Project Director's Guide for Ohio Humanities Funded Projects

Congratulations on your grant award from Ohio Humanities! The award package includes:
- An initial award notification email
- An email with an attached official award letter
- Links to the project management documents
- A link to sign the contract online using DocuSign

Reporting Requirements

Grant reporting will take place primarily through online submissions. Ohio Humanities sends four emails to the project director throughout the grant. The first email is sent after the grant has been awarded and contains a link to the **Event Data Form**. The second email includes an attached **Official Award Letter**. The third email is a link to sign the **Contract** and **Request Initial Disbursement** via DocuSign. The final email is sent when the project approaches completion and includes a link to submit the required **Final Report Form**.

Grantees must provide Ohio Humanities with a copy of proof of non-profit status [i.e. 501(c)(3)] if the funded organization has such status on file.

Please contact Ohio Humanities at once if the contact information, especially the email address, of the project director changes.

Budget Management

Grantees should establish a method of maintaining records and financial accounts consistent with accepted accounting principles. You must keep copies of your records for three years after submitting the final report.

Auditable proof of cost-sharing for the project must be included among your records. This includes any funds or resources of definable value that 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

The signed grant agreement includes a request for up to **75%** of the funds awarded. Ohio Humanities withholds **25%** of each grant until a final report has been submitted to and approved by Ohio Humanities. The **Final Report Form** includes an integrated disbursement form for use once the final budget has been accepted.

Confirmation of Project Events

The **Event Data Form** (available online through a link in the initial email) should be submitted before grant funds can be disbursed. You may add additional events later using the link in the email. If you need to make changes to events along the way, please contact a program officer at grants@ohiohumanities.org.

The **Event Data Form** must be completed at least two weeks before your first public event, and it must include the following information about each separate event that is part of your project:
1. The date and time of the specific event(s)
2. The event location, including the street address, city, and zip code where the event will occur (no P.O. Boxes)
3. The identity of all participating humanities scholars, if applicable
4. The name of a contact person for more information
5. The contact person's telephone number and/or e-mail address

The online **Final Report Form** will offer you the opportunity to provide updated and accurate information for all events.

Acknowledgment of Ohio Humanities Support

Ohio Humanities requires an acknowledgment of its support in any press releases, flyers, posters, printed brochures, exhibits, videos, electronic publications, or other materials.

- Graphics and Logo Use: The minimum logo size for print and online use is 7/8" x 1 3/4". The Ohio Humanities logo may be used in either full color or black and white as use dictates. It may not be used in other colors, distorted, or as a background or foreground with other graphics. The logo and additional details are available from Communications Coordinator Kiley Kinnard at kkinnard@ohiohumanities.org.
- Public Events: At any public event, such as a lecture or panel discussion, verbal acknowledgment of Ohio Humanities support is required at the beginning of the program.
- Text: Any written materials should include the following statement: "This program is made possible, in part, by 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. We encourage you to contact your representatives' national and regional offices and invite them to your events. We encourage you to also inform us when you have these events so Ohio Humanities staff can attend as well.

Publicity

Because Ohio Humanities' mission is to share stories, spark conversations, and inspire ideas by Ohioans, our staff place a high priority on effective publicity for the projects it funds. Ohio Humanities relies on 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. Please mention Ohio Humanities support in all press releases.
- Communications: Ohio Humanities is able to help you promote your project through our print and electronic publications. Please provide digital copies of brochures, photos, and other visual materials to kkinnard@ohiohumanities.org well ahead of your public activities.
- Social Media: Connect with us on Twitter, Instagram, and Facebook.
- Internet Content: If you create any web content for your funded project, we ask that you send a link to kkinnard@ohiohumanities.org when the content is published.

Providing timely, accurate, and updated information is essential for Ohio Humanities to help publicize your event through its calendar, social media, and other outlets. Our staff is also happy to provide grantees with assistance in promoting your event. Please feel free to contact Communications Coordinator Kiley Kinnard at kkinnard@ohiohumanities.org with any questions.

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 at grants@ohiohumanities.org. Our program officers will be glad to assist you.