



Final Report Checklist

Formatting:

- Please print Final Reports on white paper using a 12-point font (Times New Roman or similar).
 - Final Reports should not be placed in binders or folders; place one paper clip or staple in the left-hand corner.
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Please include this checklist along with the following:

- Final Report Face Sheet
- Itemized Expenditures Form (**Humanities Council grant funds only**)
 - **Documentation of Grant Expenditures (e.g., receipts, cancelled checks, paid invoices.)**
- Documentation of In-Kind Cost Share (**Include one (1) form for each contributor**)
- Project Director's Evaluation
- Scholar's Evaluation

All forms must be completed in full and in agreement with original contract for grant to be satisfactorily closed. If you are interested in applying for another Humanities Council grant, please note that all previous grants must be closed out satisfactorily at least thirty (30) days prior to your submission of a preliminary application (Major grants only) or application (Small and DCCHP grants).



Final Report Face Sheet

GRANTEE/SPONSORING ORGANIZATION: Better World, Inc

GRANT #: 10-01-20	REPORT PERIOD	
	FROM: May 1, 2010	TO: April 30, 2010

LINE ITEM #	CATEGORIES	<u>HUMANITIES COUNCIL of WASHINGTON, DC Grant FUNDS</u>		<u>Cost-Sharing</u> (Total must meet or exceed grant)	
		<u>BUDGETED EXPENSE</u> (From Application)	<u>DISBURSEMENTS</u> (Actual Expenditure of Grant funds)	CASH	IN-KIND
1	HONORARIA	\$1500.00	\$1500.00	\$1000.00	
2	SALARY/WAGES	\$1500.00	\$1500.00		\$5000.00
3	TRAVEL				
4	SUPPLIES				
5	PUBLICITY				
6	PRINTING	\$1000.00	\$988.65	\$462.46	
7	PROMOTION	\$500.00	\$511.35	\$965.24	
8	COPYING				
9	POSTAGE				
10	TELEPHONE				
11	EQUIPMENT/FACILITIES RENTAL	\$500.00	\$500.00		\$2000.00
12	EVALUATION				
13	OTHER (EXPLAIN)				
	TOTALS	\$5000.00	\$5000.00	\$2427.70	\$7000.00

Total payment received	\$4500.00		Remaining funds requested	\$500.00
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We certify that the above information is true and correct and that all expenditures were incurred solely for the purposes of the above - numbered grant during the grant period, in accordance with agreed conditions of the award.

SIGNATURE: _____ DATE _____ PHONE #: _____
Project Director

SIGNATURE: _____ DATE _____ PHONE #: _____
Fiscal Agent



Itemized Expenditures Form (Humanities Council Grant Funds Only)*

GRANTEE/SPONSORING ORGANIZATION: Better World, Inc

GRANT #: 10-01-20	REPORT PERIOD	
	FROM: May 1, 2010	TO: April 30, 2010

EXP. #	DATE	PAYEE	DESCRIPTION OF EXPENSE	LINE ITEM #	AMOUNT
1	7/5/2010	Dr. Smith	For role as project scholar	1	\$1500.00
2	9/1/2010	Jane Doe	Research	2	\$500.00
3	9/15/2010	Robert Brown	Research	2	\$1000.00
4	11/2/2010	Next Day Printing	Printing of programs	6	\$988.65
5	11/5/2010	The Express	Newspaper Ad	7	\$511.35
6	11/8/2010	The Downtown Theatre	Performance Space	11	\$500.00
7					
8					
9					
10					
11					
12					
13					
14					
TOTAL					\$5000.00*

* The itemized account of the grant funds is reflective of the amounts listed in the Disbursement column of the Face Sheet. The totals should be the same for both.



The National Endowment for the Humanities requires that grantees maintain a written report of time spent on the grant project which is signed and dated by employees and volunteers, and approved by the project director. Cost-sharing provided through the contribution of in-kind goods and services must be supported by documentation signed and dated by either an official of the organization or the individual who is providing the goods or services. The record shall contain a description of the goods or services provided and the basis for determining their value.

Documentation of In-Kind Cost-Sharing Contributions
 (One (1) Form is required for each contributor)

This is to document the following goods or services provided by:

Dr. Paula Johnson	
(NAME)	
<i>as a cost-sharing contribution for:</i>	
The Humanities Extravaganza	
(PROJECT TITLE)	
GRANT #:	10-01-20

1. Description of goods or services performed:

Project research and writing

2. Period of time when the services were performed or goods provided: (Specify number of hours per day, week, or month. Include dates.)

10 hours per week for 4 weeks. 6/1/2010-6/30/2010

3. Basis for determining value: (See attached)

Based on the average rate of \$50/hr.

4. Total value:

\$2000.00

I hereby certify that the contribution reported herein has not and will not be paid from any federal funds and further that said contribution has not and will not be used as matching for any other federally funded programs.

DATE: 8/11/2010 Signature of Contributor Dr. Paula Johnson

Signature of Project Director _____



In-kind contributions represent the value of non-cash contributions provided by (1) the regrantee, (2) other public agencies and institutions, and (3) private organizations and individuals. In-kind contributions may consist of charges for real property and equipment, and value of goods and services directly benefiting and specifically identifiable with the regrant program.

Specific procedures for placing a value on in-kind contributions are as follows:

- A. Valuation of volunteer services. Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Each hour of volunteered services may be counted as matching share if the service is an integral and necessary part of an approved program.
 - (1) Rates for volunteer services. Rates for volunteers should be consistent with those regular rates paid for similar work in other activities. In cases where the kind of skills required for the funded activities are not found in the other activities of the regrantee, rates used should be consistent with those paid for similar work in the labor market in which the regrantee competes for the kind of services involved.
 - (2) Volunteers employed by other organizations. When an employer other than the regrantee furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead cost) provided these services are in the same skill for which the employee is normally paid.
- B. Valuation of materials. Contributed materials include office supplies, maintenance supplies, or workshop and classroom supplies. Prices assessed to donated material included in the matching share should be reasonable and should not exceed the cost of the materials to the donor or current market prices, whichever is less, at the time they are charged to the project.
- C. Valuation of donated equipment, buildings, and land or use of space.
 - (1) If the purpose of the regrant is to support activities that require the use of equipment, buildings or land on a temporary or part-time basis, depreciation or use charges for equipment and buildings may be made; and fair rental charges for land may be made provided that the Council has approved the charges.
 - (2) The value of donated property will be determined as follows:
 - (a) Equipment and buildings. The value of donated equipment or buildings should be based on the donor's cost less depreciation or the current market prices of similar property, whichever is less.
 - (b) Land or use of space. The value of donated land or its usage charge should be established by an independent appraiser (i.e., private realtor) and certified by the responsible official of the regrantee.
- D. Valuation of other charges. Other necessary charges incurred specifically for and in direct benefit to the regrant program on behalf of the regrantee may be accepted as matching share provided that they are adequately supported and permissible under the law. Such charges must be reasonable and properly justifiable.
- E. The following requirements pertain to the regrantee's supporting records for in-kind contributions from private organizations and individuals:
 - (1) The number of hours of volunteer services must be supported by the same methods used by the regrantee for its employees.
 - (2) The basis for determining the charges for personal services, material, equipment, buildings, and land must be documented.