# cthumanities

# Checklist for 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).

- ☐ **Communications Form:** Complete the Communications Form in the CTH Grants Application Portal to help us publicize your project (follow the instructions in your grant notification email).

- ☐ **Set Up a Grant Management Meeting:** If this is your first time receiving a grant from CT Humanities in this grant line, reach out to Grants staff for a meeting to go over grant requirements and answer any questions about the grant. If you have previously managed a CT Humanities grant in this grant line, you are not required to set up a grant management meeting.

- ☐ **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 CTH 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 adapting your project for Connecticuthistory.org or Teach It.

- ☐ **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.