Checklist for Grantees

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

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

Accepting Your Award:

- ☐ **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.
- ❑ **Set Up Payment*:** CT Humanities uses Bill.com for grantee payments. If you have previously received funds from CT Humanities through BILL, there is nothing you need to do. If you are a new grantee, you will be contacted after your grant agreement has been signed and submitted.

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 strongly recommended, especially if you have not previously managed a CT Humanities grant in this grant line. If you are unable to attend, please reach out to the 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."
- ☐ **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.

- ☐ **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.

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. 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.

- ☐ **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. 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.