

**Project Director’s Guide for Ohio Humanities Funded Projects**

Congratulations on your grant award! Included in this package are:

* An official notification letter
* Two copies of a grant agreement

*Please return* ***one*** *signed copy of the grant agreement to Ohio Humanities and keep the other for your files*

* The logo is available by contacting contact Ohio Humanities Outreach Coordinator, Mark Holbrook, at mholbrook@ohiohumanities.org .
* Contact information for your legislators and for Ohio Humanities Board Members
* The forms and instructions for submitting a Final Report at the conclusion of your project, available at <http://www.ohiohumanities.org/>

We require the use of these forms to properly document projects and comply with government regulations.

**Budget Management**
Now that the grant is awarded, you must establish a method of maintaining records and financial accounts consistent with accepted accounting principles. You should keep copies of your records for three years after submitting the final report.

Included among your records must be auditable proof of *cost-sharing* for the project. This includes any funds or resources of definable value contributed to the project other than the Ohio Humanities grant. Any revenue received as part of the project must be reported as part of the cost share. Other federal funds cannot serve as cash cost-share.

**Disbursement of Grant Funds and Confirmation of Project Events**

When the signed grant agreement has been returned to Ohio Humanities, you may request up to **75%** of the funds awarded. To do this, complete and return the *Disbursement of Grant Funds Request* included in this packet. You may choose to wait until the conclusion of the project and then request full reimbursement, if that is more convenient. Ohio Humanities withholds **25%** of each grant until a final report has been submitted to and approved by Ohio Humanities. Please refer to *Final Budget Form*.

To comply with Federal requirements, we ask that you send to us a copy of your IRS Letter Designating non-profit status [i.e. 501 (c) 3] if your organization has such status.

At the time of disbursement, please complete the initial project event form. Grant funds **will not** be disbursed until project events are confirmed. Please use the event data form to inform us of the changes.

For **all project events**, Ohio Humanities must have on file the following information about each separate event that is a part of your project:

1. The date and time of specific events

2. The street address, city and zip code where the event will occur (no PO Boxes, please)

3. Identity of all participating humanities scholars

4. The name of a contact person for more information

5. The contact person’s telephone number and/or e-mail address.

6. Names, zip codes, and email addresses of attendees for all public events.

**Acknowledgement of Ohio Humanities Support**

Ohio Humanities wants to inform the public of its role in supporting worthy programs. Ohio Humanities requires an acknowledgment of its support in press releases, flyers, posters, printed brochures, exhibits, videos, electronic publications, or other materials.

* **Graphics: \*\*\*NEW REQUIREMENT\*\*\*** Minimum logo size for print and online use is 7/8 x 1 3/4". Logo may be used in either full color or black and white as use dictates. Logo may not be used in other colors, distorted nor as a background or foreground with other graphics. For complete details of logo use, contact Ohio Humanities Outreach Coordinator, Mark Holbrook, at mholbrook@ohiohumanities.org .
* **Public Event:** At any public event, such as a lecture or panel discussion, you must verbally acknowledge Ohio Humanities support at the beginning of the program.
* **Text:** Text should include the following statements: “This program is made possible, in part, by the Ohio Humanities, a state affiliate of the National Endowment for the Humanities. Any views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily represent those of the National Endowment for the Humanities.”

**Advocacy**

Ohio Humanities has been given the trust of administering public funds and must demonstrate to lawmakers the effective use of those monies. Therefore, please write to each of your legislators to inform them of your project and of Ohio Humanities support. We encourage you to contact your representatives’ national and regional offices and invite them to your events.

The mission of Ohio Humanities is to help individuals and communities explore, share, and be inspired by the human experience. To ensure that we are reaching Ohioans in every corner of our state we need to know who is attending our sponsored events and where they are coming from. This information will ONLY be used by Ohio Humanities. It will not be sold or shared with other organizations.

**Participation Record:** Grantees must collect the names, zip codes, and email addresses of those who take part in your project. This includes participants as well as audience members. The information you collect can be submitted electronically rburns@ohiohumanities.org or by mail but must be received by Ohio Humanities within **10 business days** after each public event. You can find a sample at the project director’s home page.

If you have any questions please contact Roger Burns, Development Director at (rburns@ohiohumanities.org).

**Publicity**

Because Ohio Humanities’ mission is to provide educational humanities programs to all Ohioans, the Council places a high priority on **effective publicity** for the projects it funds. Ohio Humanities relies on you—the project director—to implement the publicity plan described in your proposal in a timely and thorough manner.

* **Press Releases**: Publicity efforts should include sending press releases to local newspapers and broadcasters.
* **Outreach Coordinator**: Ohio Humanities is able to help you promote your project through our print and electronic publications. Please send brochures, photos, and other visual materials to the Outreach Coordinator well ahead of your public activities.
* **Social media**: We want to make connections with you on those platforms (we are @ohiohumanities on twitter and facebook.com/ohiohumanities).
* **Ohio Humanities Board Members**: Please send copies of publicity materials to Ohio Humanities board members. See award packet for contact information.
* **Internet content**: If you create any web content for your funded project, we ask that you send a link to mholbrook@ohiohumanities.org when the content is published.

**Questions**

If you have any questions about Ohio Humanities procedures or if our staff can help in any way to ensure your project’s success, please do not hesitate to contact us. Our program officers will be glad to assist you.