**Ohio Humanities Final Report Form**

Within **90 days** of the end of your grant period, please submit a final report to Ohio Humanities. Our organization uses information from the report in several ways: to help individuals and groups throughout Ohio learn from your experience; to evaluate and advocate for public humanities programs; and to report to the National Endowment for the Humanities on Ohio Humanities-funded projects.

After reviewing and **approving** the report, Ohio Humanities will make a final disbursement of grant funds. Please be patient; the process may take a few weeks.

**A Completed Final Report Includes:**

1. **The Project Director’s Review**

Please use the enclosed form and include a written review answering the attached questions.

2. **The Evaluator Review** (not required for monthly and planning-grants if the proposal did not include an independent evaluator)

Your evaluator should review the overall project in light of its stated goals, highlighting strengths and weaknesses and recommending ways to improve future projects. The evaluator should address the following:

* How effective was the program in fulfilling the planners’ expectations?
* How did the audience respond to the program? The evaluator should review any audience surveys.
* Was the presentation of the humanities appropriate to the needs of the audience?
* Discuss the effectiveness of speakers, activity leaders, media products, or exhibit text.
	+ Evaluate the accuracy of the content. Was the necessary context provided? Did the interpretation enhance the experience?

3. **Additional Documentation**

 Please include one copy of:

* photographs or other illustrations of the program
	+ we encourage the submission of digital photographs or other materials
	+ these items may be emailed to your program officer or included on a CD with the final report
	+ please note any limitations on the use of digital items included in the final report packet
* any project-related published materials, including programs, study guides, or books
* one copy of all publicity materials such as flyers, posters, press releases, or press clippings
* for media projects, provide one copy of electronic media productions on CD or DVD, or include a link to the release version of digital media project
* copies of letters sent to all legislators informing them of your award (if not already submitted)
* list of all attendees and participants with names, mailing addresses, email addresses (if not already submitted)

4. **Financial Report**

 A complete report will include:

* A signed Final Budget Form (appendix 1)

Many project directors find it easier to complete the forms itemizing grant expenses and cost share *before* beginning the Final Budget Form. Please call our staff if you have questions as you complete these forms.

This information is important to Ohio Humanities’ accounting for its use of public funds, and the remainder of your grant funds cannot be disbursed until the forms have been received and approved by Ohio Humanities.

**Project Director’s Review Ohio Humanities grant number** \_\_\_\_\_\_\_\_\_\_\_

**1. Sponsoring Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** *We certify that the information in the report is true and correct*:

**Project Director** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Signature Date

**Authorizing Official** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Signature Date

**4. Final Budget Form Data:**

1. Grant Amount Awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Total Cost Sharing Reported: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Total Grant Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Audience Data:**

1. Estimate total attendance for all events: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What was your audience estimate in the proposal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Event(s) or Activities**: Provide a list of program events as they actually occurred. Please include event title, date and time, location with a street address, and number of attendees for each event or component. You may choose to use a separate sheet instead.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Event Title** | **Event Location: Please include street addresses for all locations.** | **City, County, Zip Code** | **Audience Count** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6. Media Audience:** If a media project, indicate the broadcast outlet used and airdate. Estimate the total number of people reached.

Broadcast Outlets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Broadcast: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Audience group(s)**: Check as appropriate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Age** |  | **Race and Ethnicity** |  | **Location** |
|  | Age: Under 18 |  | African-American (Black) |  | Large City  |
|  | Age: 18-24 (College age) |  | Asian-American |  | Small City |
|  | Age: 25-40 (Young Adult) |  | Caucasian (White) |  | Suburban |
|  | Age: 40-65 (Adult) |  | Hispanic or Latin American |  | Rural |
|  | Age: 65 and older (Older Adult) |  | Native American |  | Multi-state or national |
|  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**8. Humanities Professionals and Topics Covered:** Identify the number of humanities professionals or scholars who were involved in any phase of your project in **S** row. Please highlight any topics covered by your project in **T** row.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **T** | **S** |  | **T** | **S** |  | **T** | **S** |  |
|  |  | African-American Studies |  |  | Environmental Studies |  |  | Latin American Studies |
|  |  | Anthropology |  |  | Folklore / Folklife |  |  | Law & Jurisprudence |
|  |  | Archeology |  |  | Geography |  |  | Linguistics |
|  |  | Civic Engagement |  |  | History |  |  | Literature |
|  |  | Civics |  |  | History - American |  |  | Literature - American |
|  |  | Classics / Mythology |  |  | History - Ohio |  |  | Material Culture Studies |
|  |  | Cultural / Ethnic Studies |  |  | History - European |  |  | American Studies |
|  |  | Cultural / Heritage Tourism |  |  | History & Criticism Arts |  |  | Oral History |
|  |  | Digital Humanities |  |  | Jewish Studies |  |  | Philosophy |
|  |  | Disability Studies |  |  | Journalism / Media Studies |  |  | Social Science |
|  |  | Education |  |  | Languages |  |  | Gender/Sexuality Studies |

**9. Project Format(s)**: Check the **three** most appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Chautauqua (e.g. living history presentations, history theater) |  | Media Project – Radio |
|  | Conference, Symposium, Seminar, Workshop |  | Media Project – Technology, Digital |
|  | Discussion Program |  | Preservation and Access to Resources |
|  | Exhibition |  | Projects in Libraries |
|  | Festival / Fair |  | Projects in Museums |
|  | K-12 Teacher Project (Educator Enrichment) |  | Publications |
|  | Literacy Project |  | Speakers Bureau |
|  | Local History Projects  |  | Student Projects |
|  | Media Project – Film, Photo, Television, Video |  |  |

**Please respond to questions 10-13 on a separate sheet(s)**

**10.** Describe the content of your program. Evaluate how well each component contributed to the overall experience.

1. Provide a narrative that describes the key aspects of the activities, events, or presentations that comprised the project.

You may choose to address some or all of the following:

* 1. What was the most important information communicated?
	2. What themes were addressed? How well were the themes illustrated?
	3. How well did this program develop a greater appreciation of the humanities (or a particular discipline)?
1. Discuss the effectiveness of speakers, activity leaders, media products, or exhibit text.
	1. Evaluate the accuracy of the content. Was the necessary context provided? Did the interpretation enhance the experience?
	2. Did they command the audience’s attention?
2. Describe the extent and nature of audience interaction during the program.
3. Discuss the impact of this project on the sponsoring organization and the local community.
4. Were you able to leverage additional community support or funding for this project or your organization because of Ohio Humanities funding. Please elaborate.

**11.** What aspects of your project contributed most to its success or failure and why? You may want address planning, promotion, fundraising, implementation, evaluation, etc.

**12.** What would you change or do differently in future?

**13.** To highlight your project, please send us any significant quotes, pictures, or descriptions of memorable moments. We are especially interested in learning about the active involvement of members of your community as they engage with the humanities.