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. For all other CTH staff, find Staff Contacts here.

If you need any assistance navigating the CTH Grants Portal, there are tutorials at this link. Note that follow up forms are located in the left-hand panel, as well as under your grant under "Action Needed." Please feel free to contact Grants staff for additional assistance navigating the portal.

Accepting Your Award:

☐ **Set Up Bill for Digital Payment*:** For instructions on registering with Bill, click here. If you have not previously connected to CTH through Bill, we will also send an invitation to connect via email to your Grant Administrator (as listed in your application). 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, located in the left-hand panel. Before completing the form, go to the "Documents" tab and click on the blue file name for the Grant Agreement to download a copy of the agreement in Word. Once your Authorized Signatory has signed the grant agreement, upload the signed agreement into the follow up form in the portal, then click "Submit Follow Up."

Grants Management Meeting:

☐ **Grants Management Meeting*:** Your Project Director will receive a calendar invitation 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 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 located in the left-hand panel to help us publicize your project.

☐ **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 in the Change Request Form located in the left-hand panel. Major changes include changes to the use of CTH funds greater than 10% of your grant award, changes to key project personnel, and extensions to the grant period.

☐ **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 located in the left-hand panel. 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.

☐ **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.

Advocacy:

Telling your story and advocating to legislators helps to ensure continued support for the CT Cultural Sector. CTH has resources for advocacy, including a CT Economic Impact Calculator which can be used to estimate your organization's impact on the CT economy.