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*Exploring Our Heritage  
Shaping Our Community*

## **Grantee's Final Project Evaluation Report**

Revised February 2007

Your final payment of grant funds will be released upon receipt of a complete final project evaluation report. The deadline for your final report is indicated on the first page of your grant award contract.

The following three sections are designed in a general way to suit a variety of project formats. Consequently, you may have to make small adjustments.

- I. DESCRIPTIVE DATA
- II. PROJECT EVALUATION NARRATIVE
- III. FINANCIAL EXPENDITURES REPORT

We welcome your advice before, during, or after your project on how we might improve these evaluation procedures. If you have questions about these reporting guidelines, please contact Executive Director, Michael Bouman.

### **Electronic Report Submission**

Beginning 2007, you are encouraged to download the Final Report WORD document, complete it on your computer, and attach the finished copy to an e-mail to Michael Bouman ([Michael@mohumanities.org](mailto:Michael@mohumanities.org)). If this poses a difficulty, you may certainly use conventional means of filling out the forms and mailing them by "snail mail." E-mail submission will be promptly acknowledged. There is no need to send "hard copy" if you submit electronically.



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## PROJECT DESCRIPTIVE DATA

Grant Number:

Project Title:

Sponsoring Organization:

Project Director:

### **List each event/activity of the project.**

Note: If the project entails a conference (multiple sessions on the same day for the same audience), there is no need to consider each plenary session and each break-out session as distinct "events." You can consider the conference sessions as a single event with a single audience count unless you think there is a need to break things down into greater detail.

If the project entails sessions at multiple venues or sites, please record details.

Treat a stationary exhibit as a single "event" with a range of dates and one estimate of attendance.

Expand the table on the following page as necessary by typing into the cells and using the TAB key to advance. If you need a new row it will be created automatically when you TAB after entering data in the last cell.

Date(s)	Activity Type*	Scholar Names (presenters)	Audience count	Audience notes**	Venue***	City/County

**\*Types of activity:** We have tried to simplify and standardize into large categories of activity.

1. Media projects (producing/lending/broadcast)
  - a. Television (includes only projects that are televised)
  - b. Radio
  - c. Technology (CD-ROM, **web projects**)
  - d. Film, Slide, Photography, Video
2. Publications (newsletters, magazines, catalogues, brochures, guides, books)
3. Exhibitions
4. Discussion programs (book, film, lecture and discussion, conversations)
5. Conferences, Symposia, Lectures (with no discussion)
6. Literacy projects (READ from the START , Motherread, etc.)
7. Festivals (book, film, theater, fairs, celebrations)
8. Chautauqua (include living history presentations, history theater)
9. Speakers Bureau
10. Collegiate fellowships/research projects (scholars, databases, oral history); fellowships in this category refer only to collegiate faculty
11. K-12 teacher projects (institutes or seminars, workshops, fellowships, curricular projects, awards)
12. Student projects (History Day, authors or scholars in schools, oral history)
13. Preservation and access projects (historic buildings, photographs, dictionaries of language)
14. Local history projects (cultural heritage tourism, sister cities, walking tours, site presentations, cultural trips, research and local oral history projects)

**\*\*Audience Notes:** We would like to know if programs attract or serve specific elements of the U.S. population. Ethnicity is not easily defined, but if you estimate that some percentage of the participants are from distinct populations, please indicate as best you can. Here are some examples, all of which would be worthwhile:

African Americans	Native Americans	Latinos	Recent immigrants	Asian Americans
German descent	Irish descent	French descent	Single parents	Teen parents
Youth	Children	Seniors		

**\*\*\*Venue:** Please specify the place of the activity as well as its city and county. We are especially tracking activities in museums and libraries. Examples: First Methodist Church, Pike County Fair Grounds, Pony Express Museum, Marshall Public Library, Creve Coeur Community Center.

**Evaluation Narrative:** Please add a few paragraphs below about the success of these activities, how your organization learned or grew from this project, and what you would do differently if given the opportunity.

## Final Financial Report

Budget Category	MHC Funds Expended	Grantee Expended (cash or in-kind)
ADMINISTRATION Project Director		
Fiscal Agent		
Other		
HONORARIA		
TRAVEL Transportation		
Per Diem		
OFFICE COSTS Telephone		
Duplicating		
Supplies		
Postage		
Office Space		
Equipment		
Other		
PROGRAM FACILITATION Meeting space rental		

A/V rental		
Exhibit fabrication		
Media production costs		
Design costs		
Printing costs		
Other		
PROMOTION – ADVERTISING Design and Printing		
Print advertisements		
Radio/TV/Web ads		
Bulk-rate postage		
Other		
INDIRECT COSTS	Not payable	
MISCELLANEOUS		
TOTAL EXPENDITURES Grantee expenditures must equal or exceed MHC expenditures		

Please briefly explain the variances between the approved budget and what was actually spent.

Project Director signature and date: \_\_\_\_\_

Fiscal Agent signature and date: \_\_\_\_\_