



California Documentary Project Final Report Instructions April 2019

This document is a guide to submitting your final report at the completion of for your California Humanities Production or R&D CDP grant. Project Directors should reference the grant agreement for full details and terms of the grant. You may submit your **Final Report** at the completion of the proposed project or once your project activities have concluded, but no later than 90 days following your official grant end date (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.

Questions? Please contact Senior Program Officer John Lightfoot (jlightfoot@calhum.org) or Grants Manager Debra White (dwhite@calhum.org).

A complete Final Report consists of:

- ☐ Online Reporting Form Fill out fields in grantee portal: <https://ch-grants.smapply.io>
- ☐ Project Director Narrative Self Evaluation Include as fields in grantee portal: <https://ch-grants.smapply.io>
Prompting questions are included in Toolkit, Final Report Forms Folder #5
- ☐ Final Budget Report Upload a completed Production or R&D budget noting matching fund totals as an attachment to grantee portal:
<https://ch-grants.smapply.io>
- ☐ Public Programming Log Upload as an attachment to grantee portal:
<https://ch-grants.smapply.io>
Template is in Public Programming Folder (folder #6) in Toolkit
- ☐ Proof of Acknowledgment Upload as an attachment to grantee portal:
<https://ch-grants.smapply.io>
This could be scans of postcards, flyers, posters, and online screenshots
- ☐ Final Production Send five copies of the final production to:

California Humanities
Attn: Grants Manager
538 9th Street, Suite 210
Oakland, CA 94607

Make sure to include your grant ID on this package.

- ☐ Final Report Certification from Authorizing Official The Authorizing Official of the fiscal sponsor or applicant organization must sign off on the final report. Add collaborators to access your grant portal. For questions, contact Grants Manager Debra White at dwhite@calhum.org

At Project Completion And Beyond

- ☐ Premieres, Broadcasts, Exhibitions, Public Programs, Launches, etc. Let CH know in advance when project premieres, launches, is broadcast, etc. We will help promote and attend events, when possible. California Humanities is interested in co-sponsoring or co-presenting your screenings and events whenever possible, please contact staff to discuss.
- ☐ Thank You Letters Send second thank you letter to your [Congressional Representative](#) using template in Folder #2). Please send a copy of letter to Advocacy and Outreach Manager John Nguyen-Yap at jnguyenyap@calhum.org.
- ☐ Special Invites Send project-related public event invitations to your Congressional Representatives' district offices ([look up](#)); cc Advocacy and Outreach Manager John Nguyen-Yap at jnguyenyap@calhum.org.
- ☐ Project Activities Continue to send CH advance notice of screenings, events, awards, and other activities throughout lifespan of project
- ☐ NEH Compliance Participate in yearly statistics collection for NEH Compliance using public programming log (Folder #6)