

Expenditure Category	Grant Awarded <small>Numbers must match grant award</small>	Amended Grant Budget <small>Complete this column only if an Amended Budget has been approved by the Humanities Council</small>	Grant Expended <small>Numbers should list actual expenditures of grant</small>	Cost Share In-kind		Cost Share Cash	
				Budgeted <small>(or amended budget, if applicable)</small>	Expended	Budgeted <small>(or amended budget, if applicable)</small>	Expended
Honoraria							
Salaries							
Travel							
Supplies							
Promotion and Printing							
Postage/Telephone							
Equipment/Facilities Rental							
Other							
Total							

For FINAL financial reports, the **Grant Expended** column must match the **Grant Awarded** column unless an amended budget has been approved by the Humanities Council. In that case, the **Grant Expended** column must match the **Amended Grant Budget** column. Changes to budget lines of less than 10% are allowable without an amended budget.

Total Payment(s) Received to date:

Balance Due: (or refund to WVHC)

Sponsoring Org: _____

Grant #: _____

Project title: _____

Fiscal Officer Signature: _____ Date: _____

Project Director Signature: _____ Date: _____

***PROGRESS** financial reports cannot be submitted until the first payment is expended AND matched (minigrants do not require progress reports).

****FINAL** financial reports must be submitted with back-up (receipts, invoices, etc.) for the grant award expenditures. You must maintain these records and a record of cost-share expenditures for a minimum of three years.

ARP Act grant recipients are only required to include a spreadsheet of grant expenditures detailing the item paid, date paid, check/transaction number, and amount paid; all back-up and accounting records must be maintained at the organization for a period of three years.