



**SOUTH DAKOTA  
HUMANITIES COUNCIL**

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

## Grant Process Checklist

After your grant has been awarded by SDHC, your efforts as Project Director will fall into several areas: **Personnel, Finances, Promotion, Content and Format, and Project Completion.**

### I. Personnel

- \_\_\_\_\_ 1. Contact your resource people (speakers, moderators, etc.) again and confirm your arrangements (time, place, honorarium, type of presentation, etc.). Sending them a copy of your proposal might also be helpful.
- \_\_\_\_\_ 2. Notify the SDHC if your program details—dates, locations, visiting humanities scholars—must be amended from your original proposal. The SDHC staff can assist with suggestions, resources and implementation.
- \_\_\_\_\_ 3. When possible, arrange a meeting of all program participants to discuss details prior to the actual event. Be sure scholars understand their roles in the project.

### II. Finances

- \_\_\_\_\_ 1. Sign and return the Grant Letter and General Grant Requirements. Following that, the SDHC staff will process the first installment of your grant award. Subsequent installments must be requested two weeks prior to need; otherwise, the remainder of your balance will be processed upon the receipt of your final budget information and relevant evaluation forms.
- \_\_\_\_\_ 2. Work with your fiscal agent (identified in your original proposal) to establish a bookkeeping system for grant funds. Keep accurate records of volunteer and salaried staff time. Also, save your vouchers, invoices and receipts, which will be used to verify your expenses.
- \_\_\_\_\_ 3. Look for sources of cash gifts from individuals or organizations other than those sponsoring the project. Such gifts can be matched by the National Endowment for the Humanities to provide more funds for humanities programs in South Dakota.
- \_\_\_\_\_ 4. Follow your planned budget carefully. Seek approval from the SDHC if you find it necessary to change your plans.
- \_\_\_\_\_ 5. Submit your final financial report at least one month before the end of the grant period (the date specified in the Grant Agreement). Doing so will ensure timely delivery of your final grant payment. If funds remain from previous installments, return them with the final report.

### III. Promotion

- \_\_\_\_\_ 1. Develop a publicity campaign. Produce signage for public bulletin boards. Plan to promote your event using both traditional media (newspaper and radio) and digital media (Facebook, Twitter and other social applications).
- \_\_\_\_\_ 2. Create a Facebook event listing for your SHDC-sponsored program. When you do, please note that your program is sponsored in part by the South Dakota Humanities Council.

- \_\_\_\_\_ 3. Share your promotional material with SDHC. We will promote programs on our website event calendar and social media accounts, when possible. We encourage you to like us on Facebook, follow us on Twitter and tag us in event photos.
- \_\_\_\_\_ 4. Contact the SDHC Communication and Outreach Coordinator if you have questions. Our office is committed to working with you to ensure the success of your program or event.
- \_\_\_\_\_ 5. Please send at least two high-resolution photos of your program to your SDHC Grant Coordinator. We use these photos each year in our annual Program Catalog.

#### **IV. Content and Format**

- \_\_\_\_\_ 1. Before your event, test your physical facilities: seating, microphones, projectors and other equipment. Prepare your registration techniques, including sign-in sheets or fee collection. Anticipate potential problems and how you'll resolve them.
- \_\_\_\_\_ 2. Seek to involve the media as a way of both promoting and documenting your event, like through interviews, podcast recordings, talk shows or news coverage.
- \_\_\_\_\_ 3. Invite special guests and dignitaries when possible. Doing so will raise awareness for your program. When special guests are attending, arrange for their reception.
- \_\_\_\_\_ 4. Promote an objective, impartial tone. Your program should not attempt to influence your audience in a political manner. It's the very purpose of the humanities to encourage dialogue and promote mutual understanding.
- \_\_\_\_\_ 5. When introducing your program, please verbally acknowledge your SDHC funding.
- \_\_\_\_\_ 6. Distribute informational material, when possible, to your audience. Prepare any handouts ahead of time. As noted in your grant letter and grant agreement, we ask that you acknowledge your financial support from SDHC in all printed material.

#### **V. Project Completion**

- \_\_\_\_\_ 1. Following your event, seek feedback from those in attendance. Your SDHC grant award packet contains audience evaluation forms, which you're free to photocopy. (Audience and Project Director evaluations are required for all grants.)
- \_\_\_\_\_ 2. If your grant award is more than \$1,000, you must also submit an Independent Evaluation with your final documents. Ideally, you will have identified your independent evaluator in the narrative section of your original grant proposal. Your SDHC grant award packet includes an independent evaluation form, which you're free to modify to fit your programming goals.
- \_\_\_\_\_ 3. Submit your evaluations and final financial report at least one month before the end of the grant period, as identified on your Grant Agreement letter. If you need an extension, please contact the SDHC office.
- \_\_\_\_\_ 4. Send thank-you notes to media, scholars, other participants and partnering groups.