



# GRANT FINAL REPORT FORM

GRANT NUMBER:

PROJECT TITLE:

ORGANIZATION:

PROJECT DIRECTOR:

## INSTRUCTIONS

Please send all final report materials to [grants@njhumanities.org](mailto:grants@njhumanities.org). Required:

- Grant final report form, including responses to all questions.
- One copy of any products created by your grant project, such as publications, reports, media materials, etc.
- One copy of any publicity generated by your project, such as newspaper articles. Please DO NOT send marketing materials, press releases, emails, posters, etc.
- High-resolution photos or videos (in electronic format ONLY).

Please do not send any other materials at this time. We will contact you if additional information or materials are required.

## NARRATIVE

Please include a 1-2 page narrative that addresses the following:

- Describe the final project. Why was this project important to your audience and/or your organization? What did it accomplish?
- How did people engage with the humanities? How did you make use of your humanities scholar(s) and humanities scholarship or practice?
- What did you learn? What would you do differently or adjust if you did it again?
- Anything else you want to tell us about your project.

## EVENT AND RESOURCE SUMMARY

Please include a description of each event associated with your grant project, including both public and private programs. Include the following information for each event:

- Program title
- Program description
- Date(s) and Time(s)
- Location
- Number of attendees

Please include a description of any products created by your grant project, such as reports, publications, multimedia materials, etc. Please also send ONE COPY of each product (or a link to an online resource).

## PROJECT COSTS

All figures should reflect actual project cost, not estimates. Please note that receipts **do NOT** need to be submitted with the final report.

	<b>NJCH AWARDED</b>	<b>EXPENDED</b>	<b>COST SHARE CASH (actual)</b>	<b>COST SHARE IN-KIND (actual)</b>	<b>Total Expended + Cost Share</b>
Project Personnel					
Travel & Lodging					
Supplies & Services					
Indirect Costs					
<b>TOTAL</b>					

Were there any significant changes in any of the budget categories from the amount awarded?

- YES    NO

If yes, please explain (250 words max):

Did you receive any interest income from the investment of NJCH funds? *Interest earned in excess of \$250 will be deducted from the balance of the award owed by NJCH.*

- YES    NO

If yes, amount:

List the source of other significant contributions made in support of this project, such as grants or corporate sponsorship.

SOURCE	AMOUNT
	\$
	\$
	\$
	\$

**SIGNATURE**

By signing below, I certify that the information contained in this report is true to the best of my knowledge.

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Authorizing Official signature Date

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Project Director signature Date

**Questions?**

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