



Humanities for All Quick Grant Grantee Toolkit Checklist

This document guides California Humanities' Humanities for All Quick Grant recipients in managing their grant award. Grantees should reference their grant agreement for full details and terms of the grant, but below is a grant timeline typically lasting 12 months. For all other questions, please contact **Program Officer Lucena Lau Valle** at lvalle@calhum.org or contact **Grants Manager Debra White** at dwhite@calhum.org

Beginning of Grant Period

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| <input type="checkbox"/> Sign the grant agreement | Read, review and sign the grant agreement (scanning each page of grant agreement) through the online grant portal to receive the full amount of your grant award. Grant portal: https://ch-grants.smapply.io/ |
| <i>Be sure to review your grant requirements.</i> | |
| <input type="checkbox"/> Active SAM.gov registration | If requested to do so, confirm that grantee organization has active registration in https://www.sam.gov/ and is free from exclusions. |
| <input type="checkbox"/> Announce award | After California Humanities makes it public, announce publicly that you've been awarded an Humanities for All Quick Grant from California Humanities. You can also use the social media badge in folder #2. Please follow up on social media <ul style="list-style-type: none">○ Facebook www.facebook.com/pg/calhumanities○ Twitter @cal_humanities○ Instagram @california_humanities |
| <input type="checkbox"/> Thank you letter to elected officials | Send a thank you letter to your Congressional Representatives and elected officials using template (folder #2) and send a copy to Program Officer Lucena Lau Valle . |
| <input type="checkbox"/> Grantee orientation | Participate in the grantee orientation webinar or listen to recording available on Humanities for All webpage . The registration information will be in your award notification email. This will be a time to meet other cohort members. |



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During Grant Period

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| <input type="checkbox"/> Share public programming events | Send us details of your project-related public events at least 1-2 months in advance to Program Officer Lucena Lau Valle using the online calendar listing template (folder#4) and send us high res images. |
| <input type="checkbox"/> Logo and acknowledgment | Request approval of acknowledgment language and logo placement from Program Officer Lucena Lau Valle <i>before</i> marketing materials or final product are made public (See Instructions in folder #3). |
| <input type="checkbox"/> Invite elected officials to public programs | Send invitations to your events to your congressional representatives' district offices (look up) and notify California Humanities that you are doing so. |
| <input type="checkbox"/> Audience surveys | Administer and collect California Humanities audience surveys at all project-related events. See Folder #4 for instructions and survey template. |
| <input type="checkbox"/> Share photos of your events with us | Send us photos of your events including actions shots! We will use these images to post about your projects and highlight grantee public humanities work and credit your project and photographer. |
| <input type="checkbox"/> Public programming log | Record your events and attendance using the public programming log (folder #4) to track event statistics and information. Also tell us about earned media coverage and/or awards you receive for your project. Note: This will be used for the Final Report and NEH Compliance data collection. |
| <input type="checkbox"/> Project change(s) | Request approval of proposed project change(s), if any, in advance through the grant portal . Example: A change in Project Director or change in grantee organization or change in budget allocation that constitutes more than 25% of budget. In the grant portal, select "Programs," then select "Change Request," then select "Apply." |

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End of Grant Period and Beyond

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| <input type="checkbox"/> Final Report | Submit all components of the Final Report. The Final Report is due 90 days after the end of your grant period listed on your grant agreement. Separate instructions for the Final Report are included in folder #5. Upon review and approval, your grant will be successfully closed. |
| <input type="checkbox"/> Final thank you letter to elected officials | Send final thank you letter to Congressional Representatives and elected officials using template in folder #5 and send a copy to Program Officer Lucena Lau Valle . |
| <input type="checkbox"/> Compliance to National Endowment for the Humanities (NEH) | Respond to California Humanities' request for annual event information collection (your completed public programming log) for compliance to the National Endowment for the Humanities (NEH). |
| <input type="checkbox"/> If applicable, share project-related event information | If you continue to hold public programs related to your project, please continue to send details of project-related events to us at least one to two (1-2) months in advance to Program Officer Lucena Lau Valle . |

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