



## Ohio Humanities CARES Final Report Instructions

Within **30 days** of the end of your grant period, please submit a final report to Ohio Humanities. You will receive an **email invitation** to submit the final report via an online form when your grant period ends.

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.

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**

##### *Question 1.*

###### **Section a.**

Describe how your organization used the OH CARES funds. Provide a narrative that describes how the OH CARES funds helped your organization cope with the disruptions caused by COVID-19.

###### **Section b.**

Discuss the impact of the OH CARES support on the sponsoring organization and the local community.

###### **Section c.**

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

##### *Question 2.*

What has the organization learned as it dealt with the disruptions caused by COVID-19 and the attending economic crisis?

##### *Question 3.*

Please share any significant quotes or stories that provide evidence or context for the impact of the OH CARES grant on your organization. Discuss how OH

CARES allowed the organization to continue to play an active role in your community as its members engaged with the humanities.

**Outreach Data:**

*Question 1.*

What was the total attendance at your site during the grant period?

*Question 2.*

What was the total digital reach of the organization for digital activities for the public carried out during the grant period?

**Additional Documentation:** The online form provides space to upload additional materials.

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 that included mention of Ohio Humanities and/or the OH CARES grant.
- for digital activities for which there is an ongoing digital presence (i.e. it continues to be available on the organizational website, facebook or youtube page), please provide a list of links to the material.

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

- please note any limitations on the use of digital items included in the final report packet.

**Financial Report**

- A Final Budget Form (an excel file) with which the organization will provide an accounting of how the OH CARES funds were spent and any additional funds that were raised to support the ongoing activities of the organization during the grant period.