



WEST VIRGINIA HUMANITIES COUNCIL

GRANT FINAL REPORT FORM

For reference only.

Final reports must be submitted online at: https://wvhumanitiescouncil.formstack.com/forms/grants_final_reports

Grant Number
Organization Name
Organization address

Name of Individual Completing the Form
Email
Phone

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. (10,000 character limit)

ACTIVITIES

STOP! Do not complete this section until you have submitted all project events/activities using the Council's online Schedule of Events submission form. If the events/activities were submitted with your contract paperwork, a list was emailed to you after your first payment. If you have additional events/activities to enter, enter them at the following URL **BEFORE** completing this section:

https://wvhumanitiescouncil.formstack.com/forms/grantee_activites

Did the project involve the participation of any of the following constituent groups?

- Veterans/active-duty military
- Seniors (65+)
- Undergraduate students
- Historically Black Colleges and Universities
- Community Colleges
- Other (if "Other", please explain)

Activity 1 Details

Please provide the format and audience numbers for this Activity. If you haven't previously submitted additional details about this activity, please do so using the Activity Form [located here](#).

Activity 1 Date

Activity 1 Type (dropdown)

Media	Festivals
Digital	Performances/Presentations
Publications	Collegiate Fellowships
Exhibitions	K-12 Teacher Projects
Discussion Programs	Student Projects
Conferences	Preservation and Access
Literacy Projects	Local History Projects

Activity 1 Format (dropdown)

(If an Activity originates In Person but has a simultaneous remote livestream, choose "In Person")

In person
Remote
Non-Live

Activity 1 Live In Person Audience (Number of people that participated in live and in-person)

Activity 1 Live Streaming (Number of people that participated live remotely)

Activity 1 Non Live (Number of people that participated non-live – recording, viewing, etc.)

Activity 1 Title

Add a 2nd Activity? Yes/No

FINAL PROJECT BUDGET

For each budget line category, enter the total amount spent and total in-kind and cash cost-share. These numbers should match the awarded amounts unless an amended budget has been approved by the Council. If \$0, leave the field blank.

Once submitted, your project director and fiscal officer will receive an email with a copy of the financial report. In order to receive the next payment, the financial report must be signed by both individuals and returned to the Humanities Council.

	GRANT	CASH Match	IN-KIND Match
Honoraria			
Salaries			
Travel			
Supplies			
Promotion/Printing			
Postage/Telephone			
Equipment/Facility Rental			
Other Expenses			

Budget Expenditures

Please provide financial back-up (receipts, invoices, etc.) for the grant award expenditures (first column above). You must maintain these records and a record of cost-share expenditures for a minimum of three years. Attach records

as a single PDF below, send by email to grants@wvhumanities.org, or mail to West Virginia Humanities Council at 1310 Kanawha Blvd. East, Charleston, WV 25309.

REPORT NARRATIVE

Provide a candid evaluation of the project, including the effectiveness of the humanities scholars. Would you make any changes if you repeated the project? (10,000 character limit)

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. (5,000 character limit)

Scan audience evaluation forms into one PDF and attach them here (maximum 10 MB). Larger files can be emailed to grants@wvhumanities.org or mailed directly to the Humanities Council at 1310 Kanawha Blvd. East, Charleston, WV 25309.

Future Plans. Please describe any anticipated future activities arising from the project. (5,000 character limit)

Is there anything else you want to share about your project? Include awards and other recognition in this section. (5,000 character limit)

Appendix

Please provide copies of any news articles, public social media postings, etc. about the project. You can attach a PDF below, email them to grants@wvhumanities.org, or mail them to: Grants Program, 1310 Kanawha Blvd. E, Charleston, WV 25301.