

# OHIO HUMANITIES

Sharing stories. Sparking conversations. Inspiring ideas.



## GUIDE TO FUNDED PROJECTS

Congratulations again on your federal sub-award from Ohio Humanities! This document contains essential information for the successful implementation of project funds. Please read it carefully.

### **Project Director Contact Information**

The project director is our main point of contact for all communications. If there is a change to this person's contact information—especially the email address—please contact Ohio Humanities immediately.

### **Reporting Requirements**

All required reporting takes place by online submission. At each step, Ohio Humanities will send an email to the project director. You will receive four emails throughout the award's period of performance that will require you to take action:

1. **Award Agreement and Initial Disbursement Request** (completed through DocuSign)
2. **Project Data Form**
3. **Final Report Form** (due 90 days after the project end date)
4. **Final Disbursement Request** (sent after the Final Report has been approved)

### **Disbursement of Grant Funds**

You may request up to **75%** of the award funds at the initial disbursement. The remaining **25%** will be disbursed after the final report and the final disbursement request have been received and approved by Ohio Humanities.

### **Upcoming Project Activities**

After we receive the signed award agreement, we will send a link to the Project Data Form. To complete this form, you will need to provide information about the project's public activities, humanities professionals involved in the project, and the planned reach and access of the project.

#### *Public Activities*

You will need to provide information about each separate activity that is part of your project:

1. The date and time of each public activity
2. A brief (less than a paragraph) description of the event suitable for public dissemination
3. The location of each activity (street address; no P.O. Boxes)
4. Any registration link or webpage associated with the activity, if applicable
5. The identity of all presenters, if applicable
6. The name of a contact person and that person's telephone number and/or e-mail address

You will have an opportunity to provide updated and accurate information for all activities on the Final Report.

#### *Humanities Professionals*

You will need to provide names and contact information for each humanities scholar involved in the project.

### **Materials Produced as Part of Funded Projects**

At the final reporting stage, you will be asked to submit digital copies of materials produced as part of the funded project, including photos, videos, DVDs, brochures, posters, and other promotional materials. We are especially interested in receiving photos that document exhibits and events made possible through these funds. We will archive these materials as artifacts of past grant activities, and we may use them in promotional materials, newsletters, social media, and website content.

To facilitate the ease of returning these digital files, we include a USB drive with the award letter. If you prefer, we can also provide you a link to a shared dropbox where you can directly upload materials.

### **Budget Management**

Organizations 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. Cost sharing is defined as funds or resources from sources other than Ohio Humanities. In-kind sources of cost sharing must be documented with written proof of their value. In addition, 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.***

### **Acknowledgement of Ohio Humanities Support**

Ohio Humanities requires 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 at [ohiohumanities.org/funded-projects](http://ohiohumanities.org/funded-projects).

**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.

**Printed or Media Materials:** Any materials that publicize or are produced as part of the funded project should include a statement acknowledging support of the National Endowment for the Humanities. We recommend you use the following statement:

- *This [publication, program, exhibition, website, etc.] has been made possible in part by the National Endowment for the Humanities: Democracy demands wisdom.*

Additional versions of this acknowledgement statement may be found in the Award Agreement.

In addition, the acknowledgment should also include the following statement:

“Any views, findings, conclusions or recommendations expressed in this [publication, program, exhibition, website, etc.] do not necessarily represent those of Ohio Humanities or 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 invite your elected officials to your public events.

## **Publicity**

We place a high priority on effective publicity for funded projects. To assist you in implementing a robust publicity plan, we have provided several materials on the USB drive provided as part of your award packet. We also offer the following to help you with publicizing your project:

- **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 can help you promote your project. Please provide digital copies of brochures, and other visual materials 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, please send a link to [kkinnard@ohiohumanities.org](mailto:kkinnard@ohiohumanities.org) when the content is published.

We are happy to provide assistance with drafting any of the above materials and promoting your event. Please contact Communications Manager Kiley Kinnard at [kkinnard@ohiohumanities.org](mailto:kkinnard@ohiohumanities.org).

Ohio Humanities maintains a calendar of all projects that receive our funding. The calendar can be accessed at [ohiohumanities.org/calendar](http://ohiohumanities.org/calendar). Please be sure to provide us timely, accurate, and updated information for any public event that is part of your funded project. We will publicize these on our calendar, and they may also appear on our social media accounts or other outlets.

## **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.

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