



WEST VIRGINIA HUMANITIES COUNCIL

GRANTEE

Final Narrative Report Instructions

In addition to your final [financial report](#), you must submit a final narrative report about your project. The information you provide will be used in reports to the National Endowment for the Humanities and to help the Council refine its services, and will also be used to assess the quality of your program. The report must include the following (enter N/A where applicable):

1. Project Information

Date of report submission
Grant Number
Sponsoring Organization
Project Title

2. Project Summary

Briefly describe the major content components of your project and the humanities content expressed in the program. Include information relating to the results of your project that were different than anticipated or planned in the original proposal. Describe any problems that arose during the course of the project, and how you addressed them.

3. Events/Activities and Audience¹

Include a list of each public event/activity associated with the project. Provide the following information for each event/activity:

- Location
- Format/type (exhibit, lecture, publication, etc.)
- Date of event/activity
- Total participants for each of the following categories:
 - Live (in-person)
 - Live (live-streaming, remote)
 - Non-live (for recorded, printed, or digital activities)

- a. Did the project involve the participation of any of the following constituent groups? If so, provide details on that participation.

Veterans/active-duty military
Seniors (65+)
Undergraduate students
Historically Black Colleges and Universities
Community Colleges

(CONTINUES)

¹ If you were required to submit a progress report, you are not required to resubmit previously-reported events/activities. However, audience numbers must be updated for non-live activities (such as unique downloads, listeners, users).

(CONTINUED)

4. Evaluation

- a. Provide a candid evaluation of the project, including the effectiveness of the humanities scholars. Would you make any changes if you repeated the project?
- b. Summarize comments and other important findings from collected audience evaluation forms (or other approved survey methods). If available, please provide a quote/comment from an audience member.

5. Future Plans

Please describe any anticipated future activities arising from the project.

6. Additional Comments

Is there anything else you want to share about your project? Include awards and other recognition in this section.

7. Appendix

Attach copies of promotional materials (such as news articles and public social media posts) about the program. Report on any radio, television, or public service announcements. Three copies of any hard-copy products resulting from your project must be included with your report (brochures, books, posters, DVDs, etc.). 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.