**Ohio Humanities Final Report Worksheet**

This worksheet contains all the information required on the final report. Grant administrators can use this worksheet offline to prepare language for the final report. When you are ready to complete your submission through the online portal, you can copy and paste your answers from this document.

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| **Part 1: Sponsoring Organization** |
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| Grant Number: |  |
| Organization Name: |  |
| Address: |  |
| Phone: |  | Email: |  |
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| **Part 2: Activities** |
| You will need the following information for all of the activities funded through the grant: * date
* format (in person or remote)
* audience numbers (live and non-live)
* public title of activity
* location (if held at a location other than the sponsoring organization)
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| **Part 3: Project Budget** |
| Please use the Excel file “Final Budget Worksheet” available on our website to draft your budget.  |
| Total Grant Funds Spent: |  | Total Cost-Share: |  |
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| **Part 5: Project Narrative** |
| Question 1: | Describe how the program developed from the description in the application to the completed project. What changed from the proposal, and what remained the same? |
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| Response 1: |  |
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| Question 2: | Describe how this project communicated the humanities to your audience. Provide examples. |
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| Response 2: |  |
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| Question 3: | Who were the final personnel involved in the project? Were there any significant changes to personnel from the time of application to the completed project? If so, please explain. |
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| Response 3: |  |
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| Question 4: | Discuss the overarching impact of this project on the sponsoring organization. Provide examples of how the project furthered the organization’s mission. |
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| Response 4: |  |
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| Question 5: | Discuss how this grant affected your organization’s interaction with the local community. Please include details of any additional community support or funding you were able to leverage for this project. |
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| Response 5: |  |
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| Question 6: | What aspects of your project contributed most to its success or shortcomings? Provide examples. |
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| Response 6: |  |
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| Question 7: | Considering your answer to question 6, what would you change or do differently in future projects? |
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| Response 7: |  |
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| Question 8: | Please share any significant quotes or descriptions of memorable moments from the project’s events. Feel free to provide context as needed. |
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| Response 8: |  |

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