



FY2021 Nevada Humanities Grant Final Report Checklist

The FY2021 final report documents and follow-up forms are available on your Foundant Dashboard, which can be accessed here: <https://www.grantinterface.com/Home/Logon?urlkey=nevadahum>

The FY2021 Final Report for your Nevada Humanities grant is due on or before December 31, 2021. *It is recommended that you complete your final report no later than 90 days after your final project event while all the program materials are close at hand.***

To access the final report form, you must first complete the **Optional Request for Modifications** form. If you have already requested a modification to your grant, you do not need to submit the form; you may move ahead to access the final report form. If you **did not** submit a request for a modification for your project, you will need to open the form and select "Not Applicable. This form has been submitted for the purpose of accessing the Final Report," and then click the appropriate button to submit it. You will then have access to the final report form.

Your final report should include the following components:

- Final Budget Form:** This is your final financial statement showing actual revenues and expenses, as well as cost share, for the entire project. Keep all materials related to your project organized for the completion of your final budget form.
- Desk Audit:** Was your grant selected for a desk audit? If yes, you are required to provide copies of information documenting revenues and all expenses for your project such as contracts, receipts, invoices, in-kind contribution documentation, rental fees, volunteer time sheets, and staff costs.
- Cash Request Form:** Fill out and submit the cash request form for the final payment of your grant award in the exact amount (this is usually the final 10% of your grant, but may also be the balance of the funds awarded).
- Unused Funds:** Do you have unused grant funds? If yes, you are required to return unused grant funds to Nevada Humanities. This is required to close the grant. Send your check payable to Nevada Humanities to: Nevada Humanities, P.O. Box 8029, Reno, NV 89507-8029
- Narrative Evaluation:** Complete the narrative evaluation section in the *Final Report and Project Evaluation Form*.
- Evaluation and Surveys:** If you conducted an audience survey or had audiences fill out an evaluation, please provide us with a copy of the questionnaire used and a summary of the data collected.

- Photographs of Your Project:** If you have publication quality photos from your event, please upload them with your attachments along with your report. Include identification of the photographer, the people and events pictured, and the date the photograph was taken.
- Publications and Media:** If your grant created publications or media products, please send two copies to Nevada Humanities' Reno office: Nevada Humanities, P.O. Box 8029, Reno, NV 89507-8029, or share links where these materials may be found online.
- Program Announcements:** As a recipient of funding from Nevada Humanities, you were required to send program announcements or invitations to Nevada Humanities staff in Reno and in Las Vegas, members of the Nevada Humanities Board of Trustees, and our state's elected officials. Provide documentation of your mailings, which credits Nevada Humanities and the National Endowment for the Humanities as sponsors, to:
 - Nevada Humanities staff at both Reno and Las Vegas offices
 - Nevada Humanities Board of Trustees Members
 - Nevada U.S. Senators and Members of the U.S. House of Representatives
 - Nevada Governor's Office
 - State senator and assembly member for your state legislative districts
 - National Endowment for the Humanities

We also encourage you to write letters from your organization to Nevada's U.S. representatives and U.S. senators thanking them for supporting public funding to Nevada Humanities and your organization. These letters help raise awareness about your work and we hear frequently from public officials and their staff members about how much they love hearing from their constituents. Please note that writing these letters is optional, and we are suggesting that you provide messages of gratitude. We are not suggesting that you lobby or advocate for a particular political stance, for any ideology, or in support of specific legislation.

If you have any questions about this process, or need technical assistance please reach out to Aliza Berlin at apantoja@nevadahumanities.org.

If you have any questions about the FY2021 Final Report requirements, please reach out to Bobbie Ann Howell at grants@nevadahumanities.org or 702-800-4670.