

# FINAL REPORT NARRATIVE

AHF Grant Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Director: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

1. Please check the type of organization(s) involved in the project including co-sponsors. Check as many as apply.

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Civic Organization | <input type="checkbox"/> Government Library | <input type="checkbox"/> Professional Religious Group | <input type="checkbox"/> Historical Society |
| <input type="checkbox"/> 4-year college     | <input type="checkbox"/> Political/Social   | <input type="checkbox"/> Television                   | <input type="checkbox"/> Social Science     |
| <input type="checkbox"/> 2-year college     | <input type="checkbox"/> Agricultural       | <input type="checkbox"/> Labor                        | <input type="checkbox"/> Foundation         |
| <input type="checkbox"/> Museum             | <input type="checkbox"/> Research           | <input type="checkbox"/> Medical/Health               | <input type="checkbox"/> Ad Hoc Group       |
| <input type="checkbox"/> Radio              | <input type="checkbox"/> Business           | <input type="checkbox"/> University                   | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Arts               | <input type="checkbox"/> Print Media        | <input type="checkbox"/> Legal                        |   |
| <input type="checkbox"/> Education          | <input type="checkbox"/> Film               |   |   |

2. Check each discipline related to the project:

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> American Literature    | <input type="checkbox"/> Anthropology          | <input type="checkbox"/> Comparative Religion | <input type="checkbox"/> Communication       |
| <input type="checkbox"/> Historic Preserve      | <input type="checkbox"/> Music History         | <input type="checkbox"/> Jurisprudence        | <input type="checkbox"/> Archaeology         |
| <input type="checkbox"/> Art Criticism          | <input type="checkbox"/> Sociology             | <input type="checkbox"/> Foreign Languages    | <input type="checkbox"/> Geography           |
| <input type="checkbox"/> Comparative Literature | <input type="checkbox"/> Linguistics           | <input type="checkbox"/> Library Studies      | <input type="checkbox"/> Literary Criticism  |
| <input type="checkbox"/> History                | <input type="checkbox"/> Education             | <input type="checkbox"/> Theatre History      | <input type="checkbox"/> Philosophy          |
| <input type="checkbox"/> Film                   | <input type="checkbox"/> French                | <input type="checkbox"/> English              | <input type="checkbox"/> Performance Studies |
| <input type="checkbox"/> Russian                | <input type="checkbox"/> International Studies | <input type="checkbox"/> German               |  |
| <input type="checkbox"/> American Studies       | <input type="checkbox"/> Political Science     | <input type="checkbox"/> Philosophy           |  |
| <input type="checkbox"/> Italian                | <input type="checkbox"/> Spanish               | <input type="checkbox"/> Social Studies       |  |
| <input type="checkbox"/> Art History            | <input type="checkbox"/> Psychology            | <input type="checkbox"/> Musicology           |  |

3. Indicate the topic(s) covered by the project:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Alabama History     | <input type="checkbox"/> British Literature | <input type="checkbox"/> Art History           | <input type="checkbox"/> International Studies  |
| <input type="checkbox"/> Black Studies       | <input type="checkbox"/> French             | <input type="checkbox"/> Musicology            | <input type="checkbox"/> Philosophy             |
| <input type="checkbox"/> French History      | <input type="checkbox"/> Music History      | <input type="checkbox"/> Southern Literature   | <input type="checkbox"/> Latin American Studies |
| <input type="checkbox"/> Southern Literature | <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Children's Literature |   |
| <input type="checkbox"/> American History    | <input type="checkbox"/> Southern Studies   | <input type="checkbox"/> American Literature   |   |
| <input type="checkbox"/> European Literature | <input type="checkbox"/> Historic Photos    | <input type="checkbox"/> Military History      | <input type="checkbox"/> Colonial Studies       |
| <input type="checkbox"/> Russian Studies     | <input type="checkbox"/> Archaeology        | <input type="checkbox"/> European History      |   |
| <input type="checkbox"/> Archives            | <input type="checkbox"/> Jewish Studies     | <input type="checkbox"/> Art History           |   |
| <input type="checkbox"/> Ethics              | <input type="checkbox"/> Preservation       | <input type="checkbox"/> Folklore              |   |
| <input type="checkbox"/> Urban Studies       | <input type="checkbox"/> Women's Studies    | <input type="checkbox"/> Art Criticism         | <input type="checkbox"/> Other _____            |

4. Please indicate by the project format(s), their frequency and rate effectiveness:

<b>Acquisitions of Humanities Resources</b>	<b>Frequency</b>	<b>Very Effective</b>	<b>Fairly Effective</b>	<b>Not Effective</b>
Acquisitions of Humanities Resources				
Arts Creation and Performance				
Consultant				
Discussion with audience				
Distribution				
Exhibit Production				
Exhibit Showing				
Fair, Festival, Commemoration				
Filmmaking				
Film Showing				
Teacher Institute				
Lecture				
Oral History				
Planning Grant				
<b>Creation &amp; Distribution of Printed Materials</b>				
Public Research				
Radio Program Production				
Radio Program Broadcast				
Reading/Discussion				
Research/Fellowship				
Scholar in Residence				
Seminar, workshop, conference (up to 6 hours)				
Seminar, workshop, conference (more than 6 hours)				
Site Interpretation, Tour, Field Trip, Excavation				
Slide/Tape Program Production				
Videotape/Television Production				
Videotape/Television Showing				
Other				

5. List the date, location, format (i.e., panel, lecture, workshop) and audience size for each program. Use a separate sheet of paper if you need more space.

Date	Location	Format	Number in Audience
		<b>Total Number in Attendance</b>	

6. If attendance did not meet your expectations, can you suggest a reason?

7. Describe the ways in which the project met, or failed to meet, its goals and objectives.

8. How did you promote the project? How effective were these methods?

9. If you had the project to do over again, what would you do differently?

10. How do you perceive the work of the AHF? Did you find its guidelines/procedures clear? In what ways could the AHF staff or board members be more helpful in assisting with projects?

# Project Director's Checklist

Prior to sending your final report packet to AHF, check off the following items as you include them in your packet.

1. Final Report Narrative \_\_\_\_\_
2. Final Expenditures Report \_\_\_\_\_
3. Final Expenditures Narrative \_\_\_\_\_
4. Final Payment Request Form \_\_\_\_\_
5. Audience Evaluation Forms \_\_\_\_\_
6. Examples of Promotional Materials \_\_\_\_\_
7. Copies of Printed Materials \_\_\_\_\_

This Sample letter should be distributed to your donors. The donor, using the following wording on their letterhead, is to mail the letter and check to the AHF. Their contributions, and the matching funds from the AHF will be sent to you within thirty days of receipt of the donor funds and this letter.

### **SAMPLE LETTER**

Mr. Robert Stewart  
Executive Director  
Alabama Humanities Foundation  
1100 Ireland Way, Suite 101  
Birmingham, AL 35205

Dear Mr. Stewart:

I am making a gift of \$\_\_\_\_\_ to (sponsoring organization's name) with the understanding that my gift will be matched by the National Endowment for the Humanities. Of this amount, \$\_\_\_\_\_ (gift x 1.5) is for the support of the project entitled \_\_\_\_\_. The remainder of the match may be used for the general support of the Alabama Humanities Foundation.

Sincerely,

# Final Payment Request Form

AHF Grant # \_\_\_\_\_

Fill in the appropriate categories.

## I. Cash Request:

Final Grant Expenditures: \$ \_\_\_\_\_

Payments to Date: \$ \_\_\_\_\_

Less interest on Grant Funds: \$ \_\_\_\_\_

Payment Requested: \$ \_\_\_\_\_

OR

## II. Reimbursement to AHF:

Payments to Date: \$ \_\_\_\_\_

Final Expenditures: \$ \_\_\_\_\_

Less interest on Grant Funds: \$ \_\_\_\_\_

Refund Due to AHF \$ \_\_\_\_\_

## CERTIFICATION:

We certify the foregoing information is true and correct and that all expenditures were incurred solely for the purpose of the above-numbered project, during the project period, and in accordance with the agreed-upon conditions of the grant.

Project Director

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Fiscal Agent

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Final Expenditures Narrative Sample

As part of your final report, you are required to give a full narrative explanation of how the grant funds were spent and cost sharing was provided. List each item as it appears on the Final Expenditures Report form, including the names of all persons or businesses paid from grant funds and those who provided donated services. All expenses in both columns must reflect costs incurred during the grant period only. Please add information necessary to explain the nature of services performed. You need not provide receipts to the AHF, but **all records must be retained for at least three years after close of the grant in case of audit.**

	AHF	Sponsor
<b>1. Administration</b>		
<b>a. Project Director</b>		
Kevin Houston (100 hours x \$15.00)		\$1,500.00
<b>b. Secretary</b>		
Maryanne Glover (40 hours x \$5.00)		\$200.00
<b>c. Other -- Publicity Worker</b>		
Clark Vess, student (12 hours x \$4.25)		\$51.00
<b>d. Benefits</b>		
(26% of salaries, Houston and Glover)		
(.26 x \$1,700.00)		\$442.00
<b>2. Honoraria</b>		
Lewis Harfield (speaker)	\$200.00	
Sheila Reisman (speaker)	\$200.00	
Nelda Stillman (humanities advisor)		\$200.00
Harold Frost (advisory committee)		\$75.00
Sean Johnson (advisory committee)		\$75.00
Stan Grambling (advisory committee)		\$75.00
<b>3. Travel</b>		
<b>a. Transportation</b>		
Round trip airfare for Harfield, from Durham, N.C. to Montgomery	\$205.50	
Mileage for Reisman, Birmingham to Montgomery round trip (198 miles x \$.445)		\$88.10
<b>b. Per Diem</b>		
Harfield (2 days @ \$75.00 per day)	\$150	
Reisman (lunch \$7 + dinner \$15)		\$22.00
<b>4. Supplies</b>		
<b>a. Consumable</b>		
(Papers, pens, envelopes, typewriter, ribbons, etc.)		\$40.00

<b>5. Facilities and Equipment</b>		
<b>a. Meeting Space</b>		
(Use of community center, 1/2 day)		\$250.00
<b>b. Telephone (long distance)</b>	\$10.00	
<b>c. Child Care</b>	\$50.00	
<b>6. Services</b>		
<b>a. Printing and Duplication</b>		
Promotional flyers (2,500 @ \$.28)	\$700.00	
Xeroxing Sheets for handouts (500 @ \$.05)		\$25.00
<b>b. Postage (Call your postmaster to get a quote on bulk mailing) This is only an example.</b>		
Mailing of flyers (2,750 flyers @ \$.12 for bulk mailing)	\$330.00	
First Class Mailing -- Letters to participants, civic leaders, etc. (50 pieces @ \$.41)		\$20.50
<b>c. Advertising</b>		
Article in the Eastern Daily (3 column inches @ \$30.00 per inch)		\$90.00
Article in the Eastern Daily (3 column inches @ \$30.00 per inch)		\$90.00
Radio announcements -- 30 second spots		
WRZP (3 spots @ \$30.00 each)		\$90.00
WTYB (3 spots @ \$45.00 each)		\$135.00
WLLB (2 spots @ \$30.00 each)		\$60.00
<b>SUBTOTAL</b>	\$1,845.50	\$3,528.61
<b>7. Indirect Costs</b>		
15% of total project costs		
.15 x (1,845.50 + 3,528.61 = \$5,374.11)		\$806.00
<b>TOTALS</b>	<b>\$1,845.50</b>	<b>\$4,334.61</b>

Final Expenditure Report (sample)

Grant # \_\_\_\_\_ Period: \_\_\_\_\_

“Budgeted” columns on your Final Expenditures Report were compiled from information provided in your application. The total Cost Share (Column B) must match or exceed the total request for AHF Outright (Column A). Most grants will not use Columns C & D. Media Grant applications use only Columns C & D. Remember that each dollar requested under AHF Match (Column C) must be matched by two dollars cash in Third-Party Gifts (Column D). If you have questions, please call 205-558-3993. Under Cost Share, keep careful accounts of all in-kind items, esp. all contributed time. Cost-sharing amounts that exceed those budgeted are greatly welcomed. The Grants Director must authorize any changes in approved budget, in advance. Please use the grant adjustment request form attached.

<i>Budget Categories</i>		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
		<i>AHF Outright</i>	<i>Cost Share</i>	<i>AHF Match</i>	<i>Third Party</i>
<i>Administration</i>	<i>Project Director</i>				
	<i>Secretary</i>				
	<i>Other</i>				
	<i>Benefits</i>				
<i>Honoraria</i>					
<i>Travel</i>	<i>Transportation</i>				
	<i>Per Diem (.445)</i>				
<i>Supplies</i>	<i>Consumable</i>				
	<i>Nonconsumable</i>				
<i>Facilities/Equipment</i>	<i>Office space</i>				
	<i>Meeting space</i>				
	<i>Office equipment</i>				
	<i>Telephone</i>				
	<i>Other</i>				
<i>Promotion</i>	<i>Printing</i>				
	<i>Postage</i>				
	<i>Advertising</i>				
	<i>Other</i>				
<i>Miscellaneous</i>					
	<i>Subtotal</i>				
<i>Indirect Costs</i>					
	TOTALS				