

Checklist for Project Director

Use this checklist as a guide to manage your Humanities Kansas (HK) grant.

- ☐ **Read the entire grant packet as soon as it arrives.**
- ☐ Sign and return one copy of the **Grant Agreement** *immediately*. (Keep one copy for your files.) For Major Grants only, submit the **Request for Advance of Grant Funds** form.
- ☐ Review the instructions on **How to Manage Your Grant** and compare the **Master Budget** approved by HK with the budget you originally proposed. Work with your fiscal officer to set up your financial accounts.
- ☐ Notify your speakers and other personnel in writing. Confirm all details about time, place, and special equipment needs. Provide travel vouchers if speakers are to be reimbursed for travel costs and contracts if they are to receive honoraria. **Remember that you must notify HK in advance of any changes in project personnel.**
- ☐ Remember that all promotional and printed materials must credit HK support.
- ☐ We ask that you notify the Kansas Congressional delegation and your state legislators about your project. Provide copies of the notification letters to HK.
- ☐ Distribute a press release to local media announcing the grant award.
- ☐ Arrange for thorough evaluation of your project. We encourage you to survey selected audience members for their response, as well as asking the speakers for their impressions. Complete the **Observer Evaluation** form (enclosed) for each session or event.
- ☐ Collect the names, emails, and addresses of all audience members, using the enclosed sample **Participant List** or your own list. Mail or fax the completed **Participant List** to HK.
- ☐ **Announce HK support at the beginning of your program.**
- ☐ Complete the **Project Director's Report** and **Master Budget** and send them, along with the **Observer Evaluation** forms, to HK by the date specified in your **Grant Agreement**.