



**SOUTH DAKOTA
HUMANITIES COUNCIL**

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

To: Humanities Grant Recipient
From: South Dakota Humanities Council Staff
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 Evaluator. Once your program or event is complete, we require these evaluations to close out your grant and distribute the final installment of your award. Please submit at least ten completed audience evaluations. For grant awards of \$1,000 or less, Independent Evaluator forms are not required and may not be included in your packet. Please contact our office if you would like digital files of these documents.

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. These forms—especially the Final Financial Report—are required before we close out your grant. Please return them at least one month 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!