

2018 Museum on Main Street Grant Program

North Carolina Humanities Council

Instructions

Congratulations on completing your North Carolina Humanities Council project!

Thanks to the hard work of you and your team, a major difference was made in the lives of North Carolinians. We greatly appreciate the work of your organization to advance access to the public humanities across the state.

The information requested on the form below is designed to help the Council better understand the impact of our funding in areas around the state. We value your time, and in our efforts to streamline the final report process, we have limited the number of new narrative questions. This report should only take 30 minutes to an hour to complete. **On this report we are seeking information on who attended the events, any project changes, and lessons learned or final thoughts on this project.**

Therefore, please note that many questions are only asking for any updates to the contact or technical info provided on your original request. If the information has not changed you do not need to respond

Project Information

Grant Number

Project Title

The next set of questions are optional and should only be completed if there was a change in your project details (i.e. dates, project director information, treasurer information, humanities disciplines engaged in the project etc.). If you did not have any changes to your project information you may move to the next section.

Project Director Name

Character Limit: 75

Updated Project Director Name

If the project director has changed from the person listed above, please enter their name here.

Character Limit: 75

Project Director Street Address

Character Limit: 100

Updated Project Director Street Address

If the project director's address has changed from the one listed above, please enter the new address here.

Character Limit: 100

Project Director City

Character Limit: 75

Updated Project Director City

If the project director's address has changed from the one listed above, please enter the new address here.

Character Limit: 75

Project Director State

Character Limit: 2

Updated Project Director State

If the project director's address has changed from the one listed above, please enter the new address here.

Character Limit: 10

Project Director Zip Code

Character Limit: 10

Updated Project Director Zip Code

If the project director's address has changed from the one listed above, please enter the new address here.

Character Limit: 10

Project Director Email Address

Character Limit: 75

Updated Project Director Email Address

If the project director's address has changed from the one listed above, please enter the new address here.

Character Limit: 75

Project Director Phone Number

Character Limit: 15

Updated Project Director Phone

If the project director's phone number has changed from the one listed above, please enter the new number here.

Character Limit: 12

Project Statistics

The questions below refer to the location(s), audience(s), and format(s) of the activities conducted with the Council funding you received. Please answer accordingly.

Project Formats and Audiences

Please identify the major components of your project and use the following questions to select the format which best matches your project's activities and attendance numbers for the components of your project. For example, if your project consisted of an exhibit and a discussion:

- **Project Activity 1**
 - **Project Activity 1 Format = Discussion**
 - **Project Activity 1 Audience = 30**
 - **Project Activity 1 Congressional District = 13**
- **Project Activity 2**
 - **Project Activity 2 Format = Exhibition**
 - **Project Activity 2 Audience = 850**
 - **Project Activity 2 Congressional District = 4**

Please note: If you have more than 5 project activities please reach out to NCHC Staff at cpatton@nchumanities.org

Project Activity 1 Format*

Select the activity format from the drop-down menu which best describes your project component(s).

Choices

Conferences, symposia, Lectures

Digital Projects (web & social media projects)

Discussion Programs (book, film, lecture and discussion, conversations)

Exhibitions

Fellowship for College Faculty

Fellowships for K-12 Teachers
 Festivals (book, film, theater, fairs, celebrations)
 Literacy Projects (Motheread, Prime Time)
 Local history (cultural heritage tourism, walking tours)
 Media (includes film, television, radio)
 Performances and Presentations
 Preservation and access (historic buildings, photographs, dictionaries)
 Publications

Project Activity 1 Audience*

Enter the total number of participants/people served through the Project Activity 1 Format listed above.

Character Limit: 10

Project Activity 1 Congressional District*

Please select the congressional district where this project activity took place. Don't know the NC Congressional District? **Look it up here.**

Choices

1st
 2nd
 3rd
 4th
 5th
 6th
 7th
 8th
 9th
 10th
 11th
 12th
 13th

Project Activity 2 Format

Select the activity format from the drop-down menu which best describes your second project component

Choices

Conferences, symposia, Lectures
 Digital Projects (web & social media projects)
 Discussion Programs (book, film, lecture and discussion, conversations)
 Exhibitions
 Fellowship for College Faculty
 Fellowships for K-12 Teachers
 Festivals (book, film, theater, fairs, celebrations)
 Literacy Projects (Motheread, Prime Time)
 Local history (cultural heritage tourism, walking tours)
 Media (includes film, television, radio)

Performances and Presentations
Preservation and access (historic buildings, photographs, dictionaries)
Publications

Project Activity 2 Audience

Enter the total number of participants/people served through the Project Activity 2 Format listed above.

Character Limit: 10

Project Activity 2 Congressional District

Please select the congressional district where this project activity took place. Don't know the NC Congressional District? **Look it up here.**

Choices

1st
2nd
3rd
4th
5th
6th
7th
8th
9th
10th
11th
12th
13th

Project Activity 3 Format

Select the activity format from the drop-down menu which best describes your third project component

Choices

Conferences, symposia, Lectures
Digital Projects (web & social media projects)
Discussion Programs (book, film, lecture and discussion, conversations)
Exhibitions
Fellowship for College Faculty
Fellowships for K-12 Teachers
Festivals (book, film, theater, fairs, celebrations)
Literacy Projects (Motheread, Prime Time)
Local history (cultural heritage tourism, walking tours)
Media (includes film, television, radio)
Performances and Presentations
Preservation and access (historic buildings, photographs, dictionaries)
Publications

Project Activity 3 Audience

Enter the total number of participants/people served through the Project Activity 3 Format listed above.

Character Limit: 10

Project Activity 3 Congressional District

Please select the congressional district where this project activity took place. Don't know the NC Congressional District? **Look it up here.**

Choices

1st
2nd
3rd
4th
5th
6th
7th
8th
9th
10th
11th
12th
13th

Project Activity 4 Format

Select the activity format from the drop-down menu which best describes your fourth project component

Choices

Conferences, symposia, Lectures
Digital Projects (web & social media projects)
Discussion Programs (book, film, lecture and discussion, conversations)
Exhibitions
Fellowship for College Faculty
Fellowships for K-12 Teachers
Festivals (book, film, theater, fairs, celebrations)
Literacy Projects (Motheread, Prime Time)
Local history (cultural heritage tourism, walking tours)
Media (includes film, television, radio)
Performances and Presentations
Preservation and access (historic buildings, photographs, dictionaries)
Publications

Project Activity 4 Audience

Enter the total number of participants/people served through the Project Activity 4 Format listed above.

Character Limit: 10

Project Activity 4 Congressional District

Please select the congressional district where this project activity took place. Don't know the NC Congressional District? **Look it up here.**

Choices

1st
2nd
3rd
4th
5th
6th
7th
8th
9th
10th
11th
12th
13th

Project Activity 5 Format

Select the activity format from the drop-down menu which best describes your fifth project component

Choices

Media (includes film, television, radio)
Digital Projects (web & social media projects)
Publications
Exhibitions
Discussion Programs (book, film, lecture and discussion, conversations)
Conferences, symposia, Lectures
Fellowship for College Faculty
Fellowships for K-12 Teachers
Literacy Projects (Motheread, Prime Time)
Festivals (book, film, theater, fairs, celebrations)
Performances and Presentations
Preservation and access (historic buildings, photographs, dictionaries)
Local history (cultural heritage tourism, walking tours)

Project Activity 5 Audience

Enter the total number of participants/people served through the Project Activity 5 Format listed above.

Character Limit: 10

Project Activity 5 Congressional District

Please select the congressional district where this project activity took place. Don't know the NC Congressional District? **Look it up here.**

Choices

1st
2nd
3rd
4th
5th
6th
7th
8th
9th
10th
11th
12th
13th

Audience Statistics

This section helps us better understand the people in our state who are served by the projects funded by the Council. Please answer accordingly.

Target Population Served*

Indicate if one of the following groups made up **at least 50%** of the audience **OR** please select N/A if you did not have a specific target population for your project.

Choices

Adults – little or no college
African American
American Indian/ Alaska Native
Asian American
Educators College
Educators K-12
Families – with young children
Hispanic
Immigrants
Incarcerated
Low-income
Pacific Islander
Persons with Disabilities
Pre-K
Rural residents
Students College
Students K-12
Veterans
Young Professionals
Other
N/A

Target Population Group Not Listed

If you selected "Other" above, please indicate the special group which made up over 50% of the audience served by this project

Character Limit: 75

Target Population Number Served

If you selected a special population group above, please list the total number served.

Character Limit: 75

Projected Audience Numbers

Enter the number of people you estimate will visit the exhibit

Character Limit: 250

Final Audience Numbers*

Enter the total number of people who visited your exhibit

Character Limit: 250

Final Ancillary Audience*

Please list the total number of people who attended related exhibit events

Character Limit: 10

Participant Demographics - Race and Ethnicity

African-American Audience*

How many African-Americans participated or were served by this project?

Character Limit: 75

Asian-American Audience*

How many Asian-Americans participated or were served by this project?

Character Limit: 75

Latino Audience*

How many Latinos participated or were served by this project?

Character Limit: 75

Native American Audience*

How many Native Americans participated or were served by this project?

Character Limit: 75

Caucasian Audience*

How many Caucasians participated or were served by this project?

Character Limit: 75

Groups Not Listed Audience*

How many people of Groups Not Listed participated or were served by this project?

Character Limit: 75

Participant Demographics - Geography

Urban Audience

How many urban residents participated or were served by this project?

Character Limit: 75

Rural Audience

How many rural residents participated or were served by this project?

Character Limit: 75

Participant Demographics - Education

Limited Education Audience*

How many people with limited education participated or were served by this project?

Character Limit: 75

High School Audience*

How many people with only a high school education participated or were served by this project?

Character Limit: 75

College Audience*

How many people with only a college education participated or were served by this project?

Character Limit: 75

Post-Graduate Audience*

How many people with a post-graduate education participated or were served by this project?

Character Limit: 75

Participant Demographics - Age

Senior Audience*

How many seniors (defined as persons 65 and older) participated or were served by this project?

Character Limit: 75

Adult Audience*

How many adults (defined as persons 18-64) participated or were served by this project?

Character Limit: 75

Child Audience*

How many children (defined as persons under 18) participated or were served by this project?

Character Limit: 75

Participant Demographics - Gender

Female Audience*

How many women participated or were served by this project?

Character Limit: 75

Male Audience*

How many men participated or were served by this project?

Character Limit: 75

Project Narrative

Final Counties Served by Project*

Please select the North Carolina counties your project impacted.

Choices are a
county list

Proposed Counties Served by Project

Please select the North Carolina counties your project will impact

Choices are a
county list

Proposed Intended Audience Description

If this project serves a target/special population, please describe them (i.e.: veterans, youth, educators, retirees)

Target Audience Reached*

Did your actual audience reflect your target audience?

Choices

No

Yes

Final Audience Served

Did the final audience served change from the list above? If so, explain how.

Character Limit: 5000

Audience Engagement*

How engaged did you feel the audience was during the events?

Choices

Not at all Engaged

Slightly Engaged

Moderately Engaged

Very Engaged

Extremely Engaged

Audience Impact*

How would you describe the audience's response to your project?

Character Limit: 2500

Audience Quotes*

Please share representative comments from your audiences

Character Limit: 2500

Proposed Project Goals & Anticipated Outcomes

List the goals for your project and explain how these goals will impact participants

Character Limit: 1000

Final Series Goals & Anticipated Outcomes

Did the goals and outcomes for your project change from the narrative above? If so, how?

What strategies and methods did you use to evaluate these new goals?

Character Limit: 3000

Partner Type*

Don't know your organizations NTEE classification? You can find a list here.

Choices

Arts

Business

College
Community Action
Environment
Fraternal
Government
Healthcare
Historical
Humanities
K12 School
Library
Media
Museum
My organization type is not listed
Other Cultural Org
Other Education
Philanthropy
Public Safety
Religious Inst
Science
Social Welfare
Youth/Recreation

Partner Type Not Listed

If your organization type was not listed above, please indicate it here.

Character Limit: 75

Budget

Final Project Budget*

Please upload your projects final budget worksheet. If needed, please review the initial budget worksheet on the approved application. You can find a copy of the budget worksheet form [here](#).

File Size Limit: 3 MB

The totals and details provided in this section should support and come directly from the budget worksheet you submitted in the "Final Project Budget Upload" question above.

Amount Awarded

Copied from award

Proposed Project Budget

Copied from application

Final Project Budget

Please list the final total project budget for this series. (Total of column E)

Character Limit: 20

Grant Refund*

Please indicate below if your organization expended all grant funds.

Choices

Yes, my organization expended all grant funds

No, my organization did not expend all grant funds and has contacted NCHC staff

Proposed Total Grant Match *Copied from application*

Final Total Grant Match*

Please list the final grant match. This should be the total amount of cash and/or in-kind contributions contributed to this project. (Total of column C and D)

Character Limit: 20

- **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.

Proposed Cash Match *Copied from application*

Final Cash Match*

Please list the portion of the final grant match that is in-kind. Remember the North Carolina Humanities Council requires a minimum 2-to-1, that means that if you request \$1,000 you must provide a minimum of \$2,000 in cash and/or in-kind funds. (Total of column C)

Character Limit: 20

Proposed In-Kind Match *Copied from application*

Final In-Kind Match*

Please list the portion of the final grant match that is in-kind. Remember the North Carolina Humanities Council requires a minimum 2-to-1, that means that if you request \$1,000 you must provide a minimum of \$2,000 in cash and/or in-kind funds. (Total of column D)

Character Limit: 20

Project Director Evaluation

Experience Directing the Project*

How would you summarize your experience directing this public humanities project? Is there anything you would have done differently?

Character Limit: 2500

Additional Resources*

What additional resources could have enhanced this project (i.e., funds, staff support, follow-up-plans and funds, etc.)? Be as specific as possible.

Character Limit: 2500

Advice

What advice would you give others who might direct future, similar projects?

Character Limit: 2500

North Carolina Humanities Council Assistance

Please describe any way the North Carolina Humanities Council could be of greater assistance to grantees.

Character Limit: 2500

Project Director's Evaluation of Participating Scholars

Please Note: The scores submitted here can only be viewed by staff and are used to help improve scholar engagement and program outcomes.

Statewide Scholar*

Character Limit: 75

Statewide Scholar Overall Ranking*

Please rank the scholar who facilitated the first session. Consider the following when determining your ranking:

1. The quality of the scholar's presentation
2. The scholar's ability to facilitate conversations
3. The scholar's ability to make themes in the work relevant or understandable

4. The scholar's ability to draw out different viewpoints

Scoring Options: 1 - 5

Statewide Scholar Ranking Comments

Please use this space to describe or clarify the score you provided above

Character Limit: 250

Program Publicity

Proposed Project Publicity

Indicate how and when you will communicate with your target audiences. Include media lists, contact names, and indicate if you will use press releases, brochures, articles, radio/internet marketing, word-of-mouth, and/or event sponsorships. Include the names of persons representing your target audience who will assist you with publicity

Character Limit: 1000

Publicity Methods*

What methods did you use to advertise your event? Check all that apply.

Choices

Emails

Mailed Materials

Newspaper Advertisements

Other

Printed Materials

Radio/TV Advertisements

Social Media

Website

Final Project Publicity

Please expand upon how many people were reached for each advertisement method used. For example:

- a.) E-Newsletter, number of subscribers
- b.) Website Page, number of unique visitors
- c.) Twitter, number of followers, number of event posts, number of retweets and favorites for each event post

Also indicate any changes to the communication strategy or lessons learned on best strategies to reach the intended audience.

Character Limit: 5000

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.

Character Limit: 150 | File Size Limit: 2 MB

Scholar Evaluation 1

Third Party Email 1*

Grantees, please type the email address of the first scholar affiliated with your project below. Click 'compose email' to send an email to the scholar requesting that they complete their evaluation for this grant. You are welcome to compose your own email or to copy in the email's text suggestion provided below. This section is not complete until you hit submit.

Please Note: You will not be able to see the scholar's responses to the evaluation and they will not be able to see any responses you provided in previous sections.

Dear [SCHOLAR NAME]

Thank you for facilitating the recent Let's Talk About It session at the [LIBRARY NAME] funded by the North Carolina Humanities Council. In order to complete our grant report we are requesting that you complete an evaluation on the series. An email will follow this one with a link to complete the process online.

Thank you for your assistance,

[PROJECT DIRECTOR NAME]

Character Limit: 254