

## Project Director's Guide for Ohio Humanities CARES Grant

*Congratulations on your grant award!*

### Included in this package are:

- An official notification letter.
- Ohio Humanities OH CARES window clings.
- Contact information for your legislators.
- Two copies of a grant agreement:  
*Please return **one** signed copy of the grant agreement to Ohio Humanities and keep the other copy for your files.*

### Please note:

- The Ohio Humanities and OH CARES logos are available by contacting Communications Director Missy Flinn [mgflinn@ohiohumanities.org](mailto:mgflinn@ohiohumanities.org).
- The necessary paper forms are included with the packet and are available on the Ohio Humanities website.

*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.

Although Ohio Humanities CARES grants do not require the usual dollar-for-dollar match required for regular Ohio Humanities grants, we encourage you to keep track of cash contributions from private sources, or donated services and goods. *This information will help Ohio Humanities demonstrate the impact of the OH CARES grant program.*

Qualified cost-sharing items may include any funds or resources of definable value contributed to the project in addition to the Ohio Humanities CARES

grant. Other federal funds cannot be used for the purposes of cost-sharing.

### Disbursement of Grant Funds

Grant reporting will take the form of paper and online submissions. Ohio Humanities will send two emails to the project director **on file** over the course of the grant. Additional reminder emails may be received if tasks have not been completed in a timely fashion.

The first email is sent after the grant has been awarded. The second email is sent when the project approaches completion and it has a link to the **Final Report Form**. *Please contact Ohio Humanities at once if the contact information, especially the email address, of the project director changes.*

To comply with Federal requirements, Ohio Humanities must have a copy of your IRS Letter Designating non-profit status [i.e. 501 (c) 3] if your organization has such status on file.

When the signed grant agreement has been returned to Ohio Humanities, you may request the entire amount of the OH CARES award. To do this, complete and return the **Disbursement of Grant Funds Request** included in this packet.

The online **Final Report Form** will offer you the opportunity to provide updated and accurate information for all activities supported by the OH CARES grant. Please maintain a record of in-person attendance at your site and any scheduled digital activities, such as Facebook Live Events or Zoom talks. We will be asking for aggregate numbers of in-person and digital reach rather than detailed event level data.

## Acknowledgement of Ohio Humanities Support

Ohio Humanities wants to inform the public of its role in supporting worthy programs.

Acknowledgment of Ohio Humanities support in press releases, flyers, posters, printed brochures, exhibits, videos, electronic publications, or other materials *is required*. Acknowledgment of Ohio Humanities support should be visible on the organization's website and on print material.

- **Window Cling:** A window cling is enclosed in this award packet. Please display it in a prominent public space, such as a window or door.
- **Graphics:** Minimum Ohio Humanities 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 Communications Director Missy Flinn [mgflinn@ohiohumanities.org](mailto:mgflinn@ohiohumanities.org).
- **Public Event:** At any in-person or online public event, such as a lecture or panel discussion, you must verbally acknowledge Ohio Humanities and CARES Act support at the beginning of the program.
- **Text:** Text-based materials must include the following statement: **"Support has been provided by Ohio Humanities, the National Endowment for the Humanities, and the federal CARES Act of 2020."**

## Advocacy

Ohio Humanities has been given the trust of administering public funds and must demonstrate to lawmakers the effective use of those monies.

*Please write to your representatives and senators to inform them of your project and of Ohio Humanities support. A list of Congressional offices can be found on the Ohio Humanities website, [ohiohumanities.org/advocate/](http://ohiohumanities.org/advocate/).*

## 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.

- **Communications Director:** Ohio Humanities is able to help you promote your organization through our print and electronic publications. Please provide digital copies of brochures, photos, and other visual materials to the Communications Director Missy Flinn [mgflinn@ohiohumanities.org](mailto:mgflinn@ohiohumanities.org).
- **Press Releases:** Publicity efforts should include sending press releases to local news outlets. Please mention Ohio Humanities support in all press releases.
- **Social media:** We want to make connections with you on social media platforms (we are [@OhioHumanities](https://twitter.com/OhioHumanities) on Twitter, Facebook and Instagram).
- **Internet content:** If you create any web content for your funded project, please send a link to [mgflinn@ohiohumanities.org](mailto:mgflinn@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.