



Utah Humanities Council Museum Interpretation Grant Project Director Instructions

AWARD PACKET: Step 1

- A. Award Letter
Review for conditions and recommendations.
- B. Grant Agreement
Read carefully and review conditions, recommendations, and comments. Both copies should be reviewed and signed by the project director, fiscal agent and authorizing agent and return one copy to UHC at which point we can release up to 90% of award with a cash request. Keep second copy of the grant agreement for your records.
- C. Cash Request
Complete, sign, and return to UHC to receive 90% of the grant award and remaining 10% after submission of final reports. You are obligated to spend funds only as approved by UHC.

PUBLICITY, CHANGES TO PROJECT, AND CONFLICT OF INTEREST POLICY: Step 2

- A. Publicity
The project director is responsible for ensuring that the Utah Humanities Council (UHC) and the Utah Division of Arts and Museums' Office of Museum Services (DAM) are credited in all publicity and credited verbally at public programs. Exhibits and printed materials that benefit from a Museum Interpretation Grant should contain the following credit line: "Funds to support this (exhibit/project/program/brochure) have been provided by the Utah Humanities Council in collaboration with the Utah Division of Arts & Museums' Office of Museum Services." UHC and DAM/OMS must be credited orally—using this same language—at public programs that have benefited from a Museum Interpretation Grant. An electronic copy of UHC's logo is available at www.utahhumanities.org/GrantAdmin.htm. Language for the credit line may be modified with Grantor's advance approval.
- B. Changes to Project
All changes to project from what was outlined in the original grant application including key personnel, scholars, budget, and activities must have UHC approval prior to the changes being initiated. Changes need to be in writing and submitted to UHC.
- C. Conflict of Interest Policy
All grantees must abide by a conflict of interest policy that prohibits a financial or other interest by an employee, officer, or agent, his/her immediate family, partner, or organization which employs any of the above.

SUBMISSION OF FINAL REPORT: Step 3

- A. Final Report Form
Project Director, Fiscal Agent, and Authorizing Agent must complete and sign the final report form. Attach the written project narrative and evaluation to final report form. The written project narrative and evaluation form should be at least one page.
- B. Publicity Samples
Submit all publicity for the required public programs including but not limited to: newspaper and magazine articles, press releases, flyers, posters, programs, and copies of website page.
- C. Audience Evaluation Forms
An evaluation form is provided in the award packet. Grantees may modify the evaluation form, but they must still use questions that measure outcomes. Submit either a compilation or copies of the forms.
- D. Grant Period
Your grant has been assigned a grant period in which you may spend UHC funds and carry out project activities only within the grant period specified in the award letter and grant agreement. If your project cannot be completed within the grant period, you must submit an interim report with the extension request before the end of the grant period.