



## Grant Administration Checklist

Congratulations on receiving a grant from Georgia Humanities! You may use this checklist to guide the administration of your grant. If you have any questions or need assistance please contact Kelly Caudle at [kcaudle@georgiahumanities.org](mailto:kcaudle@georgiahumanities.org).

### First steps

Before you can receive any grant funds, you must complete the following steps:

- Tell your state and federal legislators that you have received a grant from GH. A sample letter has been provided in your information packet.
- Fill out a grant event form.
- Complete a payment request form requesting up to 90% of your award. It must be signed and dated by the project director and financial officer. You may find a copy of the form in your packet or online.
- Send GH your payment request form, grant event form, a completed W-9 form, and a copy of the letters you sent to your legislators.

### As you plan your program

GH requires that you acknowledge its support:

- Use the GH logo in accordance with the GH style guide on all program materials. You may download both from our website: [www.georgiahumanities.org/about/media](http://www.georgiahumanities.org/about/media)
- Include the following statement on all materials: **This project is supported by Georgia Humanities, in partnership with the Georgia Department of Economic Development, through funding from the Georgia General Assembly.**

Keep GH informed

- You must make GH aware of any major program changes (e.g., changing the project director or humanities scholar).
- Invite GH staff to your program.

### After your program

Submit your Final Report within 90 days of the end of the grant period.

\*If you cannot find a form online, please request one via e-mail.