



Project Director's Guide to Funded Projects

Congratulations again on your federal sub-award from the Ohio Humanities Alliance! 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 Alliance staff immediately.

Reporting Requirements

All required reporting takes place by online submission. At each step, the Ohio Humanities Alliance will send an email to the project director. You will receive three 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. **The Report on Planned Project Activities and The Report on Humanities Professionals**
3. **Final Report Form** (due 90 days after the project end date)

Disbursement of Grant Funds

The Ohio Humanities Alliance is disbursing 100% of the grant award after the completion of the grant agreement.

Upcoming Project Activities

The award decision email includes a link to *The Report on Planned Project Activities* and *The Report on Humanities Professionals*. 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. This information will be made available on the Ohio Humanities Alliance event page on our website.

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

The final report will ask again for this information as it actually occurred.

Humanities Professionals

You will need to provide names and contact information for each humanities scholar involved in the project. For projects with many humanities professionals, contact the Ohio Humanities Alliance staff to request an excel spreadsheet for use in providing this information.

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.

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 Alliance Support

Ohio Humanities Alliance 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 <https://www.ohiohumanities.org/funded-projects/>.

Public Events: At any public event, such as a lecture or panel discussion, verbal acknowledgment of Ohio Humanities Alliance 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 [database, Web resource, etc.] has been made possible in part by the National Endowment for the Humanities: Democracy demands wisdom.*

Additional versions of this statement of acknowledgement may be found on 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 Alliance 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. We offer the following to help you with publicizing the project:

- **Press Releases**: Publicity efforts should include sending press releases to local newspapers and broadcasters. Please mention Ohio Humanities Alliance support in all press releases.
- **Communications**: Ohio Humanities Alliance 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 [Instagram](#), [LinkedIn](#), and [Facebook](#).
- **Internet Content**: If you create any web content for your funded project, please send a link to grants@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 our staff at grants@ohiohumanities.org

Ohio Humanities Alliance maintains a calendar of all projects that receive our funding. The calendar can be accessed at: <https://www.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 Alliance 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.

