

Utah Humanities Quick Grant Project Director Instructions

AWARD PACKET: Step 1

- A. **Award Letter**
Review your award letter for conditions from UH. By accepting this award, you are obligated to maintain accurate accounts and records of project receipts and disbursements, following generally accepted accounting principles. You also must retain financial records, supporting documentation, statistical records, and other records pertinent to the Quick Grant for no less than seven (7) years after your project concludes, or you may send them to UH with your final reports.
- B. **Cash Request**
Complete, sign, and return to UH to receive 90% of the grant award and the remaining 10% after submission of final reports. You are obligated to spend UH funds only as approved by UH.

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 printed publicity and 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 the Utah Humanities. The Utah Humanities empowers Utahns to improve their communities through active engagement in the humanities." Language for the credit line can be modified with advance notice. An electronic copy of UH's logo is available at www.utahhumanities.org/GrantAdmin.htm.
- B. **Changes to Project**
All changes to project from that outlined in the original Quick Grant application including key personnel, scholars, budget, and activities must have UH's approval prior to the changes being initiated. Requests for 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**
The Project Director and Fiscal Agent must complete and sign the final report form. Show a total match at least equal to the UH grant award. Attach the written project narrative to final report form. The written project narrative 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 for distribution. Grantees may modify the evaluation form, but they must still use questions that measure outcomes. Submit copies of the forms or compile data from forms in a written report.
- D. **Grant Period**
UH has assigned your Quick 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. If your project cannot be completed within the grant period, you must submit an interim report with an extension request before the end of the grant period.

FINANCIAL RECORDS

- D. Document all expenditures
Accounting records must be supported by such source documentation as cancelled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, and contractual and consultant agreements. You must retain financial records, supporting documentation, statistical records, and other records pertinent to the grant for no less than seven (7) years after your project concludes, or you may send them to UH with your final reports. Financial records must adequately identify the source and application of funds, including obligations, unobligated balances, assets, liabilities, expenditures, and income. Records that relate to audits, appeals, litigation, or the settlement of claims arising out of the performance of your grant project shall be retained until such issues are resolved.
- E. Cash and In-Kind Match
Show a total match at least equal to the UH grant award in the grid in the final report form. In-kind contribution records should indicate source, date, purpose, cost-basis, and dollar value.
- C. Audit
During the course of UH's own annual audit, the auditor will request a random sampling of UH grant records; occasionally UH must request more extensive records from the grantees.

EXPENDITURES OF UH GRANT FUNDS

- A. You are obligated to spend UH funds only as approved by UH. You may make adjustments among approved line items, if the changes don't alter the project.
- B. You may not create or eliminate a budget line item without written UH approval. Describe the desired changes in writing before you commit or expend UH grant funds.