

**Project Director’s Guide for Ohio Humanities SHARP Grant**

*Congratulations on your grant award!*

**Included in this package are:**

* An official notification letter
* The grant agreement

*Please sign and submit the grant agreement to Ohio Humanities and print a copy for your files.*

**Please note:**

* The Ohio Humanities and OH SHARP logos are available by contacting Communications Coordinator Kiley Kinnard (kkinnard@ohiohumanities.org).
* The necessary 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 SHARP 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 SHARP 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 SHARP grant. Other federal funds cannot be used for the purposes of cost-sharing.

**Disbursement of Grant Funds**

Grant reporting will take the form of online submissions. Ohio Humanities will send two emails to the project director **on file** over the course of the grant disbursement process. 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 will contain 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 submitted to Ohio Humanities, you may request the entire amount of the OH SHARP 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 SHARP 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 materials.

* **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 or distorted as a background or foreground with other graphics. For complete details of logo use, contact Communications Coordinator Kiley Kinnard at kkinnard@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 SHARP 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.”**

**Publicity**

Because Ohio Humanities’ mission is to provide educational humanities programs to all Ohioans, we place a high priority on **effective publicity** for the projects we fund.

* **Communications Coordinator**: 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 Communications Coordinator Kiley Kinnard at kkinnard@ohiohumanities.org.
* **Press Releases**: Publicity efforts should include sending press releases to local news outlets. Please mention Ohio Humanities support in all press releases. If you need assistance with press releases, please contact kkinnard@ohiohumanities.org.
* **Social media**: We want to make connections with you on social media platforms! You can find us @OhioHumanities on Twitter, Facebook and Instagram.
* **Internet content**: If you create any web content for your funded project, please send a link to kkinnard@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.