



SOUTH DAKOTA
HUMANITIES COUNCIL

1215 TRAIL RIDGE ROAD SUITE A
BROOKINGS, SD 57006-4107

Dear Project Director,

We're glad you have completed the application process to receive a South Dakota Humanities Council grant! This packet of information will assist you in administering your project and your SDHC grant funds. Included, you will find:

GRANT CHECKLIST & GENERAL GRANT REQUIREMENTS

Contains helpful suggestions and the guidelines for implementing your grant project.

EVALUATION MATERIALS

Including the project director's evaluation, audience evaluation and an independent evaluator evaluation required for grants more than \$1,000. Every project director is required to complete and return an evaluation form. We ask that a minimum of ten audience evaluations are completed and returned.

FINANCIAL FORMS

Please complete the final financial report included in this packet. This document must be returned at least one month before the end date of the grant period before your grant can be closed. Also included are voucher forms for documenting in-kind contributions to your project as well as cash spent on your project.

PUBLICITY MATERIALS

In this packet, you will find contact information for all SDHC board members. Please notify them of your project activities. Examples include sending brochures, a postcard or letter inviting them to participate in the program. We also request that SDHC is mentioned in all publicity materials, including news releases. We require that the sponsoring organization distributes a minimum of two promotional items (poster, news release, postcard, etc.) to advertise the project. SDHC must receive these items before the program begins. Please use the SDHC logo in promotional items; it can be found at www.sdhumanities.org under the "About Us" tab.

Please remember the forms included in this packet need to be returned to SDHC by the end date on the grant contract. Late forms could result in grant revocation. Contact us at 605-688-6113 or via email at grants@sdhumanities.org if you have any questions.

Best wishes for a successful project!

Sincerely,

SDHC staff