



## Humanities Grants

### Project Director's Guide

The Michigan Humanities Council (MHC) is pleased to welcome you as a Project Director for a Humanities Grant award. The following information has been developed to help you administer and promote your organization's project. Referring to the information and using the guide to check your progress will hopefully make your job easier.

If you have any questions during the development, administration or implementation of your project, please do not hesitate to contact MHC staff.

#### CONTENTS:

1.	PROJECT CONTENT AND FORMAT	.	.	.	.	2
2.	PERSONNEL	.	.	.	.	2
3.	PROMOTION	.	.	.	.	2
4.	EVALUATION	.	.	.	.	3
5.	PRODUCTS/RESOURCES	.	.	.	.	4
6.	FINANCES	.	.	.	.	5
7.	PROJECT DIRECTOR CHECKLIST	.	.	.	.	6

## **PROJECT CONTENT AND FORMAT**

1. Ensure that programs do not advocate any particular viewpoint.
2. Look for opportunities to involve the media, not only for publicity purposes, but also as an integral part of the project (i.e., interviews, local talk shows, etc.).
3. Notify MHC well in advance of program and event dates, and of any changes in schedule.
4. Ensure that your audience will participate in dialogues by using techniques such as interviews, role-playing, etc.
5. Check all of the physical facilities you plan to use to ensure accessibility.
6. Ensure that audience evaluations are readily available by placing them on the seats or distributing them, and asking audience members to complete the forms prior to leaving the program.
7. Set up participant registration, if appropriate.

## **PERSONNEL**

1. Notify MHC of any changes in project personnel as they occur. Changes that considerably alter the focus of your project must be discussed with MHC staff. A written request for approval of personnel changes may be required.
2. Arrange a meeting with the project's humanities scholar(s) to discuss their role(s).
3. Arrange a meeting of all program participants to discuss details of the program prior to the date of each scheduled activity.
4. Arrange housing, transportation, and hospitality for speakers.
5. Ensure that the humanities scholars are involved from the beginning in both project planning and implementation.
6. For grants over \$3,000, be sure to contact the Outside Evaluator (if assigned) as soon as possible to keep them informed of the progress and events of your project.

## **PROMOTION**

1. A communications and publicity plan can help share project information with a wider audience. Refer to *Publicity Requirements for Humanities Grants* available on the MHC website at <http://www.michiganhumanities.org/humanities-grants/humanities-grant-publicity-requirements/>
2. Submit information about all public events associated with the project to MHC for inclusion in the state-wide calendar of events. Contact information is provided on the MHC's Publicity webpage.

3. Provide visible acknowledgement of MHC funding and MHC affiliation with the National Endowment for the Humanities. Use the MHC logo on all promotional materials and on project deliverables/resources.
4. Provide copies of all promotional materials to the project's Outside Evaluator (if assigned) and the MHC office as soon as possible.
5. Provide copies (print or web links) of all publicity (newspaper articles, etc.) to the MHC office as soon as possible. Be sure to indicate the source of the publicity and the date.
6. Invite media representatives to attend events as your guests.
7. If possible, arrange for someone to photograph your project's events and provide photos to MHC.
8. The individual introducing programs should acknowledge funding from the Michigan Humanities Council, an affiliate of the National Endowment for the Humanities (NEH).

## EVALUATION

MHC views evaluation as an important learning tool. The final report for your Humanities Grant projects includes a section summarizing evaluation results related to project goals, objectives and outcomes. Grantee Resources, available on the Humanities Grants webpage, includes an audience survey form to assist you with evaluation.

1. Review the evaluation forms available for download on the Humanities Grants page of the MHC website. Have copies of the forms available for distribution before each program.
2. Keep records of the dates and locations of your programs along with a list of the scholars involved, and a tally of the audience numbers for the final report.
3. **Audience Evaluation/Survey** forms are most effective if they are distributed prior to the program, possibly placed on the chairs in the room. Be sure to mention the evaluation at the beginning of the event and request that audience members complete the forms and return them to you at the end of the program.
4. Do not submit audience evaluation sheets to MHC. Instead, compile their responses on one master sheet and submit the summary with the final report. Also include relevant or interesting quotes from audience evaluations in the summary report.
5. MHC often assigns an **Outside Evaluator** to funded projects when the grant award is more than \$3,000. If an evaluator is assigned, he or she will attend project events and submit a report back to MHC. The evaluator will also send a copy of the evaluator's report to you. ***Payment is made directly to the Outside Evaluator after you have received the report.***
6. Submit the **Project Director Evaluation** report form and a compilation of the **Audience Survey** forms, along with the **Final Financial Report** and two copies of project materials

to the MHC by the date indicated on your grant contract. All forms are available in the Resources section on the Humanities Grants page of the MHC website at <http://www.michiganhumanities.org/humanities-grants/> Final payment cannot be made until all of these reports, and the Outside Evaluator report, are received and approved by MHC.

## **GRANT-CREATED PRODUCTS and RESOURCES**

Please include the MHC grant number assigned to your project when submitting print and digital materials – either as part of the file name, on a label, or as a cover sheet.

1. **Videotapes/DVDs:**

Should be broadcast quality. Descriptive labels must be included on media and their cases. ALL labels should be typewritten, including title, running time, and grant number. Videotapes must be in an archival videocassette case, not paper or plastic dust jacket. Any printed guides accompanying videos should be submitted in the manner described below.

2. **Audio CDs:**

Should be broadcast quality and provided in a case with a descriptive label. Labels should be typed and include title, running time, and grant number. Any printed guides accompanying media should be submitted in the manner described below.

3. **Printed Materials:**

Each piece submitted must include the MHC grant number and title.

**Books, Curriculum Guides, Information Packets:**

PRINTED MATERIAL MUST BE BOUND (Ring Binders, report covers, etc. All printed materials should have covers that are of at least card stock quality); no staples, paper clips, rubber bands, plastic page sleeves, or manila folders please.

**Photographs:** Any printed photographs should include the grant number, date photographs were taken, and location on the back

**Posters:** Posters should be rolled in mailing tubes or submitted flat, labeled on back. Do not crease.

4. **Podcasts:** A podcast is a multimedia file (including audio and video files) distributed over the Internet using syndication feeds (such as RSS), for playback on mobile devices and personal computers. If you plan to create a multimedia file for your project and distribute it as a podcast, please include credit for MHC within the file so that those listening or watching the podcast are made aware of MHC support for the project.
5. **Digital Photographs:** Submit on a CD or through a file sharing website (i.e. Drop Box) with descriptive label/file names that include grant number, date photographs were taken, and location.
6. **Digital Components:** Submit through a file sharing website (i.e. Drop Box), on a CD, or zip drive. Please contact MHC staff if you have questions about the best way to submit your files.

## FINANCES

1. To initiate the first grant payment, return one copy of the signed Grant Agreement to the MHC office by the date indicated in the agreement. Be sure to address in writing any Special Conditions specified on the cover page of the Grant Agreement.
2. Familiarize yourself with the MHC fiscal reporting requirements as outlined in the MHC *Handbook of Financial Procedures* (Grantee Resources <http://www.michiganhumanities.org/humanities-grants/> )
3. Grant funds will be distributed as follows: 40% after receipt of signed grant agreements, 50% after receipt and approval of Interim Financial Report, and 10% after receipt of Final Financial Report and Project Director Final Report/Program Evaluation.
4. Work closely with your Fiscal Officer and set up an appropriate bookkeeping system for grant funds.
5. Keep accurate records of all expenses. Be certain to save all vouchers and invoices to verify expenses. All accounting records must be kept on file for at least three years since they are subject to federal government audit, as well as a possible audit on behalf of MHC.
6. Seek approval from MHC staff if it becomes necessary to make changes in your project (either in project content, form, or financing). Note the rules pertaining to written approval related to project revisions.
7. You may submit an **Interim Financial Report** following the schedule specified in your grant agreement, when a second payment of grant funds is needed. The second payment (50% of grant award) will be released only upon *receipt* and *approval* of the Interim Financial Report.

Submit the **Final Financial Report** by the date indicated on your grant agreement. The final grant payment (10% of grant award) will be released only upon *receipt* and *approval* of the Final Financial Report and all evaluation reports and resources.

Both financial reporting forms are available in the Grantee Resources section on the MHC website at <http://www.michiganhumanities.org/humanities-grants/>

8. One grant period extension of no more than six months from the original closing date of the project may be allowed, with MHC approval. Contact MHC staff to discuss any situation that may require an extension of the grant period.



## MICHIGAN HUMANITIES COUNCIL PROJECT DIRECTOR CHECKLIST:

### 1. **Grant Agreement Processing:**

- ☐ Address any Special Conditions specified on the cover page of the grant agreement.
- ☐ Return a signed copy of the grant agreement to MHC and retain two for your organization files (one copy for the Project Director and one copy for the Fiscal Officer).
- ☐ Set up a separate checking account or separate general ledger account number to manage your project and grant funds.

### 2. **Promotional Concerns:**

- ☐ Credit MHC and NEH on all resources and promotional pieces.
- ☐ Thank your congressional delegation for grant assistance (credit to both MHC and NEH) and forward a copy of correspondence to MHC
- ☐ Invite local, state, and federal representatives to project events.
- ☐ Invite/notify MHC about upcoming project activities and events
- ☐ Obtain two copies of all promotional materials for submission to MHC.
- ☐ Arrange for photography of project events; send digital photos to MHC

### 3. **Budgetary Concerns: (Refer to MHC Handbook of Financial Procedures)**

- ☐ Submit an interim financial report to MHC if an interim payment is needed
- ☐ Notify MHC of any changes in the project budget that exceed 20%
- ☐ Pay the Outside Evaluator for her/his services (if assigned)
- ☐ Consistently record all cost-share contributions
- ☐ Keep receipts/records for three years

### 4. **Project Execution:**

- ☐ Keep a record of the dates and locations of your project activities and events

- ☐ Estimate the audience numbers and profile(s) for reporting purposes at each event
- ☐ Notify MHC of any project changes (format, personnel, dates, etc.)
- ☐ Copy, distribute, and collect the Audience Survey and compile a synopsis of audience responses for your final report.
- ☐ Keep the Outside Evaluator informed of your project's status and invite her/him to attend public programming.
- ☐ Obtain two copies of all resources created as a result of the project for submission to MHC.
- ☐ As part of the project director's final report, submit the following:
  - ☐ audience survey compilation;
  - ☐ two copies of resources created;
  - ☐ two copies of any promotional pieces; and
  - ☐ final financial report

The project director's evaluation/report should be completed by the date indicated on the grant contract cover page.