



Checklist for CT Summer at the Museum Grantees

Congratulations on your CT Summer at the Museum grant award! Please use this checklist throughout the grant period.

Not sure who to reach out to for any of the items below? Find [Staff Contacts here](#).

- Grant Agreement:** Sign and submit your grant agreement in the [CTH Grants Application Portal](#) (follow the instructions in your grant notification email).
- Update Your Website:** Update your website with information about how you will be administering the CT Summer at the Museum initiative. Make sure this information is easy to find on your website, as the state will be directing families to your website for information about free admission, your hours of operation, details about ticketing, and contact information for questions about your museum. Be sure to add the updated logo as well which can be found in the grantee resource section on the [CT Summer at the Museum Grants webpage](#).
- Press Release:** A sample template for a press release is in the grantee resource section on the [CT Summer at the Museum Grants webpage](#).
- Thank Your State Legislators and Governor Lamont:** A sample letter of appreciation to send to your legislators and Governor Lamont can be found in the grantee resource section on the [CT Summer at the Museum Grants webpage](#).
- Acknowledge Funding:** Use the CT Summer at the Museum logo or a credit line on your printed materials, signage, and other forms of promotion. Logos may be found under “Resources for Grantees” on the [CT Summer at the Museum page](#) of our website. As much as is possible, credit must be given using the following phrase: *“with the support of Connecticut Humanities and the Department of Economic and Community Development, Office of the Arts, which also receives support from the federal ARPA.”*
- Submit Your Final Report:** After grant funds have been expended, complete and submit your final report in the [CTH Grants Application Portal](#). The final report includes both narrative questions and a financial report. CTH Grants staff will email you when the final report is available to complete. For questions about the final report, please contact Grants staff.