

Voices and Votes: After the Exhibition

When the *Voices and Votes* exhibition leaves your community, you will need to submit to HK the following, **within three weeks (21 days)**:

- 1. Closeout Report.** The closeout report is provided for you in the Exhibition Support Manual and online at humanitieskansas.org. MoMS staff will email a link to the closeout report at the conclusion of the exhibit. One copy of this report is submitted to MoMS and one copy is sent to HK. Here are suggestions to help you write a thoughtful report at the project's end.
 - Record attendance at all public events
 - Count or estimate visitor attendance to exhibit
 - Make notes as the project progresses, rather than waiting until it's over
 - Take photographs at public events. This can jog your memory after the event
 - Seek feedback from speakers, staff, or volunteers involved in the project
 - Send copies of press clippings and promotions
- 2. Master Budget Report Form.** This shows HK how your program funds were actually used as well as local in-kind or cash contributions (cost share). You'll need to use exact dollar amounts and note any major changes from the original budget. Host Sites will be responsible for completing the "Expenditures/Contributions" columns on the Master Budget Report form.

Reminder, cost share (expenses not covered by HK funds) can include:

 - Total donation of paid staff hours (hours multiplied by hourly wages)
 - Total donation of volunteers
 - Value of facilities (including exhibition site and program activity sites)
 - Value of advertising, both purchased and donated
 - Cash gifts received from local groups in support of the project (civic clubs, businesses, etc.)
 - Other (program expenses; administrative expenses such as telephone, refreshments, etc.)
- 3.** A summary of the information you collected from your **Visitor Survey**. A sample copy of this survey is in your packet. *Note: Please do not alter the questions in the visitor survey. HK will send an official survey prior to the exhibition opening.*

MAINTAINING THESE RECORDS

The organizations managing HK funds at each site should maintain the records of all project expenditures for three years or forward the records to HK. This is a standard practice with all HK projects.