



Utah Humanities
Project Director Instructions

AWARD PACKET: Step 1

- A. **Award Letter**
Review for conditions and recommendations from UH's Board of Directors.
- B. **Grant Agreement**
Read carefully and review conditions, recommendations, and comments from UH's Board of Directors. Both copies should be reviewed and signed by the project director, fiscal agent and authorizing agent and return one copy to UH at which point we can release up to 90% of award with a cash request. Keep second copy of the grant agreement for your records.
- C. **Cash Request**
Complete, sign, and return to UH to receive 90% of the grant award and remaining 10% after submission of final reports. You are obligated to spend UH funds only as approved by UH board.

PUBLICITY, CHANGES TO PROJECT, AND CONFLICT OF INTEREST POLICY: Step 2

- A. **Publicity**
The project director is responsible for ensuring that UH is credited in all publicity and credited UH verbally at programs and events. Publicity, printed materials, websites, publications, films, exhibits, displays, and advertisements created in the course of a project funded by UH should display the UH logo and include the following statement: "This program has received funding from Utah Humanities. Utah Humanities enriches our cultural, intellectual, and civic life by providing opportunities for all Utahns to explore life's most engaging questions and the wonders of the human experience." Language for the credit line can be modified with advance notice.
- B. **Changes to Project**
All changes to project from that outlined in the original grant application including key personnel, scholars, budget, and activities must have UH's approval prior to the changes being initiated. Changes need to be in writing.
- C. **Conflict of Interest Policy**
All grantees must abide by a conflict of interest policy that prohibits a financial or other interest by an employee, officer, or agent, his/her immediate family, partner, or organization which employs any of the above.

SUBMISSION OF FINAL REPORT: Step 3

- A. **Final Report Form**
Project Director, Fiscal Agent, and Authorizing Agent must complete and sign the final report form. Attach the written project narrative and evaluation to final report form. The written project narrative and evaluation form should be at least one page.
- B. **Publicity Samples**
Submit all publicity for event including but not limited to: newspaper and magazine articles, press releases, flyers, posters, programs, and copies of website page.
- C. **Audience Evaluation Forms**
An evaluation form is provided in the award packet. Grantees may modify the evaluation form, but they must still use questions that measure outcomes. Submit either a compilation or copies of the forms.
- D. **Grant Period**
UH has assigned your grant a grant period in which you may spend UH funds and carry out project activities only within the grant period specified in the award letter and grant agreement. If your project cannot be completed within the grant period, you must submit an interim report with the extension request before the end of the grant period.