



HUMANITIES KANSAS

Checklist for Project Director SHARP Recovery Grants

Use this checklist as a guide to manage your Humanities Kansas (HK) grant.

- Review all of the documents on the Forms for SHARP grants page:
<https://www.humanitieskansas.org/grants-programs/forms-for-sharp-recovery-grant-recipients>
- Sign and return one copy of the **Grant Agreement** *immediately*. Keep one copy for your files.
- Review the instructions on **How to Manage Your Grant** and compare the **Master Budget** approved by HK with the budget you originally proposed. Work with your fiscal officer to set up your financial accounts.
- Remember that all promotional and printed materials must credit HK support.
- Consider notifying the Kansas Congressional delegation and your state legislators about your project.
- Distribute a press release to local media announcing the grant award. A press release template is available on the Forms for SHARP Recovery Grants page.
- Once all funds are spent, complete the online **SHARP Project Director's Report** and submit to HK by the date specified in your **Grant Agreement**.