

How To Manage Your HK Grant

The following explains how to manage the bookkeeping and reporting of a Humanities Kansas (HK) grant. 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

To get started, sign and return one copy of the Grant Agreement. Retain one copy for your organization's records. Consider notifying your state legislators and Congressional delegation about the grant. Mail and email are effective for reaching members of Congress. For your local legislators, email or a letter mailed to their office in the Kansas Statehouse is best.

Grant Payments

Once HK receives the grant agreement and copies of legislative letters, we will send you 90% of the **Mini Humanities For All Grant** or **Culture Preservation Grant**. For **Major Humanities For All Grants**, the Request for Grant Funds form (included in this packet) must be submitted to request the first payment. HK will send you up to \$5,000 for a three-month period. As you need additional funds, submit additional Request forms. With all grants, HK will retain 10% of the grant until final reports are received.

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. A sample voucher has been included that can be used to document honoraria and travel. 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. HK will send you a sample contract upon request.

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 (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. Full instructions and questions are included in this packet. 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 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 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 form in this packet shows the budget amounts approved by HK. It is derived from your grant proposal. 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, i.e. you decide to hold a symposium on the Dust Bowl instead of producing an exhibit on the topic

Schedule Changes and Requesting Extensions

Please keep HK abreast of event dates, times, and locations. If your project cannot be completed within the original grant period, please contact HK and 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 three 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.