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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. MHC GRANT FINAL REPORT COVER
- 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, Geoffrey Giglierano.

### **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 Geoffrey Giglierano ([Geoff@mohumanities.org](mailto:Geoff@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.

## MHC Grant Final Report Cover Sheet

Program Name:

Date:

Sponsoring Organization:

Location:

Brief Description:

Attendance:

Scholars:

**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: \_\_\_\_\_