

# Alaska Humanities Forum Final Report

Congratulations on completing your grant project!

Here's a quick checklist of what is included in the final report package:

1. Final Report document, including evaluation (see below and next page)
2. Final grantee payment request (page 4 of this document – can be mailed, faxed, or uploaded to the online report)
3. Final Grant product (see below)

## 1. Final Report

To access the final report, please go to our website [www.akhf.org](http://www.akhf.org) and go to the Information for Grantees page under Grants or go to the same website used to apply for the grant <http://akhf.cgweb.org/>.

Log in using your already established User name and Password.

After logging in, click on the *Current Programs & Applications* button on the left column. Scroll down to find the **Alaska Humanities Forum \_\_\_\_\_ Grant Program (Fiscal Year of award)** and look for the link to your grant application and final report. If you want to access a PDF of your application for reference, the link will still be active on this page.

Click on [Final Report](#)\_\_\_\_\_. This will take you to the first page of your final report.

-- Notes on Specific Sections of the Final Report:

- Main Purpose of Project. (Section 1) Only 250 characters. This section goes directly into our database, hence the character limit.
- Project Evaluation. (Section 4) See also Evaluation Guidelines\* next page. The information entered in this section comes from an objective source outside the direct project staff. Information can be entered directly into the fields, or a document from the Independent Evaluator may be uploaded using the link on the Project Evaluation Section of the Final Report.
- Project Budget (Sections 5 and 6). Section 5 represents how you spent your grant funds only. Project expenses should mirror those outlined in the application or revised budget. Any changes should be outlined in the “Describe any significant differences between the planned and actual grant project and product” field in section 1, Project Abstract. The cost share narrative may be completed on the final section, or the grantee may fill out the Final Financials form (page 3 of this document) and upload it to the final report.

## 2. Final Grantee Payment Request form.

This form is slightly different from the payment request forms used during the project period. It includes the final cost share amounts for the project, which we are required to track for the National Endowment for the Humanities. This signed document (page 4 of this document) may be mailed or faxed to the grants officer, or it may be uploaded into the Final Report using the link on the bottom of Section 6.

## 3. Final Grant Product.

The last step in closing out your grant will be to send in copies of publicity, newspaper articles, pictures or printed materials concerning the project and **one copy of your final grant product – 3 copies in the case of publications.**



## Evaluation Guidelines

*The following criteria should be considered as a guide for the evaluation section of your final report. Your Independent Evaluator will comment on these areas of your project. On the Final Report, you will insert the Evaluator's comments into the form fields or upload their comments using the upload link on the final report Evaluation page.*

- ◆ Goals and objectives: Examine the extent to which the project's stated goals were served and their objectives achieved.
- ◆ Humanities content: Analyze how the disciplines, methods, and approaches of the humanities were employed, the extent to which they influenced the project, and how they might have been utilized more effectively.
- ◆ Action and Outcome(s): Describe how the actions taken to complete the project (planning, publicity, activities, evaluation) were accomplished. Describe the information, knowledge, products and resources that arose from this project and describe means taken to preserve and/or disseminate these outcomes beyond the immediate scope of the project.
- ◆ Replication: Evaluate whether others should consider undertaking a similar project. If possible, indicate whether the project director or other project personnel (as well as yourself) are willing to be a resource for others.
- ◆ Audience response: If appropriate, describe and analyze the response of the audience (readers, listeners, viewers, etc.) to the project. Were questionnaires or other means employed to solicit feedback and, if so, what was learned? Please relate any spontaneous comments or other unsolicited responses.
- ◆ Strengths and weaknesses: Comment on both strong and weak points of the project and how, given the benefit of hindsight, it might have been improved. If the project were conducted again, what could be done differently to strengthen it, avoid mistakes, save time, or use resources more effectively? (Generally it is as important to know what went *right* with a project as what went wrong.)





**FOR GRANTEE RECORDS ONLY. DO NOT SUBMIT THIS FORM TO THE FORUM**

**Grantee Record of In-Kind or Cash Contributions form**

*Please use this form to track the Cost-Share funds for your project*

Grant Project No # \_\_\_\_\_

I/Organization/Business has/have provided cash or in-kind contributions to the project sponsored by  
(insert name of sponsoring organization) with the following title (insert name of project).

**Cash Contribution** \$ \_\_\_\_\_

<b>Volunteer Category</b>	<b>Volunteer Time</b>	<b>Total Value</b>
Administrative	_____ hours	\$ _____
Secretarial	_____ hours	\$ _____
Consultation	_____ hours	\$ _____
Evaluation	_____ hours	\$ _____
Promotional	_____ hours	\$ _____
Technical	_____ hours	\$ _____
Professional	_____ hours	\$ _____
Other - Please specify _____	_____ hours	\$ _____
<b>Total Volunteer Time Contribution</b>		<b>\$ _____</b>

**Personal expenditures which were not reimbursed:**

Travel (Airfare)	\$ _____
Per Diem	\$ _____
Telephone	\$ _____
Supplies	\$ _____
Mileage miles at .475 cents per mile	\$ _____
Other _____	\$ _____
<b>Total Personal Expenditures</b>	<b>\$ _____</b>

<b>In-Kind Contribution of Materials</b>	<b>Value</b>
Description _____	\$ _____
_____	\$ _____
<b>Total Value of Material Contributions</b>	<b>\$ _____</b>

**TOTAL CASH AND IN-KIND CONTRIBUTIONS** \$ \_\_\_\_\_

**Contributor's Signature** \_\_\_\_\_ **Project Director's Signature** \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

**Name of Organization/Business (if applicable)** \_\_\_\_\_