

Nevada Humanities Project Grants Final Report Checklist

Your final report should include the following components:

- Final financial statement, showing actual revenues and expenses for the project.
- A check for any unused grant funds payable to Nevada Humanities, or a request for the final payment in the exact amount needed to close the grant.
- A narrative evaluation of the project, responding to each question in the Final Report/Project Evaluation.
- If you have publication quality photos from your event, please attach them as email attachments along with your report. Include identification of the people pictured and the date.
- If you conducted an audience survey or had audiences fill out an evaluation, please provide us with a copy of the questionnaire used and a summary of the data collected.

If your grant created publications or media products, please send two copies to the Reno office: Nevada Humanities, P.O. Box 8029, Reno, NV 89507.

Please Remember: The final project report is due within 90 days of the last event of the grant period.

Submit the final narrative and fiscal reports as Microsoft Word or rich text documents to Nevada Humanities at maryt@unr.edu