



## CARES 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 filed within 60 days of the contract end date. 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 a CARES Act Emergency Relief Grant for **general operation support**:

Briefly describe the use of the funds and activities undertaken as a result of the grant. Address the impact and assessment, challenges encountered, and lessons learned.

If you received a CARES Act Emergency Relief Grant for **specific humanities programming/projects**:

Briefly describe the project, including the format, key personnel, humanities content of the program, and total audience figures for the project.

3. Evaluation

If you received a CARES Act Emergency Relief Grant for **general operation support**:

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?

If you received a CARES Act Emergency Relief Grant for **specific 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.

4. Impact

Describe the impact of the CARES Act Emergency Relief Grant on your organization. If you had the opportunity to discuss the grant and its impacts with your U.S. Representatives, what would you say?

5. Future Plans

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

6. Attachments

Attach copies (or include links) of newspaper articles and 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.