European American
 Men
 Women
 College Educated
 General Audience

Additional Audience Groups

Please list any audience groups not included in the previous question.

Character Limit: 250

Budget

This section captures the program budget and the required program 1:1 cost share (any combination of cash and in-kind contributions of your organization made towards hosting the event).

- **Example of an in-kind match (donated goods/services):** An organization makes an in-kind match when providing facility space, materials or equipment, and administrative or volunteer time planning the program.
- **Example of a cash match (purchased goods/services):** An organization makes a cash match when paying currency for publicity, printing, refreshments, and any scholar travel, meals or lodging.

When exact values are unknown please estimate the fair market value of donated space or services.

Amount Awarded

Character Limit: 20

Final Project Budget*

Please upload your project's Final Budget worksheet showing all expenditures. Use this template, DO NOT create your own.

Please review your approved grant budget to complete column b of the template above.

File Size Limit: 3 MB

The totals and details provided in this section should support and come directly from the budget worksheet you submitted above.

Project Budget Total

Character Limit: 20

Final Project Budget*

Please provide the final total project budget. (Total of column F)

Character Limit: 20

Total Grant Match

Character Limit: 20

Total Cash Match

Character Limit: 20

Total In-Kind Match

Character Limit: 20

Final Total Grant Match*

Please indicate the final total grant match - This is the total amount of cash and/or in-kind contributions for this project. (Total of columns D and E on the budget worksheet)

Remember, Humanities Tennessee requires a minimum 1-to-1, that means that if you request \$2,000 you must provide a minimum of \$2,000 in cash and/or in-kind funds.

Character Limit: 20

Final Cash Match*

Please indicate the amount of the total match above that is from cash sources (total of column D)

Character Limit: 20

Final In-Kind Match*

Indicate the amount of the total match above that is from in-kind sources (total of column E)

Character Limit: 20

Budget Narrative

Budget narrative provided on your application.

Character Limit: 3000

Final Budget Narrative*

Please use the budget narrative space below to provide a final, detailed explanation of your budget worksheet.

Use the same format as you did on the application.

If no major changes, simply write "No significant changes in budget narrative."

Character Limit: 3000

Certification

Final Certification*

Please enter your name to indicate acceptance of the statement below. Note, for security reasons the name below must match that of the user assigned to complete this form.

I certify that all information provided is true and accurate to the best of my knowledge.

Character Limit: 200

Thank you for completing your Final Report! Please click the blue "Submit" button to send your report in to Humanities Tennessee.

Project Director Feedback

Rate the Grant Application*

Think back to when you applied for this grant project and rate the application process?

10=simple and easy to understand.

5=typical grant application. It is what it is.

1=I'm never writing another one of those. Ever.

Scoring Options: 1 - 10

Rate the Final Report

You're about to finish this final report. What did you think?

10=I'd love to write another one of these reports. It changed the course of my life.

5=It was a grant report. Not too hard, not too easy. Just...a grant report.

1=I may never write another grant again...that's how awful this report was to put together.

Scoring Options: 1 - 10

Project Director Reflections

This is our first digital grant process. We're learning, and we want to learn from you. What did you like about the application and reporting process? What did you dislike? Did certain questions make you rethink your project goals? Did you find some questions unnecessary or redundant?

Your feedback will help us improve the grant process for future applicants and grantees. Thank you!

Character Limit: 10000