



Utah Humanities Council's  
Book Festival Partner Grant  
**Final Report Form (Parts A-D)**

**FOR OFFICE USE ONLY**

Date Contract Closed:  
\_\_\_\_\_

FY reported to NEH:  
\_\_\_\_\_

**PART A: Festival In-Brief**

Book Festival name (site):  
\_\_\_\_\_  
\_\_\_\_\_  
Grant number:  
\_\_\_\_\_  
Project director:  
\_\_\_\_\_  
Sponsoring organization:  
\_\_\_\_\_

FINAL BUDGET TOTALS	ACTUAL AMOUNT
UHC Grant Funds Expended	1)
In-Kind Matching Documented	2)
Cash Matching Documented	3)
(Add lines 2 + 3)	
TOTAL	4)

List each Festival program or activity (attach an additional sheet if necessary):

Location/Venue	Festival Event or Activity	Speaker	Audience #

**PART B: Fiscal Report**

**Check the following statements that are true:**

- UHC funds have been spent only as approved in the project budget.
  - We have complied with any conditions/stipulations included in the award letter.
  - Auditable financial records document expenditures of UHC funds and cash match on approved project activities.
  - In-kind contribution records indicate source, date, purpose, cost-bases, and dollar value.
  - All records will be retained for 7 years from the closing of this grant.
- OR**
- All records will be sent to UHC with this report where they will be retained for 7 years.

-OVER-

## PART C: Project Narrative and Evaluation

In at least ONE page for multi-program Festivals (1/2 page for single-program festivals) address the following:

A. Goals and Objectives:

Describe what goals and objectives you may have had for this year's Festival and to what extent those goals and objectives were met.

B. Planning and Publicity:

Describe the project planning process, activities, and evaluation. Discuss how publicity was disseminated and attach publicity samples.

C. Audience and Impact:

Please include a description of the interaction between those in the audience and between the audience and the presenter(s). Include highlights. What questionnaires or other means were employed to solicit feedback and what was learned?

D. Strengths and Weakness:

Comment on both strengths and weaknesses of the project and explain how, given the benefit of hindsight, it might have been improved. (Generally, it is as important to know what went wrong with a project as what went right.)

## PART D: Signature

By signing and submitting this final report, we certify that the above and attached information is accurate and truthful.

\_\_\_\_\_  
Project Director / Date