



Utah Humanities Quick Grant
Final Report Form

PART A: Project In-Brief

Project title:

Grant number:

Project director:

Sponsoring organization:

| FINAL BUDGET TOTALS | ACTUAL AMOUNT |
|-----------------------------|---------------|
| UH Grant Funds Expended | 1) |
| In-Kind Matching Documented | 2) |
| Cash Matching Documented | 3) |
| (Add lines 2 + 3) | |
| TOTAL | 4) |

Total should match project total in section D.

List each program or activity (attach an additional sheet if necessary):

| Location/City | Event or Activity | Speaker | Audience # |
|-----------------------|-------------------|---------|------------|
| | | | |
| | | | |
| | | | |
| Total Audience | | | |

PART B: Fiscal Report

Check the following statements that are true:

- UH funds have been spent only as approved in the project budget.
- We have complied with any conditions/stipulations included in the award letter.
- Auditable financial records document expenditures of UH funds and cash match on approved project activities.
- In-kind contribution records indicate source, date, purpose, cost-bases, and dollar value.
- All records will be retained for 7 years from the closing of this grant.

OR

- All records will be sent to UH with this report where they will be retained for 7 years.

-OVER-

PART C: Project Narrative and Evaluation

In at least ONE page address the following:

- A. **Goals and Objectives:**
Describe the extent to which the project’s stated goals were served and their objectives achieved.
- B. **Humanities Content:**
Analyze how the disciplines, methods, and approaches of the humanities were employed, the extent to which they influenced the project, and how they might have been utilized more effectively.
- C. **Planning and Publicity:**
Describe the project planning process, activities, and evaluation. Discuss how publicity was disseminated and attach publicity samples.
- D. **Audience and Impact:**
Identify some highlights of the discussion among the participants. Please include a description of the interaction between those in the audience and between the audience and the presenter(s). What questionnaires or other means were employed to solicit feedback and what was learned?
- E. **Strengths and Weakness:**
Comment on both strengths and weaknesses of the project and explain how, given the benefit of hindsight, it might have been improved. (Generally, it is as important to know what went wrong with a project as what went right.)

PART D: Budget

In this table, detail the total amounts listed in Part A. You must show at least 1:1 ratio of UH funds to total matching funds. Please use whole dollar amounts.

| | UH Funds | Cash Match | In-Kind Match | Total |
|----------------------------|----------|------------|---------------|-------|
| Honoraria/Stipends | | | | |
| Other Personnel/Volunteers | | | | |
| Materials/Supplies | | | | |
| Printing/Postage/Phone | | | | |
| Travel/Lodging/Per Diem | | | | |
| Rental | | | | |
| Transcription | | | | |
| Promotion/Publicity | | | | |
| Evaluation | | | | |
| Media Production | | | | |
| Other (Please Specify) | | | | |
| Other (Please Specify) | | | | |
| Totals | | | | |

PART E: Signature

By signing and submitting this final report, we certify that the above and attached information is accurate and truthful.

 Project Director Signature

 Date