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**Project Director’s Guide for Ohio Humanities Funded Projects**

Congratulations on your grant award from Ohio Humanities! The award package includes:

* Official award letter delivered via email and the US Mail
* 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 a series of emails to the project director throughout the grant. The first email includes an attached **Official Award Letter**. The second 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** that is due 90 days after the project end date.

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. Ohio Humanities must have the UEI of the sponsoring organization on record.

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.

**Project Activities**

Ahead of your first public event, and Ohio Humanities requests the following information about each separate activity that is part of your project:

1. The date and time of the specific event(s)
2. A one paragraph description of the event suitable for public dissemination
3. The event location, including the street address, city, and zip code where the event will occur (no P.O. Boxes)
4. The identity of all presenters, if applicable
5. The name of a contact person for more information
6. 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 activities.

**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.

* The logo and additional details are available from Communications Manager Kiley Kinnard at [kkinnard@ohiohumanities.org](mailto: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. You may want to contact your representatives’ offices and invite them to your events.

**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, and other visual materials well ahead of your public activities. Please send photos of any exhibits or activities to [kkinnard@ohiohumanities.org](mailto:kkinnard@ohiohumanities.org).
* Social Media: Connect with us on [Twitter](https://twitter.com/OhioHumanities), [Instagram](https://www.instagram.com/ohiohumanities/), and [Facebook](https://www.facebook.com/OhioHumanities).
* Internet Content: If you create any web content for your funded project, we ask that you send a link to [kkinnard@ohiohumanities.org](mailto: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 drafting any of the above materials and promoting your event. Please feel free to contact Communications Manager Kiley Kinnard at [kkinnard@ohiohumanities.org](mailto: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](mailto:grants@ohiohumanities.org). Our program officers will be glad to assist you.