



Utah Humanities Council Project Director Instructions

AWARD PACKET: Step 1

- A. Award Letter
Review for conditions and recommendations from UHC's Board of Directors.
- B. Grant Agreement
Read carefully and review conditions, recommendations, and comments from UHC's Board of Directors. 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 UHC funds only as approved by UHC board.

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

- A. Publicity
The project director is responsible for ensuring that UHC is credited in all publicity and credited UHC verbally at programs and events. Publicity, printed materials, websites, publications, films, exhibits, displays, and advertisements created in the course of a project funded by UHC should display the UHC logo and include the following statement: "This program has received funding from the Utah Humanities Council. The Utah Humanities Council promotes understanding of diverse traditions, values, and ideas through informed public discussion." Language for the credit line can be modified with advance notice. An electronic copy of UHC's logo is available at www.utahhumanities.org/grantsadmin.htm
- B. Changes to Project
All changes to project from that outlined in the original grant application including key personnel, scholars, budget, and activities must have UHC's approval prior to the changes being initiated. Changes need to be in writing.
- 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 event 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
UHC has assigned your grant 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.