

PROJECT COST-SHARE REPORT



Grant # _____

Date Due _____

All grantees are required to report cost-share at the close of the grant period. The total cost-share must equal or exceed the total Humanities Council grant funds expended.

Expenditure Category	Cost-Share Budgeted		Cost-Share Expended	
	Cash	In-Kind	Cash	In-Kind
Honoraria				
Salaries				
Travel				
Supplies				
Promotion and Printing				
Postage/Telephone				
Equipment/Facilities Rental				
Other (Specify)				
TOTALS				

Cost-Share records must be maintained by all grantees. In the event of an audit, these records will be reviewed. If you need advice about maintaining these records, contact the Council's fiscal officer.

FINANCIAL REPORT



Date Due _____

Please check one: Interim report _____
 Final report _____

Grant # _____ Project Sponsoring Organization _____

Project Title _____

Fiscal Officer's Signature _____ Date _____

Project Director's Signature _____ Date _____

Expenditure Category	Grant Awarded	Grant Expended
Honoraria		
Salaries		
Travel		
Supplies		
Promotion and Printing		
Postage/Telephone		
Equipment/Facilities Rental		
Other (Specify)		
TOTALS		
Total Payments received to date		
Difference between total grant and amount received to date		

FINAL NARRATIVE REPORT

Grant # _____

Date Due _____



Please compose a final narrative report about your project. The information you provide will be used in reports to the National Endowment for the Humanities, to help the Council refine its services, and will also be used to assess the quality of your program.

The report should include:

1. The Project Summary

Briefly describe the project, including the format, key personnel, and most importantly, the humanities content of the program. Include specific examples of the major points and the humanities content expressed in the program. Your description of the content will show how effectively the humanities were presented and/or discussed. Include information relating to the results of your project that were different than anticipated or planned in the original proposal.

2. Audience

Please include the number attending each session and the total audience figures for the project.

3. Evaluation

- A. Evaluate the presentations of the scholars, noting why they were effective or ineffective.
- B. Provide a candid evaluation of the project, the strong points and the weak points. What would you change if you had it to do all over again?
- C. Describe any problems that arose, especially those that other projects may encounter. Your solutions may be helpful to future project directors.
- D. Please comment on how the Humanities Council could improve its services.

4. Future Plans

Please describe any anticipated activities arising from the project.

5. Appendix

Attach copies of newspaper articles and ads about the program. Report on any radio, TV or public service announcements. If you printed a brochure or flyer, please include three copies with your report. Also, if you have any photographs from the program that you would like to share with the Council, please send them with this final report.

PROGRESS REPORT # _____



Date Due_____

Project Begins_____

Project Ends_____

Project Number_____ **Project Sponsor**_____

Project Title_____

This report will be used by the Council to assess your project's activities to the present.

Please provide a short narrative report and address the following. Attach additional pages if necessary.

- 1. Describe the activities of your project for the period of this report. Include planning meeting, public activities, attendance, date and location of activities.**
- 2. Describe any problems you may have encountered or may need Council assistance to solve.**
- 3. Describe any project changes that may alter the project as set forth in your original proposal.**