Grant Administration Checklist

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

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

- A W-9 for the grantee organization;
- The project’s Grant Award Agreement;
- A copy of the legislator letter sent to state and federal elected officials 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.
  - Please send Georgia Humanities one copy of the completed legislator letter, and a list of the elected representatives the letter was mailed to.
- A Grant Event Form for each event funded through the grant. Information on this form will be used by GH to promote the project.
- 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. E-signatures are acceptable.

Once copies of all of the above are received, the initial grant payment will be processed and mailed.

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

- Georgia Humanities must be informed of any major program changes (e.g., changes in the project personnel or humanities scholar (s), or any potential program delays) in writing.
- GH staff must be invited to grant-funded program events.

Final Reporting
Grantees must submit a Final Report within 90 days of the end of the grant period to close out the grant. 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.

This checklist is not to be used to provide guidance or reporting requirements for Georgia Humanities CARES Act Emergency Operating Grants awarded in May 2020. Please contact your program officer for further guidance on those grant awards.