



wisconsin | humanities | council  
*community through conversation*

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## AFTER YOU RECEIVE A WHC GRANT

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### AWARD PAPERWORK AND RELEASE OF FUNDS

A grant award notice will be sent to all successful applicants within ten business days of the mailing of the award notification letter. If your project period is 3 months or less, a first check will also be sent. Further requests for advance payment may be submitted as often as needed. State agencies will be paid on a reimbursement basis.

### CALENDAR OF EVENTS

Most grant recipients will receive a calendar of events form with their grant award notice. Please complete and return this to the WHC as soon as possible so that we can include information about your program(s) in our own public announcements. Please remember to inform the WHC of any subsequent changes to your schedule.

### EVALUATION

The WHC arranges for an evaluation of many major and selected mini-grants. These evaluations are conducted by WHC staff, council members, or outside evaluators hired by the WHC. WHC staff may share the results of this evaluation with the project director and with the council.

### PROJECT PERIOD

The project period begins with the award of the grant and ends on the date specified by the applicant on the application cover page. Grantees may submit a written request to extend the project period.

### FINANCIAL AND PROGRAM REPORTS

Final financial and program reports should be sent to the WHC within 90 days of the end of the project period. Payment request forms, final financial report forms, and a copy of the WHC's *Guidelines for Fiscal Agents* are sent to the fiscal agent when a grant award is made. The final program report form is sent to the project director. With the program report, the WHC requests a summary of any information obtained through audience questionnaires, any significant written comments received from participants, and copies of any press coverage that the project received.

For major grants, the WHC will withhold payment of 10% of the award until the final reports have been received. Failure to file timely reports may result in termination of the grant.

### ACKNOWLEDGMENTS, PUBLICATIONS, AND COPYRIGHT

All promotion, publicity, news releases, and public announcements of your project or event(s) must display prominently an acknowledgment of WHC and NEH funding. Your grant award letter will specify the language to be used. Grant recipients are also encouraged to use the WHC logo on publicity and program materials.

Publications (written, visual, or sound) resulting from a WHC grant should also include an acknowledgment of WHC and NEH funding. A copy of the publication should be given to the WHC. The NEH and the WHC reserve a non-exclusive license to use and reproduce for government purposes, without payment, any publishable matter, including copyrighted matter, resulting from a grant.

## **PROGRAM ACCESSIBILITY**

In compliance with the Americans with Disabilities Act (ADA), the Wisconsin Humanities Council encourages grantees to consider a variety of means to reach audiences that include people with hearing disabilities and the visually impaired. The WHC staff can provide advice on securing the services of interpreters for people with hearing disabilities through the State Department of Health and Social Services or producing tapes of readings for discussion programs.