



To: Humanities Grant Recipient
From: South Dakota Humanities Council Staff
Date: December 12, 2018
Re.: Administering your SDHC Grant

Congratulations on receiving a South Dakota Humanities Council grant! This packet will assist you in administering your project and SDHC funds. Below is an overview of the items included.

Award Letter, Requirements and Checklist

Your award letter notes your grant number, amount of award and timeframe for completing your project. The “General Grants Requirements” is our legal contract for grant distribution. Once you return a signed copy of the letter and the signature page of the General Grants Requirements, we will distribute the first installment of your award. (When providing signatures, your Fiscal Agent and Project Coordinator cannot be the same person.) The “Grant Process Checklist” is intended to help you effectively facilitate your program or event.

Evaluation Materials

This packet includes three evaluation forms: Project Director, Audience and Independent. **Once your program or event is complete, we require receipt of these evaluations to close out your grant and distribute the final installment of your award.** For grant awards of \$1,000 or less, Independent Evaluation forms are not required. **Digital copies of these documents are available on the SDHC website.**

Financial Forms

Although your organization likely has its own bookkeeping system in place, we provide forms to help you track your project budget and expenses. **Once your program or event is complete, we require receipt of the Final Financial Report to close out your grant and distribute the final installment of your award.** Please return it before the end date of your grant period as listed on your award letter. Also included are voucher forms for documenting in-kind contributions and cash spent on your project.

Publicity Materials

We have included mailing labels for all current SDHC Board Members. Please notify them of your project activities, for instance by sending brochures, postcards or letters inviting them to attend or participate in the program. We also request that SDHC is mentioned in all publicity materials, including news releases. In your promotional items, **please use the SDHC logo, which can be found at sdhumanities.org/about/branding/.**

Please return the forms included in this packet to SDHC prior to 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, and please let us know how we can help!