



ALASKA HUMANITIES FORUM New Grant Award Materials

BEFORE STARTING YOUR GRANT PROJECT PLEASE READ ENCLOSED MATERIALS

Congratulations on receiving a grant award from the Alaska Humanities Forum. We look forward to the development of your grant project. Enclosed you will find information and forms to assist in the administration of the grant, including the following:

- ◆ General Information for Administering the Grant
- ◆ Grantee Payment Request form
- ◆ Grantee Record of In-Kind or Cash Contributions form
- ◆ **Forms are posted to the Forum website for download and are available electronically via email.**

**For assistance and answers to your questions, please
contact our Grants Officer:**

- ◆ 907-272-5373 direct line
- ◆ 907-272-5341 main line
- ◆ 907-272-3979 fax line
- ◆ grants@akhf.org
- ◆ www.akhf.org

General Information for Administering the Grant

Roles of Project Director and Sponsor

- The **sponsoring organization** is the fiscal agent for the project. They are responsible for requesting grant fund disbursements during the project and are responsible for providing the final financial reports at the completion of the project. If the project has a sponsoring organization, all grant fund disbursements are issued to the sponsor.
- The **project director** is the individual who is in charge of carrying out and/or coordinating the project. The project director is our “point of contact” and provides the final narrative report at the project’s completion. Correspondence and communication with the Forum normally coordinates through the project director. If the project director is an independent scholar with no sponsoring organization, all sponsor responsibilities fall to the project director.

Payments

Once your project period has begun, you may request your first payment. To request disbursement of grant funds submit a completed *Grantee Payment Request* form (page 4 of this document). The amount of the payment request must be in accordance with the payment schedule listed on the Grant Letter of Agreement. The payment request form must be signed by the Authorizing Official (from the Sponsoring Organization) on the grant. On grants awarded to individuals, where there is no sponsoring organization, the Project Director serves as the Authorizing Official. Grantees may mail, fax, or email payment requests to the grants officer, see address below. Funds must be used within 90 days of disbursement. The *Grantee Payment Request* form is also available at <http://www.akhf.org> or by email request.

Project Period

Circumstances may prevent completion of the project during the project period stated in the proposal. If an extension is required to carry out the project, notify the grants officer in writing with a request for extension and explanation. Requests for extension must be made within the grant period (project start and end dates indicated in the Grant Letter of Agreement). Grantees may request 2 extensions for not more than 12 months total.

Grant Letter of Agreement

4.1 Events

The Project Director should inform the Forum Grants Officer of scheduled events in advance via mail, fax, or email for inclusion in our online calendar. Please keep detailed records of attendance to your event(s) to be included in your final report.

4.2 Americans with Disabilities Act

This point is per policies of National Endowment for the Humanities (NEH).

4.3 Follow your submitted proposal carefully

Seek approval from Forum Grants Officer in writing if you find it necessary to make changes in your plans (in project content, form, or budgeting) before any changes are enacted.

4.4 Promotional Material-Acknowledgements

Alaska Humanities Forum and NEH must be acknowledged in all written notices, news releases or other publicity concerning your project. In oral presentations, we ask that you acknowledge the Alaska Humanities Forum. Project promotional materials must carry the AKHF logo (available electronically).

4.5 Copyright Policy

Grantee retains copyright; the Alaska Humanities Forum and National Endowment for the Humanities reserve a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for organizational and/or educational purposes, and to authorize others to do so.

4.6 Grant Guidelines

All grant projects must follow any stipulations written in the Alaska Humanities Forum Grant Guidelines.

4.7 Fiscal records

Maintain a separate recording system for expenditure of grant funds and keep all records for three years after submission of the final report. Page 5 of this document is provided for your convenience to assist with record keeping as needed.

4.8 Unexpended Funds

Should it become apparent that this grant cannot be completed or actual expenses are less than the award, please advise the Forum staff as soon as possible. Unused funds must be returned to the Forum and will be reallocated to another worthy project.

4.9 Final Report and Final Product

The final report is due three months after the completion of the project (the date is indicated in the Grant Letter of Agreement). Grantees must supply the Forum with a copy of final grant products. In the case of media publications, such as books, CDs, DVDs, etc., we require 3 copies to be included with final reporting documents.

4.10 Default Policy

If the Grantee fails to complete the project on time and as stated in the accepted proposal, the Alaska Humanities Forum may put the grant into default status. According to Forum policy, if a grant is in default, the Forum may request the return of disbursed funds, and the Grantee will be prohibited from applying for future grants for five years.

Alaska Humanities Forum Grantee Payment Request

| | |
|--|----------------|
| Date | Grant No |
| Name and Address for check: | |
| Payment Request (funds to be used within 90 days): | |
| Brief Project Update: | |
| Authorizing Official (name and signature): | |
| Telephone number: | Email Address: |

| |
|--|
| <p>FOR AHF USE ONLY</p> <p>Date received: _____</p> <p>Date approved: _____</p> <p>Approved by: _____</p> |
|--|

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 \$ _____

| Volunteer Category | Volunteer Time | Total Value |
|---------------------------------|-----------------------|--------------------|
| Administrative | _____ hours | \$ _____ |
| Secretarial | _____ hours | \$ _____ |
| Consultation | _____ hours | \$ _____ |
| Evaluation | _____ hours | \$ _____ |
| Promotional | _____ hours | \$ _____ |
| Technical | _____ hours | \$ _____ |
| Professional | _____ hours | \$ _____ |
| Other - Please specify _____ | _____ hours | \$ _____ |

Total Volunteer Time Contribution \$ _____

Personal expenditures which were not reimbursed:

| | |
|--------------------------------------|----------|
| Travel (Airfare) | \$ _____ |
| Per Diem | \$ _____ |
| Telephone | \$ _____ |
| Supplies | \$ _____ |
| Mileage miles at .475 cents per mile | \$ _____ |
| Other _____ | \$ _____ |

Total Personal Expenditures \$ _____

In-Kind Contribution of Materials

| | Value |
|-------------------|--------------|
| Description _____ | \$ _____ |
| _____ | \$ _____ |

Total Value of Material Contributions \$ _____

TOTAL CASH AND IN-KIND CONTRIBUTIONS \$ _____

Contributor's Signature

Project Director's Signature

_____ Date _____

_____ Date _____

Name of Organization/Business (if applicable) _____