



**HUMANITIES
KANSAS**



Close-out Report Crossroads Partner Sites

Humanities Kansas (HK) asks that you report the outcome of your project by answering the questions on this form. Feel free to add additional pages, if needed. Please attach any press clippings, photographs of activities, or other material associated with the project.

When your project is over, you will need to submit to HK the following within three weeks:

- Master Budget Report Form
- Closeout Report
- Copies of Visitor Surveys
- Copies of Postcards from Mailbox Activity

Please submit this material to: Abigail Kaup, Program Officer
 Humanities Kansas
 112 SW 6th Ave, Suite 400
 Topeka, KS 66603
abigail@humanitieskansas.org
 785-357-0359

Organizational Information

Partner Site Organization _____

Project Director _____

Project Scope

What was the title of your project?

Please describe the local exhibitions, programs, events, and activities that were developed as part the project. Include both activities funded with the grant and activities funded with cost share.

MASTER BUDGET REPORT FORM

PLEASE REPORT ACTUAL DOLLARS & CENTS

Humanities Kansas
112 SW 6th Avenue, Suite 400
Topeka, KS 66603 (785) 357-0359

NAME OF GRANTEE: _____ DATE: _____
 ADDRESS: _____
 GRANT NUMBER: _____ PROGRAM TITLE: _____

GRANT PERIOD from: _____ to: _____

MASTER BUDGET			EXPENDITURES/CONTRIBUTIONS			
	HK GRANT FUNDS	COST SHARE In-Kind & Other Cash	TOTAL	HK GRANT FUNDS	COST SHARE In-Kind & Other Cash	TOTAL
	\$	\$		\$	\$	\$
1. Project Staff						
2. Honoraria						
3. Travel						
4. Promotion Expenses						
5. Supplies, Postage, & Telephone						
6. Equipment & Facilities						
7. Printing & Program Materials						
8. Other - Refreshments			000			
TOTAL	\$1,500.00	\$	\$	\$	\$	\$
Total Grant Payments Received to Date				\$		
Unexpended Balance on Hand				\$		
Balance Due on HK Funds				\$		

**Please report actual dollars
& cents**

AMOUNT REQUESTED IN FINAL REPORT \$ _____

Certification

I/We certify that the foregoing information is true and correct, and that all expenditures/contributions were incurred solely for the purpose of the above numbered grant during the grant period, and in accordance with the agreed conditions of the award.

PROJECT DIRECTOR _____ SIGNATURE: _____

FISCAL OFFICER _____ SIGNATURE: _____

MAKE CHECK PAYABLE TO _____

MAIL CHECK TO (INCLUDE ADDRESS): _____

Programs & Events

Please check the types of programs, events, and activities that were developed as part of your project, both grant-funded and cost share. Include estimated attendance.

Activity	Attendance / Participation
<input type="checkbox"/> Exhibition	_____
<input type="checkbox"/> HK Speakers Bureau	_____
<input type="checkbox"/> Discussion Programs (panel discussion, lectures, forums)	_____
<input type="checkbox"/> Off site programs (ex: bus tour to neighboring organization)	_____
<input type="checkbox"/> Reading/Book Discussion Programs	_____
<input type="checkbox"/> Chautauqua	_____
<input type="checkbox"/> Photo Contests	_____
<input type="checkbox"/> Student projects (contests, reading programs, etc)	_____
<input type="checkbox"/> Festivals/Openings	_____
<input type="checkbox"/> Radio/TV program/You Tube	_____
<input type="checkbox"/> Musical Performances	_____
<input type="checkbox"/> Craft Demonstrations	_____
<input type="checkbox"/> Storytelling	_____
<input type="checkbox"/> Oral history workshops/projects	_____
<input type="checkbox"/> Preservation workshops	_____
<input type="checkbox"/> "How to..." workshops	_____
<input type="checkbox"/> Film Festival / Video Discussion Program	_____
<input type="checkbox"/> Other (Please describe: _____)	_____

Organizational / Professional Development

Was the **Statewide Planning Meeting** helpful or not. Explain why?

Yes Did not Attend No

Participation in this project (mark all that apply)....

- improved professional practices among staff.
- increased knowledge of educational practices.
- provided ideas for new exhibition techniques within the organization.
- enabled research of local history in new ways.
- resulted in new objects added to the permanent collection.

Project Partners

Did other local organizations collaborate with you in support of this project? Yes No

If so, please list collaborating local organizations:

Community Impact

In general, how would you characterize the audience's overall response to the project?

Exhibit excellent good fair poor

Programs/Activities excellent good fair poor

Participation in this project (mark all that apply)...

- forged new alliances with community groups.
- strengthened relations with government officials.
- enlarged our community membership base.
- created new fundraising partnerships
- Other? Please Describe: _____

Attendance Profile

What was the total estimated attendance for the duration of the project?

For the Exhibit: _____

For Programs/Activities/Events: _____

Total Attendance _____

Is this a change in (estimated) attendance compared to the same time last year?

- Decrease
- No Change
- 1-20% increase
- 21-40% increase
- 41-60% increase
- More than 60% increase. It was a _____% increase.

Visitor Origin (approximate percentage) Local _____%

 Out of Town _____%

Broadening Access

Did you notice a change to visitor demographics during the project? Yes No

If so, in what way (Mark all that apply)

- More school groups
- More professionals
- More retired people
- People who had never been to our organization before
- People who drove long distances
- More families
- Other? Please describe: _____

Did this project raise the visibility of your organization in your region? Yes No

How so? Please explain:

Revitalizing Education

_____ # of school groups that visited, with a total of _____ # of children

_____ % Elementary School _____ % Middle School _____ % High School

How were students involved with the project? (Describe student activities or research)

Did participation in this project create a positive collaboration with schools?

Yes No Collaboration at all No change form previous collaboration with schools

Economic Impact

In addition to the support you received from HK, did you seek and find **local financial support**?

Yes No

If so, amount raised through:

Non-HK Grants: _____
Active Fundraising (ex: Corporate Sponsor): _____
Gift shop sales: _____
Passive donations (ex: donation box) _____
Other: _____ (specify): _____
Total amount raised: _____

In-Kind Support

Number of volunteers that served your organization during the project: _____

Number of **new** volunteers for this project: _____

Total number of **hours** volunteered during the project: _____

Calculate! *This is a great way for your organization to discover the equivalent financial value for work done by volunteers during your project. Use the formula below to discover just how much community support your organization has received with the Partner Site project.*

Total Volunteer Hours _____ x \$15/hr (Standard HK rate) = Total Volunteer Value \$ _____

Will any of the new volunteers continue serving your organization after the project is complete?

Yes No

Publicity

Please list which methods of publicity you utilized. Indicate type of publicity and estimated number of people reached with the coverage for each.

PRINT MEDIA

Title of Newspaper/Magazine	Number of articles	Press Release	Reported Story	Estimated Reach
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

BROADCAST MEDIA

Radio/TV Station/YouTube	Number of broadcasts	PSA	Reported News Coverage	Estimated Reach
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

DOOR TO DOOR DISTRIBUTION

	Approximate number distributed	Estimated Coverage/Reach
<input type="checkbox"/> Flyers	_____	_____
<input type="checkbox"/> Postcards	_____	_____
<input type="checkbox"/> Posters	_____	_____
<input type="checkbox"/> Other	_____	_____

DIGITAL MEDIA

	# of posts/pins	# of likes (on the posts)	# of followers of your organization
<input type="checkbox"/> Facebook	_____	_____	_____
<input type="checkbox"/> Twitter	_____	_____	_____
<input type="checkbox"/> Pinterest	_____	_____	_____

Did you use a website to promote your project?

No Yes, namely: _____

Did you use hashtags? No Yes, namely: _____

Did you have any other forms of publicity? Please Describe:

What promotional aspects did you find useful? (Mark all that apply)

- Sample Press Release
- Tour Brochure
- Feature Article
- HK website (www.humanitieskansas.org)
- HK Blog "Kansas Stories" (www.humanitieskansas.org/get-involved/kansas-stories)
- HK Facebook page (www.facebook.com/humanitieskansas)
- HK Twitter (www.twitter.com/humanitiesks)
- Museum on Main Street Manual
- Museum on Main Street disc of press images
- Other (Please describe)

Your Thoughts (Optional Anecdotes)

We truly value your input and want to take your feedback into account when planning for our next initiative. Please use these "sentence-starter" to inspire your response. We appreciate details and stories. Feel free to add more pages as needed.

"The project gave us insight into Kansas history and culture by..."

"The project spurred conversation between people of different ages, generations, and/or backgrounds, especially in when talking about..."

"This aspect of the experience was the most fun/rewarding for the community..."

Optional

Please share an anecdote about your community's experience with the project. Did a researcher discover a previously unknown story? Did a visitor or participant make a special connection? We may use your human-interest story in future HK publications.

Thank You!

When complete, please submit to:

Abigail Kaup, Program Officer

Humanities Kansas

112 SW 6th Ave, Suite 400

Topeka, KS 66603

abigail@humanitieskansas.org

785-357-0359