



## Humanities for All Project Grant: **Completing Your Final Report**

This page is intended to guide California Humanities' [Humanities for All Project Grant](#) recipients in completing their Final Report. 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. 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.

This report need not be completed in one sitting. We estimate that this process should take about 4 hours to complete.

For questions, please consult **Project and Evaluation Director Felicia Kelley** at [fkelly@calhum.org](mailto:fkelly@calhum.org). For questions about access to the grant portal, please consult **Grants Manager Debra White** at [dwhite@calhum.org](mailto:dwhite@calhum.org).

A complete Final Report consists of:

| Component                               | Overview  | Ways to submit  |
|---|---|---|
| Project Director Self Evaluation Survey | Basic information about your project, responses to questions about your experience managing this project, as well as an updated description of your project.  | <a href="#">Grant Portal</a><br><a href="https://ch-grants.smapply.io">https://ch-grants.smapply.io</a> |
| Final Budget                            | Excel Template, showing how California Humanities funds were spent as well as matched. We want to see <b>your total project budget</b> ; not only the parts supported by CH.<br><br>See folder #5 for Final Budget Instructions and template. | <a href="#">Grant Portal</a>  |
| Public Programming Log                  | Complete Excel Template.<br><br>See folder #4 for Public Programming Log Instructions.  | <a href="#">Grant Portal</a>  |

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| Project Director<br>Impact Narrative | <p>Informal story about your project and its impact. 500 word max. Can include audience participant quotes and images.</p> <p>See instructions in folder #5.</p>   | <p><a href="#">Grant Portal</a></p>  |
| Completed<br>Audience Surveys        | <p>Submit hard copies or electronic file of scanned surveys.</p> <p>See survey instructions in folder #4.</p>  | <p>Mail to Oakland Office:<br/>California Humanities<br/>Attn: Grants Manager<br/>538 9th Street, Suite 210<br/>Oakland, CA 94607</p> <p>Or submit PDF:<br/><a href="#">Grant Portal</a></p>   |
| Publicity &<br>Marketing Materials   | <p>Submit hard or electronic copies of your publicity and marketing materials to provide evidence that California Humanities' support was acknowledged.</p> <p>Refer to folder #3 for instructions.</p>  | <p>Submit PDF:<br/><a href="#">Grant Portal</a></p> <p>Or e-mail to<br/><a href="mailto:fkelly@calhum.org">fkelly@calhum.org</a>.</p> <p>Or mail to Oakland Office:<br/>California Humanities<br/>Attn: Grants Manager<br/>538 9th Street, Suite 210<br/>Oakland, CA 94607</p> |
| Final Product<br>(Optional)          | <p>If relevant to your project, submit two copies of any tangible products.</p> <p><i>Examples of Final Products:</i> event photos, pamphlets, audio files, zines, videos, posters, articles, etc.</p> <p>Digital products (i.e. videos, website) should be saved on a DVD or flash drive and mailed to the Oakland Office. This ensures that we will always have access to your product even if links expire.</p> | <p>Mail to Oakland Office:<br/>California Humanities<br/>Attn: Grants Manager<br/>538 9th Street, Suite 210<br/>Oakland, CA 94607</p> <p>And/or submit PDF:<br/><a href="#">Grant Portal</a></p>   |
| Follow Up Thank<br>You Letter to     | <p>You can send these to elected officials of the area(s) where you conducted</p>  | <p>Mail to elected officials.<br/>Tools to find your officials:</p>  |

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| elected officials<br>(Optional) | public programming as well as the<br>location of your sponsoring<br>organization/ fiscal sponsor.<br>We greatly appreciate this! | <ul style="list-style-type: none"> <li>• <a href="#">Federal</a></li> <li>• <a href="#">State</a></li> </ul> <p>Submit PDFs:<br/><a href="#">Grant Portal</a></p> |
| Certification Form              | A signature from your Authorizing<br>Official.   | <a href="#">Grant Portal</a>  |