cthumanities

Checklist for Sponsorship Recipients

Congratulations on your Sponsorship! Please use this checklist throughout the Sponsorship period. Requirements are marked with a red asterisk. Other items are strongly recommended.

To reach Grants staff, email grants@cthumanities.org. For all other CTH staff, find Staff Contacts here.

Accepting Your Award:

☐ **Set Up Bill for Digital Payment*:** CT Humanities transitioned from sending paper checks for payments to electronic funds transfers using Bill in January 2023. For instructions on registering with Bill, click here. If you have previously received funds from CT Humanities through Bill, please confirm that the information in Bill is still accurate.

☐ **Sponsorship Agreement*:** Sign and submit your Sponsorship agreement in the CTH Grants Portal. Once logged in, you will see your Sponsorship on the Applicant Dashboard. Under "Documents Uploaded by Administrator," look for the Sponsorship agreement and click the link to download it. Under "Follow Up Forms," find your Sponsorship Agreement follow up form and click "Edit" on the far right. Upload and submit your signed grant agreement here. (For a video tutorial, click here.)

Publicizing Your Award:

The following publicity requirements are outlined in greater detail in the Public Relations Guidelines.

☐ **Communications Form*:** Complete the Communications Form in the CTH Grants Portal to help us publicize your event. You will find your Communications Form under "Follow Up Forms." (For a video tutorial on completing your Communications Form, click here.)

☐ **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. 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.

☐ **Invite CTH Staff/Board*:** To invite CTH board members or staff to your sponsored event, please contact Grants staff.

☐ **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.

☐ **CTH Events Calendar:** Submit your project events for inclusion on CTH's online cultural calendar.

☐ **Invite Legislators and Media Contacts:** Send invitations for public events to your legislators and media contacts. Find your legislators and media contacts through the Public Relations Toolkit.

Be sure to review the Public Relations Guidelines for more information and to review other recommendations for publicizing your award and your project.

During Your Grant Period:

☐ **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. For more information on contributing to Connecticuthistory.org, click here.

End of Grant Period:

☐ **Submit Your Final Report*:** Complete and submit your final report in the CTH Grants Portal under your Sponsorship's follow up forms. The final report can be previewed at any point during the grant period. For questions about the final report, please contact Grants staff. (For a video tutorial on completing your Final Report, click here. Please note that Sponsorships do not require financial reports.)