



## Grant Administration Checklist

Please use this checklist to guide the administration of all Georgia Humanities (GH) grants. All forms referenced in this checklist can be found at [www.georgiahumanities.org/grants](http://www.georgiahumanities.org/grants).

### Receiving Initial Funds

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

- Complete a W-9** for the awardee 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 and is also available at [www.georgiahumanities.org/grants](http://www.georgiahumanities.org/grants).
  - Please send Georgia Humanities one copy of the completed legislator letter, and a list of the elected representatives the letter was mailed to.
- 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 the project.
- Complete the **First Payment Request Form** (requesting up to 90% of the 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 First Payment Request Form), the Project Director will receive e-mail notification that the initial payment has been sent for processing.

### Program Planning

Georgia Humanities requires acknowledgement of its support:

- Use the GH logo in accordance with the GH style guide on all program materials. Both are available for download: <https://www.georgiahumanities.org/about/newsroom/>
- 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 the **Final Report** within 90 days of the end of the grant period to close out your organization's grant with Georgia Humanities. Please include a completed copy of the Final Payment Request for the remaining percentage of the project's grant funds with the submission of the Final Report. 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.

**Georgia Humanities Grant Program Contact:**

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