

# CThumanities

## Checklist for Grantees

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

To reach Grants staff, email [grants@cthumanities.org](mailto: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.
- Grant Agreement\***: Sign and submit your grant agreement in the [CTH Grants Portal](#). Once logged in, you will see your grant on the Applicant Dashboard. Under “Documents Uploaded by Administrator,” look for the grant agreement and click the link to download it. Under “Follow Up Forms,” find your Grant Agreement follow up form and click “Edit” on the far right. Upload and submit your signed grant agreement here. (For a video tutorial on submitting your Grant Agreement, [click here](#).)

### Grants Management Meeting:

- Grants Management Meeting\***: Your Project Director will receive a calendar invite to attend a Grants Management Meeting. Attending a Grants Management Meeting is required if you have not previously managed a CT Humanities grant in this grant line. If you are unable to attend, please feel free to reach out to Grants staff to request an individual Grants Management Meeting.

### 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 project. You will find your Communications Form under “Follow Up Forms.” (For a video tutorial on completing your Communications Form, [click here](#).)
- Thank Your State/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.
- 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, 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.
- Consider a CreativeGround Account**: [CreativeGround](#) is a regional directory for arts and cultural organizations and individuals. It can be a good way to publicize your organization for free.

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:**

- Change Request Form\***: Request approval for any major changes to your grant in the [CTH Grants Portal](#) under your grant's follow up forms. 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. (For a video tutorial on completing your Change Request Form, [click here](#).)
- Digital Humanities**: If your project is about Connecticut history, contact [Digital Humanities staff](#) to discuss the possibility of adapting your project for [Connecticuthistory.org](#) or [Teach It](#) for additional advertisement. 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 grant's follow up forms. 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. (For a video tutorial on completing your Final Report, [click here](#).)
- Consider Submitting for an Award**: Submitting your project for an award helps boost your project and organization and makes a good case for continued funding. You can find a list of awards to consider under "Other Resources" on the [Resources for Grantees page](#).