



# WEST VIRGINIA HUMANITIES COUNCIL

## ARP Act Emergency Relief Grant – Final Narrative Report INSTRUCTIONS

Prepare a final narrative report about your project. The information you provide will be used in reports to the National Endowment for the Humanities, to help the Council refine its services, and will also be used to assess the quality of activities funded through the Council. The final narrative report must be submitted within 90 days after the contract end date. **The report may be submitted as soon as the project is complete and funds are expended (which must take place before September 30, 2022).** The report must include the following:

1. Name of Sponsoring Organization  
Date of report  
West Virginia Humanities Council Grant #
2. Project Summary

**If you received an ARP Act Emergency Relief Grant for general operating support, or support of strategic planning, capacity building, digital transition, expansion to outdoor or virtual programming, or equity assessments:**

- Describe the use of the funds and activities undertaken as a result of the grant.
- Explain how the award helped your organization prevent, prepare for, respond to, and/or recover from the current COVID-19 pandemic.

**If you received an ARP Act Emergency Relief Grant for specific pandemic-related or pandemic-responsive humanities programming/projects:**

Briefly describe the project, including the format, key personnel, humanities content of the program, and total audience figures for the project. For audience numbers, report separately in-person, live remote/virtual, views (or listeners), and downloads.

3. Evaluation

**If you received an ARP Act Emergency Relief Grant for general operating support or support of strategic planning, capacity building, digital transition, expansion to outdoor or virtual programming, or equity assessments:**

Evaluate how effectively the organization is delivering on its mission as a result of this grant. How does the organization set goals to track its progress? To what extent is general operating support contributing to its success? Report on any issues encountered.

**If you received an ARP Act Emergency Relief Grant for specific pandemic-related or pandemic-responsive humanities programming/projects:**

Provide a candid evaluation of the project, the strong points and the weak points. What would you change if you had it to do all over again? Evaluate work of humanities scholars, noting why they were effective or ineffective. Describe any problems that arose, especially those that other projects may encounter.

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#### 4. Impact

- Describe the impact of the ARP Act Emergency Relief Grant on your organization. In addition, specify how many people within and outside of the sponsoring organization have benefited from the grant/project and explain.
- Did the award benefit a part of West Virginia traditionally underserved by the Council because of its location, income, population size, institutional infrastructure, or demographic minority status? Examples include veterans, active-duty military, Native Americans, HBCUs, community colleges, seniors (65+), rural areas, and African Americans. Please explain.

#### 5. Future Plans

Please describe any anticipated activities arising from the grant/project.

#### 6. Links and Attachments

Attach copies (or include links) of press releases, news articles, social media mentions, and/or ads about the award/program/project. Report on any radio, television, or public service announcements. If the project resulted in products such as brochures or flyers, please include three copies with your report. Also, if you have any photographs from the program that you would like to share with the Council, please send them with this final report.

**Please submit your final report to Grants Administrator Erin Riebe at [riebe@wvhumanities.org](mailto:riebe@wvhumanities.org), or via snail-mail at 1310 Kanawha Boulevard, East, Charleston, WV 25301.**