



How To Manage Your HK Grant

Organization is key when managing the bookkeeping and reporting requirements for an HK grant. Below are tips to keep you on track.

HK receives federal funding, so grantees must follow the U.S. Office of Management and Budget rules for record keeping. Questions? Contact Leslie VonHolten, Director of Grants & Outreach, (785) 357-0359, LVH@humanitieskansas.org.

Getting Started

First things first—sign and return one copy of the Grant Agreement with a completed ACH form for direct deposit (required). Include a voided check from your account. Retain one copy of the agreement for your records.

Grant Payments

Once HK receives the signed grant agreement, we will send you 90% of the Action Grant or Culture Preservation Grant. HK will retain 10% of the grant until final reports are received at the end of the project.

For Humanities For All Grants over \$5,000, HK will send you up the first \$5,000 for a three-month period. As you need additional funds, submit the Request for Funds form found on the HK website, "Forms for Humanities for All Grant Recipients." With all grants, HK will retain 10% of the grant until final reports are received.

Event Reporting

You are required to inform HK of upcoming events related to your funded project. Events will be posted on the HK website and possibly social media. [Report your events here.](#)

Keeping Financial Records

HK requires that you keep a receipt for all project expenditures, whether from grant moneys or from your organization's cost share. A receipt may be an invoice, sales slip, cash register tape, etc. Canceled checks cannot serve as receipts. You will not have independent documentation for many kinds of expenses, such as staff payroll, mileage, honoraria payment, room rental cost share, or donated advertising, but a spreadsheet can be used to track these expenses. Staff and volunteer hours should be tracked and documented. It is a good idea to draw up a simple contract with all special project staff, speakers, or consultants.

You do not need a separate checking account. However, you do need a system for tracking grant expenditures separately from your organization's other financial activities. HK recommends using a separate accounting number, line item for the grant, and/or a spreadsheet. When it comes time to complete the final financial report for the grant, totals can be easily drawn from the spreadsheet.

Final Reports Required at the End of the Grant

To close the grant, the following reports must be submitted to HK:

1. Master Budget Report
2. Project Director's Final Report
3. Observer Evaluation Forms (Action Grants and Humanities For All Grants only)

For the Master Budget Report, you must complete the *Expenditures/Contributions to Date* column. Use exact figures. Don't round off. If you have grant funds remaining at the end of the project, a refund check should accompany your final report. If there is a balance due on the grant, HK will send you a check for that amount.

The Project Director's Final Report is a written narrative describing the outcome of the project. A few suggestions for writing a thoughtful report:

- Make notes as the project progresses, rather than waiting until it's over
- Hold a follow-up meeting with the planning committee, project staff, or consultants
- Record attendance at programs and events
- Photographing events will help jog your memory when writing the report

The Observer Evaluation form is an example of the type of evaluation you might distribute to audience members at each event. Feel free to design your survey with questions specific to your topic. HK recommends that you assign evaluators rather than give a form to every audience member.

Final Report Deadline

Final reports must be submitted to HK within 90 days after the end of your grant period. The grant period is specified in your Grant Agreement. If your reports are not received by the due date and you have not requested an extension, your organization becomes ineligible for grants from HK until the reports are received.

Budget Changes

The Master Budget Report (final page of your grant award) shows the budget amounts approved by HK. We realize that things can change during the course of your project. You are free to move funds from one approved budget line to another, as long as it does not significantly alter the scope and purpose of the project.

You should seek written approval (typically email) from HK in advance for the following budget changes:

- The addition of new expenditure categories, new personnel, or scholars
- The transfer of one line item from cost share to HK grant funds
- Change in the nature of the project (for example, you decide to hold a symposium on the Dust Bowl instead of producing an exhibit on the topic)

Schedule Changes and Requesting Extensions

You are required to notify HK of event dates, times, and locations. If your project cannot be completed within the original grant period, please let us know. In most cases, we can approve extensions.

Storing Records at the End of the Grant

Government regulations say that you must maintain all grant records (ledgers, receipts, voucher, and canceled checks) for 3 years after the close of the grant. If you prefer to send these records to HK with your final report, we will maintain them. If you keep the records, you should be prepared to make them available in the event of an audit.

IRS Reporting Requirements

If you pay any speaker or consultant not employed by your organization \$600 or more in a given year, you are required to file a Form 1099 with the IRS. Consult your accountant or local IRS office for details. This reporting is not HK's responsibility.

Questions? We are here to help. Contact Leslie VonHolten, Director of Grants & Outreach, (785) 357-0359, LVH@humanitieskansas.org.