

Congratulations on your receipt of a grant from Humanities Montana! Depending upon your project, you may find it includes the following five more or less overlapping areas.

PERSONNEL

1. Contact all your resource people (speakers, moderators, subcontractors, etc.) and put your arrangements in writing. Include time, place, honorarium, and type and focus of presentation.
2. Arrange a meeting or phone call with each scholar and resource person to discuss her/his role in the project.
3. Arrange for a joint meeting or conference call of all resource people before the project work begins.
4. Require each resource person to send you a short summary of his/her presentation/workplan; circulate these summaries to other resource people to ensure that presentations/workplans do not duplicate each other.
5. Ask them for suggestions for a list of further readings for interested audiences.

LOGISTICS

1. Prepare a timeline for your project, detailing all tasks and human/physical/financial resources to assure completion of a quality project within the time and resources available.
2. Check out all the physical facilities you plan to use early in your planning, and again close to the program time to be sure everything is set up properly (equipment, seating, microphones, projectors, etc.).
3. Invite any special guests or dignitaries you deem appropriate and arrange for their reception at the program.
4. Set up registration techniques, if necessary (including collection of fees if they are charged).
5. When introducing the program, be sure to acknowledge funding by Humanities Montana and explain what Humanities Montana is, what its goals are, etc., and what the meeting hopes to accomplish.
6. Please **obtain audience/participant counts** to report at the end of the project.

PROMOTION AND DISSEMINATION

1. Develop a publicity campaign/plan using all possible media. The emphasis of a publicity plan for some projects is advance publicity (e.g. an event) while the emphasis for other projects is dissemination of results/information after the project.
2. Consult Humanities Montana staff for ideas and aid, and be sure to explore publicity opportunities through the [Humanities Montana website](#) and the [Humanities Roundtable](#).
3. Set up a schedule for publicity so all the details are not released at once. Keep a steady stream of news releases flowing for 3-4 weeks before the project.
4. Provide ample and visible acknowledgment of Humanities Montana funding in all project materials and advertising – **this is a requirement of your grant**. [Logos are available](#) on the Humanities Montana website. Note that Humanities Montana funds cannot be used for publicity which does not acknowledge Humanities Montana grant support.
5. Send copies of all promotional materials to Humanities Montana as soon as possible. PLEASE do not wait until just before the program.
6. Take advantage of public service announcements on radio and TV. You are entitled to these.
7. Thank the media when publicity is good--ignore it when the publicity is not.
8. Invite media representatives (newspaper, radio, television) and elected officials (local, state, federal) to attend programs as your guests. Try to find the “hooks” that will make your event newsworthy, or maybe even worthy of a feature story/in-depth coverage.
9. Arrange for a photographer to take pictures at the program and a videographer to take video (for You-Tube and other web use). Local community access television is also a good source for coverage and raw video footage.
10. As your project is publically funded, **please devote time to making the results of your project broadly available to the public, both during the project and for the future.**

FINAL REPORTING and FOLLOW-UP

1. An important part of a successful program is meaningful evaluation. Provide evaluation forms for use by the audience, program personnel, and volunteers. Humanities Montana staff can provide examples of evaluation tools.
2. Your final grant narrative, evaluation, participant counts, and financial report are all due no later than 90 days after grant award period ends. You will receive an e-mail reminder to log in to our website to submit your final reports on-line. **HOWEVER, we strongly recommend you submit your reports immediately upon conclusion of your grant work.** You will receive your final 10% grant payment upon on-line submission and approval of all your final reporting.

3. Send letters of thanks to media, participants, cooperating groups, and elected officials as appropriate.
4. Think how the results of your grant might be distributed and shared with others. You may have some great ideas for follow-up work that should be conducted. Please share those ideas with Humanities Montana and others who may fund or conduct this work.

FINANCES

1. The fiscal agent is responsible for setting up the mechanisms for handling grant funds and should have experience doing so. A separate account for grant funds and other funds specifically associated with your project is highly recommended. All grant related expenses, income and in-kind contributions must be documented and will be summarized and reported at the end of the grant on the [Final Financial Report Form](#).
2. Financial records for the grant project must be kept for inspection and/or audit for a period of five years following the submission of the final report. Financial records include receipts/invoices/bills documenting actual expenditures, signed statements documenting the provision of in-kind goods and services (see item 3), payroll statements/stubs, etc. covering **all** expenditures of grant funds, matching funds, and project income. The Federal Government, Humanities Montana, or their designee may make a full audit of the Grantee's records relating to this grant.
3. Keep accurate records of volunteered time. Volunteered time and contributed services (called in-kind) are to be documented on [this in-kind form](#). You are encouraged to have in-kind forms completed and signed at the time services are provided.
4. Unless specified otherwise in your grant agreement, Humanities Montana does **not** require that you provide copies of receipts and in-kind forms with your final financial report. If you don't believe you can assure the required access to these records for five years, please provide copies of all receipts, in-kind forms, and other documentation for ALL income and expense figures on your final financial report.
5. All **income** resulting from conduct of the grant project must be accounted for and reported to Humanities Montana on Final Financial Report Form. Any such income is to be used solely to further the purposes of the grant program. Unless specified otherwise in the grant application or special conditions of the grant agreement, Humanities Montana should share in program income based on its level of funding for the project in relation to other supporters of the project. Examples of sources of such income would include, but not be limited to, sale of publications, registration fees, and service charges or fees.
6. Upon receipt of the signed grant agreement, an advance payment of ninety percent (90%) of the award will be sent via check to the **name and address of the sponsoring organization**. This means your sponsoring organization must have the capability to deposit this check and write checks against the deposited funds. Humanities Montana writes checks to sponsoring organizations on the 5th and 25th of each month.

7. Funds granted for this project are provided, all or in part, by the National Endowment for the Humanities. NEH and other Federal requirements, constraints, and certifications applicable to this agreement and these funds are found at the Humanities Montana Grants webpage under Required Federal Certifications. Grant funds may not be used for lobbying, capital/equipment purchase, liquor, or entertainment.
8. Grant funds may be expended only for grant project purposes and activities as set forth in the grant application and budget or as subsequently modified. A request for any budget modification must be made in writing and approved by Humanities Montana before any expenditures differing from the original grant award are paid from funds provided by Humanities Montana. The types of modifications which require approval include: (A) changes in project scope, purpose or activity; (B) changes in the project director or other key professional personnel identified in the grant application; (C) changes in any project budget line which exceed ten percent (10%) of the total budget, or five hundred dollars (\$500.00) whichever is greater; (D) changes which introduce or eliminate types or categories of expenditures; (E) changes in duration of grant period (these changes must be submitted at least thirty (30) days prior to the termination of the grant period); (F) decreases in the level of cost sharing cash; and (G) decreases in the level of cost sharing in-kind.
9. Unemployment insurance and workers' compensation insurance must be provided for all project employees. All state and local tax and employment laws, rules, and regulations applicable to employees paid from grant funds must be followed. All wages, fees, and non-employee compensation (e.g. honoraria) paid with grant funds must be reported to the appropriate local, state, and federal tax authorities, as required by law. Project staff and resource people are not employees of Humanities Montana, but are employees of the Grantee.
10. Final payment will be made on the next check writing date after satisfactory on-line submission of the director's final narrative and evaluation and upload of the final financial report form. While these final reports are due 90 days after the end of the grant period, we strongly encourage you to complete these reports immediately after the end of the grant work. You will receive an e-mail reminding you of the final report due date and where to log in to submit the final report.
11. Grant funds remaining uncommitted at the termination of the grant period must be returned at the same time as the filing of the final financial report, by check payable to Humanities Montana.