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Connecticut Humanities Connecticut Humanities Fund

37 Broad Street Public Presentation **–** Implementation

Middletown, CT 06457 Final Reports

**Grant Final Report – Public Presentation (Implementation Phase)**

This report summarizes the final disposition of your grant-funded project. There are two sections: Project Narrative and Financial Final Report (separate Excel document). Both the Narrative and Financial reports must be signed by the appropriate official(s) and may be submitted via mail or email to CTH by the date specified in your contract.

When reports are approved by CTH the final grant award payment will be made. If final reports are not received with complete information and signatures by the due date the organization will be not be allowed to apply for future CTH grants until it has complied with all reporting requirements.

CTH Grant Award #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Narrative**

1. Briefly describe the final format and approach of your activities. Please list the date(s) and location(s) of your public activities and the total audience attendance.
2. State the goals of the project. Did you meet those goals? What evaluation process did you use to determine your conclusions?
3. Did the project successfully convey humanities themes identified in your application to your public audience? How do you know?
4. Describe in detail your promotional and publicity efforts (attach copies of news stories, photographs, brochures, etc.). What was the most effective promotional tool? How do you know?
5. How many people attended the public event(s) that were part of this grant? Did you succeed in reaching the targeted audiences (as described in your application)? Did this audience meet your targeted attendance number?
6. What was particularly successful about your project?
7. Describe any project-related activities that will continue beyond the grant period.
8. What aspects of your project fell short of expectations and why do you think that happened?
9. In retrospect, what would you do differently that could lead to more successful outcomes?
10. What suggestions do you have that would be helpful to other grantees in managing projects of this type?

 **Project Director Certification:** I certify that the information in this report is true and correct and that all expenditures were incurred solely for the purposes of the above numbered grant, during the grant period, and in accordance with the agreed conditions of the award.

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_