

FY23 General Grant

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 Name

Character Limit: 100

Final Project Narrative and Reflections

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

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*

1. Outline the project activities you conducted. Explain how the proposed project activities did or did not change during project implementation.
2. Include a calendar of events that occurred with approximate audience numbers for EACH event.

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

Activities and Outcomes Report for NEH

Humanities Tennessee is required to report the following activities and outcomes to the National Endowment for the Humanities. Please answer each question. If the question does not apply to your activities and asks for a number, please enter 0.

Number of Live Activities*

Please list the total number of live humanities activities.

"Live" includes all in-person and live-streamed events.

Character Limit: 10

Live Event Attendance*

What was the total attendance for all live events?

Include audience figures from live and live-streamed events.

Character Limit: 10

Number of Non-Live Activities

Please list the total number of non-live activities during the report period (non-live: recorded, printed, or digital materials).

Character Limit: 10

Non-Live Audience*

What was the total attendance (number of times accessed) for all non-live activities (recorded, printed, or digital activities)?

Character Limit: 10

Media Programs

Please list the total number of new TV programs, films, radio segments, and podcast episodes produced during the reporting period.

Character Limit: 10

Media Audience I

Please list the total number of viewers and listeners of new TV programs, films, radio segments, and podcast episodes through your own channels (your social media pages, your website, etc) during the reporting period.

Character Limit: 10

Media Audience II

Please list the total number of viewers and listeners of new TV programs, films, radio segments, and podcast episodes on channels owned by your partners and other organizations (local broadcast, media partner website, etc) during the reporting period.

Character Limit: 10

Activity Types

Please indicate if any of the following activity types were supported by this grant project during the report period. Choose the categories that most closely align with the activities conducted and please note that your project may include multiple activity types.

Choices

Conferences and symposia

Exhibitions

Festival (book, film, fairs, other)

Humanities-rich civil dialogue programs

Humanities-rich digital activities facilitating audience engagement (e.g. virtual discussions)

Humanities-rich digital projects to deliver information (e.g. digital encyclopedia)

Literacy programs

Local history projects

Media program activities (e.g. documentary, website, podcast)

Presentations and lectures

Preservation projects

Print publications

Reading and discussion programs

Teacher institutes and workshops

Activities for K-12 Youth

Other Activity Types not listed above

Character Limit: 250

Number of Unique Scholars*

Please list the total number of project Humanities Advisors who are scholars.

For the purpose of this report, a scholar is 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.

Character Limit: 100

Partners - Local Government

Number of state and local government partners engaged in this project during the report period.

Character Limit: 10

Partners - Foundations

Please list the number of foundation partners engaged in this project during the report period.

Character Limit: 10

Partners - Private Business

Please list the number of private business partners engaged in this project during the report period.

Character Limit: 10

Partners - Public Media

Please list the number of public media partners engaged in this project during the report period.

Character Limit: 10

Partners - Other Cultural Orgs and Nonprofits

Please list the number of other cultural nonprofits/groups partners engaged in this project during the report period.

Character Limit: 10

Partners - Other Nonprofits

Please list the number of nonprofits outside of the cultural sector partners engaged in this project during the report period.

Character Limit: 10

Partners - Higher Education

Please list the number of institutions of higher education partners engaged in this project during the report period.

Character Limit: 10

Partners - K-12 Schools

Please list the number of K-12 school partners engaged in this project during the report period.

Character Limit: 10

Partners - Library

Please list the number of library partners engaged in this project during the report period.

Character Limit: 10

Partners - Historical Societies

Please list the number of historical society partners engaged in this project during the report period.

Character Limit: 10

Partners - Museums

Please list the number of museum partners engaged in this project during the report period.

Character Limit: 10

Scholars Participating

Please provide the final number of scholars/humanists (your humanities advisory team) who participated in or supported this project.

Character Limit: 10

Scholarly Products

Please list the title of each humanities product produced for the public (e.g. print publications, e-books, videos, digital magazines, podcasts, etc.) during the report period.

Please provide a link if available.

If no humanities products were produced during the report period please state "none."

Character Limit: 2500

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 Justification

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