Mini-Grants: Up to $2,000

Humanities Montana

Final Reporting Instructions

Final Reporting Process Overview & Instructions

Congratulations on reaching the final stage in the award process! We understand that final reports can be challenging, tricky, surprising, and time-consuming. To support and guide you through the reporting process we have developed several resources and now offer opportunities for awardees and Humanities Montana to learn and grow together.

LIVE Final Report Discussions (Optional)

We now offer awardees an (optional) opportunity to discuss your project with both Humanities Montana staff and other awardees during a live, virtual report discussion. As a humanities organization, we feel the best way to learn from one another is through conversation, and by sharing your successes, challenges, and lessons learned with us and other like-minded organizations, we can work to advance the humanities in Montana.

If you are interested in participating, please sign up for one of our upcoming discussions. Virtual discussions are held every other month (Jan, March, May, July, Sept, Nov). We limit discussion groups to no more than three awardees, so be sure to sign up early!

Register for a LIVE reporting discussion here.

Available Resources

FAQs
Grant guidelines (Mini-Grants)
Award Management Guide
Forms & Links

Questions?

Contact our grants staff by phone at (406) 243-6067 or email at megan.sundy@humanitiesmontana.org.

Quick Notes

- You may preview final report questions at any time on our website and/or in our online grant portal. The report is assigned to you when your award is approved and announced.

- Your report is due 90 days after your project's official end date.

- Any changes to the project's scope, work plan, or budget must be communicated with, and approved by Humanities Montana in writing before the end of your grant term. This

date is not the same as your final report deadline. See the award management guide for details.

- If you need an extension of your final report deadline, contact us ASAP! Do not call the day after your report is due! - Call early, and call often!

- Any organization with delinquent or incomplete final reports will be ineligible to apply for another grant until the report is submitted and approved by staff.

Pro Tips!

- Copy the questions into a Word document and draft your responses there before adding them to the online final report form. This also provides a backup copy of your responses and can save you from having to re-write your responses should something not save in our online portal.

- Note character limits and use spell-check! [Grammarly](#) is also a great editing resource and is free to download.

- Get organized! Read through the entire report in advance and collect all required supplemental materials. Don't wait until the last minute!

BEFORE completing the financial report section:

- Review your original proposal and approved budget and budget narrative

- Review the final report questions and note the quantitative data we will ask you to provide.

- Read the guidelines carefully and be prepared to report your actual expenses against your approved budget allocations.

- If you did not spend all of your award funds, call us IMMEDIATELY!

Finally, don't forget to share your feedback with us in the last section. We evaluate our entire grantmaking process from beginning to end annually and make changes based on the information you provide.

Character Limits

Please note the character limits for each text area before drafting your response. We DO NOT require you to fill character limits, they are there as a guide to indicate whether we are looking for a brief description or a more detailed explanation. Character limits include spaces and punctuation.

Project Outcomes, Impact, and Learning

Project Name*
Character Limit: 100

Outcomes Narrative*

Definition of Outcomes: For the purpose of this report, outcomes are changes to behavior, knowledge, skills, attitude, and circumstance resulting from a program, activity, product, or service.

Please discuss if, and how, your organization achieved project goals and outcomes through the planned activities outlined in your application. If appropriate, describe any ways in which the project differed from the proposal.

NOTE: All changes in the scope or the objectives of a funded project, the project director, or the duration of the project must be approved in writing by Humanities Montana. You must also obtain Humanities Montana's approval before subcontracting or transferring substantive project work.

Character Limit: 5000

Impact Narrative*

In your own words, what specific humanities themes did your project explore and how did your project make a difference for your intended audience?

Character Limit: 5000

Learning Narrative*

Using the results of your evaluation efforts and post-project reflections, please share any key insights or lessons learned through this project.

Character Limit: 5000

Share Your Story (optional, but appreciated)

We are committed to advancing the role of public humanities programming in Montana and would like to share your project's success story via our newsletter, website, and social media. Please share a brief anecdote that best summarizes the impact of your project. The best stories are often told through a quote or reflection from a program participant.

Character Limit: 2000

Programs, Brochures, Ads, and Reviews (optional, but recommended)

Please upload samples of any programs, brochures, ads, reviews, and/or other publicity. This is a great opportunity to show us how Humanities Montana was recognized as a funder.

TIP: You may compile your samples into one document and upload it below OR you may upload a zip file containing multiple documents. This online grant management system has a limited file size for uploads to final report forms.

NOTE: To create a zip file on a Windows computer, press and hold the file or folder, select

"Send to," and then select "Compressed (zipped) folder." A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select "Rename," and then type the new name. To create a zip file on a Mac computer, put all the files you want to zip in the same folder and drag and drop them into the same location. Alternatively, open the File Manager app and move all the files you want to compress to a single folder. Tap on the three dots in the right-hand corner, select all the items you want to zip, and at the bottom tap "Compress." Then select "Save" and a new folder will be created with the compressed files.

NOTE: If you are unable to upload your file(s), please email or mail your documents to megan.sundy@humanitiesmontana.org or Humanities Montana, ATTN: Megan Sundy, 311 Brantly, Missoula, MT 59812.

File Size Limit: 10 MB

Pictures (optional, but recommended)

If possible, please upload pictures of your event/program. A picture is worth a thousand words!

NOTE: You may compile your photos into one document and upload it below OR you may upload a zip file containing multiple images. This online grant management system has a limited file size for uploads to final report forms.

TIP: To create a zip file on a Windows computer, press and hold the file or folder, select "Send to," and then select "Compressed (zipped) folder." A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select "Rename," and then type the new name. To create a zip file on a Mac computer, put all the files you want to zip in the same folder and drag and drop them into the same location. Alternatively, open the File Manager app and move all the files you want to compress to a single folder. Tap on the three dots in the right-hand corner, select all the items you want to zip, and at the bottom tap "Compress." Then select "Save" and a new folder will be created with the compressed files.

TIP: If you are unable to upload your file, please send your photos via email to [megan.sundy@humanitiesmontana.org.](mailto:megan.sundy@humanitiesmontana.org)

File Size Limit: 10 MB

Links (optional, but recommended)

Please add links to any related project products (websites, videos, podcasts, photos, or other online resources) related to your project that highlight your activities and success.

NOTE: If you are unable to add your relevant links below, please send them via email to megan.sundy@humanitiesmontana.org.

Character Limit: 500

Project Activities (Data Collection)

This section asks you to share quantitative data related to the implementation of your project.

Activity definition: Any project-specific action included in the original proposal completed during the approved grant period.

Questions? Contact: Megan Hill Sundy at megan.sundy@humanitiesmontana.org or (406)243-6067.

Humanities Scholars*

How many unique humanities scholars or subject experts were involved in your project?

TIP: "Unique" means the number of unduplicated humanities scholars who contributed to the project in some way.

NOTE: All projects require the participation and contributions of at least one scholar or subject expert.

Character Limit: 10

Audience Served*

Did your project reach or impact any of the following audiences? Please select all that apply.

Choices

Veteran & active-duty military
Senior (65+)
Youth (K-12 or younger)
Undergraduate students
Native American community members
Montanans living in rural communities (population <5,000)
Asian American and Native American Pacific Islander Institutions
Hispanic-Serving Institutions
Tribal Colleges and Universities
Community Colleges
Other (please describe below)

Audience Served (OTHER)

If you selected "Other" from the choices above, in a few words, please describe the audience reached or impacted by your project.

Character Limit: 250

Project Type*

Which of the following best describes your project activities? (Select one)

Choices

Chautauga or living history event
Conference or symposia
Digital humanities (i.e. virtual tours, website engagement, etc.)
Discussion (civil discourse with diverse perspectives)
Documentary film, film screenings, video showings, photography exhibits
Exhibition
Fellowship or research
Festival
K12 youth project
Language revitalization
Lecture
Lecture and discussion
Library program
Literacy program
Local history
Museum program
Oral history project
Podcast
Preservation or access
Publication (print or digital)
Radio program
Reading and discussion
Speaker bureau presentation
Student-led
Teacher institute/workshop
Television program
OTHER (please describe below)

Project Type (OTHER)

If you selected "Other" from the choices above, in a few words, please describe the nature of your project activities as best you can.

Character Limit: 250

LIVE Project Activities*

Definition/Calculation of LIVE activity count: # of project activities conducted in person + activities conducted virtually (Zoom or live streaming)

How many LIVE activities were conducted as part of your project?
TIP: Includes # of events (conference, workshop, exhibition, festival), presentations, lectures, tours, etc.

NOTE: If your project activities were recorded or disseminated as a publication, your answer should be zero "0"

Character Limit: 50

LIVE Activity Attendance Total*

Definition/Calculation of LIVE activity attendance total = # of people attending an in-person event + # of people attending/participating virtually (via Zoom, live streaming, etc.)

What was the total number of attendees for all LIVE project activities?

NOTE: If your project activities were recorded or disseminated as a publication, your answer should be zero "0"

Character Limit: 50

Counties Served through LIVE Activities*

Please select the Montana county or counties where LIVE activities were conducted and, if possible, include counties served through virtual attendance.

NOTE: If your project activities were recorded, disseminated as a publication, or if you are unable to track reach or participation by county, please select "N/A"

Choices

Beaverhead County
Big Horn County
Blaine County
Broadwater County
Carbon County
Carter County
Cascade County
Chouteau County
Custer County
Daniels County
Dawson County
Deer Lodge County
Fallon County
Fergus County
Flathead County
Gallatin County
Garfield County
Glacier County
Golden Valley County
Granite County
Hill County
Jefferson County
Judith Basin County
Lake County
Lewis and Clark County
Liberty County
Lincoln County
Madison County
McCone County

Meagher County
Mineral County
Missoula County
Musselshell County
Park County
Petroleum County
Phillips County
Pondera County
Powder River County
Powell County
Prairie County
Ravalli County
Richland County
Roosevelt County
Rosebud County
Sanders County
Sheridan County
Silver Bow County
Stillwater County
Sweet Grass County
Teton County
Toole County
Treasure County
Valley County
Wheatland County
Wibaux County
Yellowstone County
N/A

NON-LIVE Project Activities*

Definition/Calculation of NON-LIVE activity count: # of project activities or products created (recorded, printed, digital/online, etc.) that did not include in-person or live virtual audiences

How many NON-LIVE activities were conducted as part of your project?

TIP: Includes # of podcast episodes, radio program episodes, video posts, film broadcasts, oral histories, recorded meetings or presentations, publications (articles, journals, books, book chapters, essays, papers, blog posts), print and digital catalogs, etc.

NOTE: If your project activities were conducted in-person, virtually (Zoom, Teams, Chat, etc.), or streamed live, your answer should be zero "0"

Character Limit: 50

NON-LIVE Project Activity Attendance Total*

Definition/Calculation of NON-LIVE attendance total: # of listeners + # of viewers/views + # of readers

What was the total participation count (number of times accessed) for all NON-LIVE project activities?

NOTE: If your project activities were conducted in-person, virtually (Zoom, Teams, Chat, etc.), or streamed live, your answer should be zero "0"

Character Limit: 50

Financial Reporting Requirements

Project Budget

Use this table to itemize your proposed project expenses. Select your expense category from the drop down list, provide a brief description to compliment your budget narrative, and include the estimated expense total rounded to the nearest whole dollar.

Expense Category	Description	Approved Expense	Actual Expense	Cost-Share (In-Kind or Other Secured Funds) - Not required

Please refer to your original application and budget narrative before reporting your final financials. If your actual expenses differ from your proposed and approved expenses, please explain in the budget justification section below.

- You must have proper supporting documentation for all expenses paid for with HM funds and all expenses reported as cost share, both in-kind and other cash contributions (receipts, invoices, P&L statements, etc.). You **DO NOT** need to upload these to this report, however, you will need to retain these records for at least 5 years from your final report submission date.
- You will be asked to provide a detailed budget justification describing each dollar amount (including cost-share) listed in your final financial report for arriving at each amount in another section.

Please note that <u>mini-grants do not require a cost share match</u>, but if you are able to provide in-kind or cash income related to this project it will help HM advocate for future humanities programming in Montana.

NOTE: You must seek approval from Humanities Montana for budget changes that involve the addition or deletion of budget items, the inclusion of costs that were specifically disallowed by the terms of the subaward award, and the transfer of funds budgeted for one approved cost category to another. If your actual expenses differ from your proposed and approved expenses, please contact megan.sundy@humanitiesmontana.org BEFORE submitting your final report.

NOTE: Humanities Montana and any of their duly authorized representatives reserve the right to request access to any pertinent books, documents, papers, and records of the award recipient to make audits, examinations, excerpts, transcripts, and copies. See 2 CFR §§200.336 – 337 for additional information.

NOTE: Any unspent funds must be returned to Humanities Montana within 30 days of this report. If you have unspent funds, contact us before completing this report.

Budget Justification*
Please describe how Humanities Montana funds were used to support your project and provide rationale/calculations for the allocation of each project expense, including any reported cost share.

EXAMPLE: Expense - Purpose - Rate - Cost
Speaker honoraria - Fee for Jane Doe to present during our annual lecture series - Jane charges $3,000 per speaking engagement - $2,000 of HM funds used to pay for a portion of the total speaker fee / $1,000 in-kind donation from Jane Doe to cover the difference

TIP: This section should include a well-written justification that will also help establish credibility and increase the reliability of your reported project financials.

TIP: Explain the purpose of each expense and how costs were determined. You must have proper supporting documentation for all expenses paid for with HM funds and all expenses reported as cost share, both in-kind and other cash contributions.

Character Limit: 3000

Amount Awarded

Character Limit: 20

Humanities Montana Funds Spent*

Fill in the amount of Humanities Montana money spent.

NOTE: Any unspent funds must be returned to Humanities Montana within 30 days of this report. If you have unspent funds, contact us before completing this report.

Character Limit: 20

In-Kind Contributions (optional, but appreciated)

Please enter the amount of in-kind contributions (estimated value of goods, commodities, or services) donated in support of this project.

Character Limit: 20

Other Cash Contributions (optional, but appreciated)

Please enter the amount of other allowable cash contributions (program expenses not paid for with funds from this award).

Character Limit: 20

Total Project Expenses*

Please fill in the total project expenses (HM funds spent + In-Kind + Cash). If you are not reporting a cost share match, just enter the total amount of HM funds spent.

Character Limit: 20

Final Financial Reporting Certification by Electronic Signature*

By including my electronic signature below, I certify that the above project cost figures are accurate and correct, and comply with applicable federal accounting/allowable cost regulations and other details of the project subaward agreement. I also certify that this organization has accounting records documenting these figures, will retain them for 5 years, and will interpret them to auditors and other authorized examiners.

Character Limit: 100

Audience Demographics (OPTIONAL)

Ethnicity

What ethnicities were the members of your audience? (ex: 50% white, 25% African American, 25% Asian)

Character Limit: 250

Age

What percent of your audience was under 25, 26-60 and over 60? (ex: 30% under 25, 40% 26-60, 30% over 60)

Character Limit: 250

Partnerships & Collaborations (OPTIONAL)

(OPTIONAL) Please tell us about any beneficial partnerships or collaborations involved in the success of this project.

Note: A partner is an organization or group that works collaboratively with you to advance the success of your project.

Partners can collaborate in many ways, including, but not limited to:

- Contributing humanities-based resources or scholarship to advance your work (core partner)
- Expanding your reach (dissemination partner)
- Providing skills, knowledge, services, and products

(OPTIONAL) Which of the following best describe your partner(s)? Select all that apply.

Choices
Foundation
Historical Society
Insitution of higher education
K-12 school
Library
Museum
Nonprofit outside the cultural sector
Other cultural nonprofit/groups
Private business
Public media
State and/or local governement
State, local, and/or federally recognized tribal government
Tribal community organization
OTHER (not included)
NONE

Feedback

Online Application Process*

Please rate Humanities Montana's online application process.

Choices

6-excellent

5

4

3

2

1-poor

Online Final Reporting Process*

Please rate the Humanities Montana online final reporting process.

Choices

6-excellent

5

4

3

2

1-poor

Overall Experience*

Please rate your overall experience with Humanities Montana's grantmaking.

Choices

6-excellent

5

4

3

2

1-poor

Humanities Montana Staff

Please rate Humanities Montana staff. Were they helpful and friendly?

Choices

6-excellent

5

4

3

2

1-poor

Future Funding Opportunities

What other types of funding opportunities do you feel would help advance humanities programming in Montana?

Character Limit: 500

Comments to Humanities Montana

Please tell us what you liked about the grant application, award, or reporting processes. We are particularly interested in how we can improve any part of the process. Please be candid and constructive. Thank you!

Character Limit: 5000