



Humanities Kansas (HK) asks that you, the Project Director, report the outcome of your project by:

- Answering the questions on **Project Director’s Final Report**
- Provide copies of *The Art of Voting* **Visitor Survey**
- Provide copies press clippings, photographs, or other materials associated with the project.

Submit final reports to HK by **March 15, 2021**. Reports can be emailed or mailed.

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Organizational Information

Organization: _____

Project Director: _____

Exhibition Scope

Exhibition Display Dates: _____

Estimated Attendance for Exhibition: _____

Programs and Activities

Additional programs and activities related to *The Art of Voting* exhibition were not required. However, if you happened to do some, we’d like to know more! If you didn’t do any, please leave this section blank.

Please provide a brief description of any in-person and/or virtual activity along with an estimation of total participants. (Note: if an in-person activity or TV film, radio, or podcast was also streamed virtually, count it as both an in-person activity **and** a virtual activity. For programs with recurrent events, such as a book club, count each individual meeting as one activity):

In-Person Humanities Activities

- | | |
|----------|---------------------------------|
| 1. _____ | Attendance/Participation: _____ |
| 2. _____ | Attendance/Participation: _____ |
| 3. _____ | Attendance/Participation: _____ |
| 4. _____ | Attendance/Participation: _____ |
| 5. _____ | Attendance/Participation: _____ |

Total Number of In-Person Activities: _____

Total Number of In-Person Participants: _____

Virtual Humanities Activities

- 1. _____ Attendance/Participation: _____
- 2. _____ Attendance/Participation: _____
- 3. _____ Attendance/Participation: _____
- 4. _____ Attendance/Participation: _____
- 5. _____ Attendance/Participation: _____

Total Number of Virtual Activities: _____
 Total Number of Virtual Participants: _____

Did you produce any of the following? If so, please describe:

- TV programs: _____ Total Viewers/Listeners: _____
- Films: _____ Total Viewers/Listeners: _____
- Radio Segments: _____ Total Viewers/Listeners: _____
- Podcast episodes: _____ Total Viewers/Listeners: _____

Total number of viewers and listeners of new TV programs, films, radio segments, and podcast episodes on **owned** channels (i.e., social media pages, website, etc.): _____

Total number of viewers and listeners of new TV programs, films, radio segments, and podcast episodes on **non-owned** channels (i.e., social media pages, website, etc.): _____

Publicity

Let us know how you promoted the exhibit in your community. Please check each method of publicity you utilized. Indicate type of publicity and estimated number of people reached with the coverage for each.

PRINT MEDIA

- Newspaper/Magazine: _____ Estimated Reach: _____
- Radio/TV Station: _____ Estimated Reach: _____

DISTRIBUTION

- Posters
Distributed: _____
Estimated Reach: _____
- Flyers
Distributed: _____
Estimated Reach: _____

SOCIAL MEDIA

- Facebook
of Posts: _____
of Likes: _____
- Twitter
of Posts: _____
of Likes: _____
- Instagram
of Posts: _____
of Likes: _____

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

Local Contributions Report

Local contributions, also known as cost share, ensure that Humanities Kansas is able to meet its requirements to the National Endowment for the Humanities. Remember, everything used or done in support of hosting the exhibition in your community has a value. Calculate your investment in *The Art of Voting* exhibition following the example below.

EXAMPLE

Your Costs

Project Administration

- 2 staff person, 2 total hours for exhibit set up X \$20 = \$40.00
 - 1 staff person, 1 total hours for clean-up X \$20 = \$20.00
 - 3 volunteers, 6 total hours for volunteers X \$15 = \$90.00
-

PROJECT ADMINISTRATION

YOUR COSTS

- _____ staff person, _____ total hours planning X \$20 = _____
- _____ staff person, _____ total hours for exhibit set up X \$20 = _____
- _____ staff person, _____ total hours for clean-up X \$20 = _____
- _____ volunteers, _____ total hours for volunteers X \$15 = _____

PROMOTIONS AND ADVERTISEMENTS

Note: even if you did not pay for this type of advertising, there is an assigned cost share value for each.

- _____ total hours planning PR X \$20 = _____
- _____ total hours designing and hanging up posters X \$20 = _____
- _____ articles in your organization's newsletter X \$25 = _____
- _____ notice on your organization's website X \$25 = _____
- _____ notice in the local newspaper calendar of events X \$25 = _____
- _____ ad in your local newspaper X \$50 = _____
- _____ article in your newspaper X \$100 = _____

EQUIPMENT AND SPACE USAGE

Note: even if you did not pay to rent the space, there is a fair market value for meeting room usage.

- Exhibition space @ \$100 value = _____

OTHER (please describe)

- _____
- _____
- _____
- _____

TOTAL:

Your Thoughts

We truly value your feedback! Please share any anecdotes about your community's experience with the project. Did a visitor or participant make a special connection? Use the "sentence-starter" to inspire your response. We appreciate details and stories. We may use your story in future HK publications!

"This exhibit was important to my community because..."

"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..."

Thank You!

When complete, please submit to:
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