



**NORTH CAROLINA
HUMANITIES
COUNCIL**

MANY STORIES, ONE PEOPLE

Grassroots Grants Project Director's Concluding Reports

Project Director: Please collect and complete all information requested in the following pages and return by the indicated report due date.

Send via email to bvalladares@nchumanities.org or first-class mail:

Banu Valladares, Programs and Grants Administrator
North Carolina Humanities Council
320 East 9th Street, Suite 414
Charlotte, NC 28202

Project Information					
Project Title			Grant #	Final Report Due Date	
Project Director Name			Applicant Organization		
Project Director Address			Phone	Email	
City	St	Zip	County		
Grant Award Amount			Total Grant Match (In-kind and Cash Contributions)		
Program Location(s)			City	County	
Program Date(s)	NC Legislative District		NC House District		US Congressional District
Program Location(s)			City	County	
Program Date(s)	NC Senate District		NC House District		US Congressional District
Audience Statistics: please indicate the number of members who attended your program(s)					
Racial/Ethnic Background	Population Distribution		Age		
# African-American	# Urban		# Children		
# Asian-American	# Rural		# Adult		
# Latino	Educational Background		# Retired		
# Native American	# Limited		# Gender		
# Caucasian	# High School				
	# College		# Male		
# Total Participants	# Post-Graduate		# Female		

Project Statistics: please check all the boxes that best describe the nature of your project

Media project (producing/lending/broadcasting)	Television (project was televised)	Radio
Technology (CD-ROMs, web projects)	Film, Slide, Photography, Video	Publications (newsletters, magazines, catalogues, brochures, guides, books)
Exhibitions	Project in museum	Project in library
Discussion (book, film, lecture and discussion, conversation)	Conference, Symposia, Lecture	Literacy project
Festival (book, film, theater, fair, celebration)	Chautauqua (includes living history presentations, history theater)	K-12 teacher project (institutes, seminars, workshops)
Preservation and access (historic building, photographs, dictionaries)	Local history projects (cultural heritage tourism, sister cities, walking tours, site presentations, cultural trips, research and local oral history projects)	

Please list the counties reached by this project (include counties where audience members in attendance reside and counties covered by the project itself):

In addition to those who attended in person, please indicate the **numbers of people** reached by the project through media and technology:

Radio broadcast	Television broadcast	Newspaper articles
Websites	Web seminars	Other, please specific

****Please respond to the following sections using a separate Word-document and return it with this form.****

Publicity

How did you promote and publicize your project? Did you target a particular population, a general audience, or both? How effective was your publicity plan and your implementation of it?

Project Content and Impact

Describe the purpose and format of your project. Did these change during the implementation of the project?

What organizations were involved in planning the project?

List the names, disciplines, and affiliations of scholars who participated. Indicate what roles they played as speakers, planners, panelists, consultants, etc.

Assess your project's success and challenges in meeting the goals stated in the grant application. How did this project impact your community? If you have been funded previously, what have you learned and or changed since the previous project?

How would you describe the audience's response to your project generally? Please share representative comments and any other information that you would like to add about the audience:

Project Director General Questions

How would you summarize your experience in directing this public humanities program?

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

Will there be more activities beyond the grant period? Will additional North Carolina Humanities Council support be requested?

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

Are there ways the North Carolina Humanities Council could be of greater assistance to grantees? Is there anything you would have done differently?

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Project Budget Instructions

1. The amounts in the “North Carolina Humanities Council Funds Expended” column should reflect grant funds spent to carry out the project. The amount can be less than your grant award but should not exceed it.
2. The “Sponsor Grant Match In-Kind” and “Sponsor Grant Match Cash” columns should reflect cash and/or in-kind contributions toward your project. This number should equal or exceed twice the grant award. Please consult the table below for explanations of appropriate in-kind contributions.*
3. Add all columns vertically and horizontally to indicate totals.
4. Indicate total grant match at the bottom of the form.
5. This report must be signed by both the Project Director and the Treasurer of Financial Officer.

Administrative time	Donated time of project director, fiscal agent, planning committee, consultant, etc.
Program participation	Donated time of moderator, panelist, speaker waiving honorarium, etc.
Supplies and Equipment Rental	Fair market rental value of video or other equipment provided, postage & paper, cost of refreshments served at programs, etc.
Travel, Meals, Lodging	Mileage at \$0.565 per mile and any out-of-pocket meals or lodging while traveling on behalf of the project.
Rental of Facilities	Fair market rental value of meeting/event space.
Printing and Publicity	Value of promotion time/space donated by television stations or newspapers, use of photocopier, etc.
Other (please itemize)	Contributions not fitting categories above. Please specify the nature of these contributions.

*** The North Carolina Humanities Council does not require receipts for your expenses and/or cash or in-kind contributions. It is your responsibility to keep detailed records with your organization's files.**



Expenditure Report

Applicant Organization	Report Date
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Grant Number	Page Number _____ of _____ pages
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Item Code	North Carolina Humanities Council Funds Expended	Applicant Grant Match In-Kind Cash	Applicant Grant Match In-Kind	TOTAL
a.	Salaries			
b.	Employer's Retirement			
c.	Employer's FICA			
d.	Scholar Stipends			
e.	Supplies and Equipment Rental			
f.	Travel, Meals, Lodging			
g.	Rental of Facilities			
h.	Printing and Publicity			
i.	Other (please itemize)			
TOTAL				

TOTAL GRANT MATCH (combined in-kind and cash)	\$ _____
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Project Director Signature	Title	Date
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Treasurer/Financial Officer Signature	Title	Date
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Grassroots Grants Project Director's Concluding Reports

Participating Scholar's Evaluation of Project

Name of Scholar	Scholar's Affiliation
Project Title	Location and Date of Activity
Sponsoring Organization	Grant #
Project Director's Name	Evaluation Due Date

Our scholars are the key to successful humanities programming in North Carolina. Thank you for your participation in this series and for your helpful counsel. We would appreciate having your opinion of how valuable the project is from your view as a scholar and how valuable you consider it to be to a community audience. As you think about your presentation and assess the program, please keep in mind that the humanities tell us how men and women address life's enduring, fundamental questions and help participants experience through dialogue and conversation the ways by how the humanities offer new reflections and new visions about all facets of human life.

Using a short narrative format, consider the following:

Part 1: The Project

1. How did the event encourage and stimulate audience members to think critically about the specific subject matter of the program?
2. How did the event place that subject matter in a larger cultural, historical, and analytical framework?
3. Was the program accessible to a general audience? Please describe the audience. What was the quality of the audience discussion?
4. What do you think the program accomplished?

Part 2: Scholar's Participation

1. Did you think your presentation was successful? Please explain.
2. Did the project director make clear to you the kind of presentation you were expected to make? Did this information enable you to anticipate the kind of audience at your presentation?
3. What other information would you have needed from the project director to make your efforts more successful?
4. What information from the North Carolina Humanities Council would have been helpful?
5. Please include any other comments or thoughts on your program.

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