



Humanities for All Project Grants

Completing Your Final Report

This page is intended to guide California Humanities' **Humanities for All Project Grant** recipients in completing their Final Report. For questions, please consult Project and Evaluation Director, [Felicia Kelley](#) or Grants Manager, [Anoop Kaur](#).

You may submit your **Final Report** at any time once your project activities have concluded, but *no later than 90 days following your official grant end date* (no more than two years from date of award – see your award letter for exact date).

Please be aware that failure to submit a Final Report will result in disqualification of eligibility for the Project Director and Grantee organization to apply for future grants.

A complete Final Report consists of:

- ___ Project Director Self-evaluation: <https://www.surveymonkey.com/r/6WD27HC>
- ___ Online reporting form: https://www.grantrequest.com/SID_348/?SA=AM (“View Reporting Forms”)
- ___ Final budget reporting form showing how California Humanities funds were spent (and optional match) (Excel template attachment to online reporting form)
- ___ Public Programming Log (Excel template attachment to online reporting form)
- ___ Project Director Impact Narrative (Word, PDF, or zipfile attachment to online reporting form)
- ___ Completed audience surveys (hardcopy or as a PDF attachment): Please see survey document for directions.
- ___ Publicity & marketing collateral (PDF attachment to online reporting form and/or hardcopy)
- ___ Two copies of any tangible products produced by the project (attachment to online reporting form and/or hardcopy. Any digital project outputs (video, website, etc.) should be submitted on DVD's or flash drives and mailed to the main office at the address below:

California Humanities – Humanities for All Project Grant Final Report
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