

Important Reporting Information for Discussion & Local History Grants

Congratulations on receiving a grant from Mass Humanities!

All reporting is done electronically, through your account in the [online system](#). Please bookmark this link for future reference.

Please read our [General Grant Provisions](#) and keep the document for your records.

Announcing Your Project and Acknowledging Your Grant

Letters to Legislators: Using the [sample letter provided](#) on our website, you should acknowledge your Mass Humanities grant to state representatives and senators.

Events: Please make sure Mass Humanities is aware of all grant-related events—at least four weeks before they occur if possible. Submit details for each event—through our [event calendar submission form](#)—as soon an event is confirmed. If details change, please email Melissa Wheaton and your Program Officer. Events will be added to our online calendar and included in our eNews.

Publicity: Mass Humanities must be credited on all publicity, including printed materials, posters, brochures, and web pages and in all productions including exhibits, displays, publications, or other materials produced as a result of grant activity using our logo and the language: This program is funded (in part) by a grant from Mass Humanities, a state affiliate of the National Endowment for the Humanities.

*Your award letter will lay out any additional publicity requirements which may include acknowledgement of NEH or MCC support.

Refer to our [Publicity Guidelines](#) for detailed information and to download logos.

Receiving Checks

We will send you the first payment upon receipt of the signed *Mass Humanities Grant Agreement*, which has been emailed to you. Once the form is signed, scan and upload it to the online system.

Your first payment will comprise 90% of your award. We hold the final 10% until the project is completed and all final reports have been submitted and approved. This means that grantees finish paying their project expenses in anticipation of being reimbursed for the last 10% of their Mass Humanities grant.

Please allow four to six weeks from the time you request a check until you receive it. If you have questions about a payment, contact Melissa Wheaton at mwheaton@masshumanities.org or 413-584-8440 x100.



Making Changes to Your Project

Your Project Treasurer should be aware of the limitations on grant funds as outlined in your Grant Agreement and General Grant Provisions. All changes must meet the rules set therein.

Material changes, significant budget adjustments, and changes to the grant period require prior approval as set forth in the Grant Agreement. To request changes, submit a Change Request form through the online system.

Reporting on Your Project

Final Reports are required of all grantees. The Final Report is assigned to you online, and it includes:

- [Factual Report](#) including total volunteer hours
- Audience counts for all grant-funded events
- [Final Expenditures Report](#)
- **Project Director Evaluation** (completed online)
- **Scholar/Facilitator Evaluation** (completed by the scholar/facilitator online)
- [Participant Surveys](#) (if applicable)
- **Publicity Samples** (such as posters, flyers, social media advertising, or emails)
- **Photographs** (please share any good event photographs you obtain)

For financial reporting, be sure to keep a simple and clear set of books on income and expenses, with supporting documentation. Be sure to *also* keep track of in-kind contributions of services and facilities costs. In other words, you will need to verify your match. Regarding contributed services, a simple signed statement on paper will do. This documentation does *not* need to be submitted with the Final Report, but it is important to keep in case of an audit. Important details can be found in your Grant Agreement and General Grant Provisions.