



Checklist for Partnership Grantees

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

To reach Grants staff, email grants@cthumanities.org. For all other CTH staff, find [Staff Contacts here](#).

- 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](#). If you have previously received funds from CT Humanities through Bill.com, there is nothing you need to do.
- Grant Agreement:** Sign and submit your grant agreement in the [CTH Grants Application Portal](#) (follow the instructions in your grant notification email).
- Set Up a Partnership Set Up & Grant Management Meeting:** Reach out to the Manager of Partnerships & Projects for a meeting to discuss partnership and go over grant requirements.
- Press Release:** For guidance on drafting a press release, view the [Public Relations Guidelines](#) and other materials in the Public Relations Toolkit. For questions or a draft review, contact Communications staff.
- Thank Your State and Federal 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. For questions, contact Communications staff.
- Acknowledge Funding:** Use the 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. For questions or a different logo option, contact Communications staff.
- CTH Events Calendar:** [Submit your project events](#) for inclusion on CTH's online cultural calendar.
- Digital Humanities:** If your project is about history, contact Digital Humanities staff to discuss the possibility of publishing your project on ConnecticutHistory.org.
- Alert CTH of Changes:** For any major changes to your project, please contact Grants staff. Major changes include changes to use of CTH funds greater than 10% of your grant award, changes to key project personnel, and extensions to the grant period.
- Invite Legislators, CTH Board/Staff, and Media Contacts:** Send invitations for public events to your legislators and media contacts. To invite CTH board members or staff, please contact Grants staff.
- Submit Your Final Report:** Complete and submit your final report in the [CTH Grants Application Portal](#). The final report can be previewed at any point during the grant period and includes both narrative questions and a financial report. For questions about the final report, please contact Grants staff.