

# Important Payment and Reporting Information

Congratulations on receiving a grant from Mass Humanities!

All reporting is done electronically, through your account in the [online system](#). Please bookmark this link to the online system for future reference: <https://www.grantinterface.com/Home/Logon?urlkey=masshumanities>.

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

If you have any questions about payments or reporting requirements, please contact [Melissa Wheaton](#) at [mwheaton@masshumanities.org](mailto:mwheaton@masshumanities.org) or 413-584-8440 x100.

## 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 six weeks before they occur. Submit details for each event—through our [event calendar submission form](#)—as soon as it 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. Please refer to our [Publicity Guidelines](#) for requirements and to download our logo.

## Receiving Checks

We will send you the first payment upon receipt of the signed *Grant Award Letter* and the *Assurance of Compliance with Civil Rights Statutes* form, both of which have been emailed to you. Once the forms are signed, scan and upload them to the online system.

For grants up to \$7,500, we will make two payments: 90% and 10%. For grants over \$7,500, we will make three payments: 45%, 45%, and 10%. Checks are made out to the sponsoring organization and will be mailed to the Project Director unless we are instructed otherwise.

For grantees receiving over \$7,500, the second 45% of the grant award will be sent upon receipt of the Interim Report, which is assigned to you online. You may elect not to submit the Interim Report and instead receive the final 55% of the grant award upon submission of your Final Report.

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.

## Making Changes to Your Project

Your Project Treasurer should be aware of the limitations on grant funds, which are listed on page two of the General Grant Provisions.

If you introduce significant changes to your budget during the grant period (adding or eliminating line-items, or spending \$500 more or less than anticipated on your original budget form), we require an official request that explains all changes. Contact Melissa Wheaton, who will assign a Change Request form to you through the online system.

Material changes to your project require prior approval, as set forth in the award letter. Contact Melissa Wheaton, who will assign a Change Request form to you through the online system.

## Reporting on Your Project

**Interim Reports** are submitted for grants over \$7,500 and should be sent when the second 45% of the award is needed. The Interim Report is assigned to you online, and it includes:

- **Brief Progress Report** (completed online)
- [Interim Expenditures Report](#)

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

- [Factual Report](#)
  - Total Volunteer Hours
  - Audience Counts for All Grant-Funded Events
- [Final Expenditures Report](#)
- **Project Director's Evaluation** (completed online)
- **Scholar's Evaluation** (completed by the scholar online)
- [Participant Surveys](#) (if applicable)
- **Project Material** (publicity and/or products)
- **Film trailer or Other Final Product** (for film grants)

For financial reporting, be sure to keep a simple and clear set of books on income and expenses, with supporting documents. Be sure to *also* keep track of in-kind contributions of services and facilities. 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.