**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. As you approach the completion of your project, you will receive an **email** from Ohio Humanities that includes a link to the Final Report Form. The following document serves as a guide to the information that will be collected on the final report.

**A Completed Final Report Includes:**

**The Project Director’s Review**

The online form provides space to answer the following questions. Each field has a character limit that counts spaces. We strongly encourage you to compose the responses in Word and then copy and paste them into the form.

*Question 1.*

**Section a. (max 7,500 characters)**

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

What was the most important information communicated? What themes were addressed? How well were the themes illustrated? How well did this program develop a greater appreciation of the humanities (or a particular discipline)?

 **Section b. (max 5000 characters)**

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? Did they command the audience’s attention?

 **Section c. (max 5000 characters)**

 Describe the extent and the nature of audience interaction during the program.

 **Section d. (max 5000 characters)**

 Discuss the impact of this project on the sponsoring organization and the local community.

 **Section e. (max 5000 characters)**

Were you able to leverage additional community support or funding for this project or your organization because of Ohio Humanities funding? Please elaborate.

 *Question 2.* **(max 1500 characters)**

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

 *Question 3.* **(max 1500 characters)**

What would you change or do differently in the future?

 *Question 4.* **(max 1500 characters)**

Please share any significant quotes or descriptions of memorable moments. Discuss the active involvement of community members as they engaged with the humanities.

**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?

**Event Data:** At the time of initial disbursement, you completed the Event Data Form online. You may have added additional events later.

The Final Report Form will offer you the opportunity to provide updated and accurate information for all events. Please be sure to maintain continuity in reporting your events, such that changes to a particular event are recorded as a change, rather than the addition of a new event.

By completing the Event Data Form properly, Ohio Humanities will 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 final attendance figures for each event

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

**Additional Documentation**: The online form provides space to upload additional materials. Please plan to mail to Ohio Humanities any materials that exist only as physical items or as large files (exhibition catalogues, video files, etc.).

Ohio Humanities must have on file the following items for a grant to be closed:

* copies of letters sent to all legislators informing them of your award
* one copy of all publicity materials such as flyers, posters, press releases, or press clippings
* list of all attendees and participants with names, mailing addresses, email addresses (if not already submitted)
* any project-related published materials, including programs, study guides, or books
* 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

We are unable to attend and document all grant-funded events and activities. Please provide a reflective sampling of photographs or other illustrations of the program.

* we encourage the submission of digital photographs or other materials
* these may be uploaded one at a time using the online form 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

**Financial Report**

 A complete report will include:

* A submitted online budget summary (Section 5 of the Final Report Form)
* A Final Budget Form (Excel files: FinalBudgetForm2015a.xlsx or FinalBudgetForm2016.xlsx) that includes original inked signatures of the Project Director, Authorizing Official, and the Project Bookkeeper.

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.