



Checklist for CT Cultural Fund Operating Support Grantees

Congratulations on your grant award! Please use this checklist throughout the grant period.

For questions about any of the requirements below, contact CTH Grants Staff at grants@cthumanities.org.

Grant Requirements Due January 15:

- Set Up Bill.com For Digital Payment:** CT Humanities has transitioned from sending paper checks for payments to electronic funds transfers using Bill.com. For instructions on registering with Bill.com, [click here](#).
- Grant Agreement:** Sign and submit your grant agreement in the [CTH Grants Application Portal](#). Log in to the CTH Grants Portal. On your Applicant Dashboard, under Active Requests, you should see your CT Cultural Fund Operating Support Grant. Under Follow Up Forms, look for the “CT Cultural Fund Operating Support Grant – Grant Agreement” and click “Edit” in the far right. Follow the instructions in the form to sign and upload your grant agreement, then click the blue Submit button.
- Grantee Survey:** Complete your CT Cultural Fund Grantee Survey. CT Cultural Fund grantees are required to complete pre- and post-award data reporting so that the cultural sector in Connecticut can better describe our reach and impact. **This is vitally important for us to make the case to retain this investment in the sector in the future.** Find your organization’s unique link to your Grantee Survey in the Follow Up Form labeled “CT Cultural Fund Operating Support Grant – Grant Agreement” (see instructions for Grant Agreement above).

Public Relations – 1-2 Months After Receiving Grant:

- Press Release:** For guidance on drafting a press release, view the [Public Relations Guidelines](#) and other materials in the Public Relations Toolkit.
- Thank Your State Legislators:** For sample letters of appreciation and recommendations for reaching out to your legislators, view the [Public Relations Guidelines](#) and other materials in the Public Relations Toolkit. Over the coming year, be sure to invite your legislators to your public events.
- Acknowledge Funding:** Use the new CT Cultural Fund logo or a credit line on your printed materials, signage, and other forms of promotion. [Logos](#) may be found in the Public Relations Toolkit.

Close Your Grant – July - December:

- Submit Your Final Report:** Complete and submit your final report in the [CTH Grants Portal](#). The final report will become available in July and may be completed any time between July and December. Please note that the final report will ask you to report on how your full grant award was spent (not just the amount you have received to date).

- Submit Your Post-Award Survey:** Complete your CT Cultural Fund Post-Award Survey. CT Cultural Fund grantees are required to complete pre- and post-award data reporting so that the cultural sector in Connecticut can better describe our reach and impact. Find your organization's unique link to your Post-Award Survey in the Follow Up Form labeled "CT Cultural Fund Operating Support Grant Final Report" (see instructions for Final Report above).