



Instructions for Maryland Humanities Council Grant Program Final Financial Report

If you received a cash grant award from the Maryland Humanities Council, you must report the actual expenditure of the cash grant, the matching expenditures of your own organization's cash, and the matching expenditures of third-party cash and non-cash (in-kind) resources. The Final Financial Report must be signed by the Grant Administrator. You may access a copy of the Final Financial Report Form on the Grants Administration page of the Humanities Council website.

Instructions:

1. Enter actual total expenditures during the grant period for each budget category (salaries, fringe benefits, project participant fees, travel, and materials/supplies/services).
2. Total Direct Costs, Indirect Costs/Overhead and Total Project Costs are automatically calculated.
3. Enter your project budget totals for each column directly from the grant award.
4. The Total Over/Under Budget will be automatically calculated.



Instructions for Maryland Humanities Council Grant Program Final Narrative Report

The questions below should be used as a guideline in writing your Final Narrative Report and should be answered candidly and objectively. Some questions may not apply to your project.

- Give the name of the sponsoring organization, project title, grant number, and amount of the grant award.
- List the dates and locations of project activities.
- What was the nature of the audience (number, age, gender, background)?
- Briefly describe the project and its activities.
- Assess the quality of the humanities content. How central to the discussion were the comments made by the humanities scholars? Was there interaction between the humanities scholars and the general public?
- List the names and disciplines of participating scholars.
- Were there any speakers who were particularly effective? Please list the names of speakers you would recommend for other humanities programs.
- Describe the audience response to the project. If you distributed an audience questionnaire, please summarize the findings.

- How did the project differ from what was proposed in the approved grant application?
- How did the project meet your goals? How did it fall short of the goals you set for it?
- What changes would you recommend in content, format, or publicity?
- Did the program offer an objective and balanced exploration of the topic?
- What additional activities occurred as a result of your project (awards, further distribution, replication by another organization, publications, other)?
- Please comment on your experience with the Maryland Humanities Council, relative to mission and program areas, administrative procedures, responsiveness of staff, and reporting requirements.