



Grant Administration Checklist

Please use this checklist to guide the administration of your Georgia Humanities grant. All forms referenced in this checklist can be found at www.georgiahumanities.org/grants and are included in grantee packets.

Receiving Initial Funds

Before receiving any funds, grantees must complete and submit the following items:

- Complete a W-9** for your organization.
- Send letters** to each of your state and federal legislators announcing that your organization has been awarded a grant from Georgia Humanities.
 - A sample letter has been provided in the grantee information packet.
- Complete and submit the **Grant Event Form** for each event funded through the grant. Information on this form will be used by Georgia Humanities to promote your project.
- Complete the **First Payment Request Form** (requesting up to 90% of your award). It must be signed and dated by both the project director and financial officer.
- Once copies of all of the above are received (including the completed Payment Request Form), the Project Director will receive e-mail notification that the initial payment has been sent for processing.

Program Planning

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
- 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.*

Program Updates

- Please inform Georgia Humanities of any major program changes (e.g., changes in the project director or humanities scholar, or any potential program delays).
- Please invite GH staff to your program events.

Program Conclusion

Please submit your **Final Report** within 90 days of the end of the grant period to close out your organization's grant with Georgia Humanities. The Final Report due date is listed on your **Grant Award Agreement**. Organizations with open grants are ineligible to apply for additional grant cycles until the final report is received. The remaining percentage of grant funds can be requested with the submission of the Final Report.

Georgia Humanities Grant Program Contact:

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