

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.
 - o A sample letter has been provided in the grantee information packet and is also available at www.georgiahumanities.org/grants.
 - o 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.