



Final Report

Grant Number:

Project Title:

Name of Organization:

Project Director:

Phone:

E-mail:

	Approved Budget	Actual Expenditures
GH Grant		
Cost-share		
Total		

AUDIENCE INFORMATION

Attendance

Total number in attendance at all sessions _____

If the figure above represents a cumulative total in which one person may be counted several times, please estimate as accurately as possible the actual number of individuals who attended the program, and rewrite here _____

Estimate the audience profile with reference to sex, age, ethnic representation, and educational level.

SEX

Male _____%

Female _____%

AGE

0-12 _____%

13-17 _____%

18-24 _____%

25-34 _____%

35-54 _____%

55 & up _____%

EDUCATIONAL LEVEL

Elementary _____%

High School _____%

College _____%

Graduate School _____%

Professional/

Technical Training _____%

Was the audience primarily made up of representatives of any specialized group, such as clubs, civic organizations, or professional organizations?

Briefly evaluate the project's success in reaching its target audience. Include your observations regarding the reasons for the success or failure.

PUBLICITY

How was the media involved in the promotion of the project? Which stations/networks and/or publications were used?

How did you inform your local elected representatives of your project? (Please attach copies of any letters sent if you have not previously submitted them.)

Which local representatives, if any, attended this program?

FINAL NARRATIVE

On a separate sheet of paper, write an evaluation of your project and its successes and failures.

This narrative should:

- Summarize both the audience's and the facilitators' (speakers, planners, etc.) evaluations of the project, including specific comments when possible.
- Include an assessment of the project's success and/or failure in meeting specific objectives as stated in the grant application.
- Address the project's impact on the community.
- List the times, dates, locations, and attendance of all your events.
- List the humanities professionals who participated in the project. Include their institutions, disciplines, and nature of involvement with the project. Give specific examples of the contributions they made to your project.

ATTACHMENTS

Please include any copies of any related publicity materials, including mailings, invitations, signage, photographs, video, news articles, and press releases.



Itemized Cost-share

Use this form to record project expenses that are **not covered by your grant award**. This includes cash contributed by your organization and donated goods and services.

Organization _____ Grant # _____

Project Title _____

Grant Period _____ Today's Date _____

Budget Category	Contributor's Name	Brief Description of Goods or Services Provided	In-kind	Cash	TOTAL
			\$	\$	\$
TOTALS			\$	\$	\$

