

GRANT MANUAL

Available at www.VirginiaHumanities.org/grants under “For Grant Recipients”

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Provided separately are the Award letter, Certifications Agreement, University of Virginia Vendor Registration instructions, approved Project Budget, and two copies of the “Notification of Award”. Submit one of these copies with original signatures by email upon acceptance of your grant. You will use the approved budget (“Expenditures Report/Cash Request”) to complete financial reporting as part of your Final Report. Samples of the Virginia Humanities logos that are available online and sample expenditure and cost share reporting forms you will use in the Final Report are also provided.

Please note: In a time when most of us are working remotely, we strongly prefer to receive grant acceptance documents digitally. If your organization has difficulty in submitting the required materials online, please contact the Grants staff at grants@virginiahumanities.org.

Revised: July 7, 2020

REPORTS AND MATERIALS CHECKLIST

The following forms, reports, and other materials should be submitted to Virginia Humanities during the course of the grant period; these must be submitted electronically. In-depth information on each of the following is provided in this manual.

Date Done
Due

- | | | | |
|-------|-------|----|--|
| _____ | _____ | 1. | EMAIL: <u>A signed copy of the Notification of Award</u> Scanned signatures are required. <i>(Due within 30 days of receipt of your Letter of Award.)</i> Retain a copy for your files. |
| _____ | _____ | 2. | EMAIL: <u>A signed copy of the Certifications Regarding Nondiscrimination and Regarding Debarment and Suspension</u> <i>(Due within 30 days of receipt of your Letter of Award)</i> |
| _____ | _____ | 3. | EMAIL: <u>Your confirmation of University of Virginia online Vendor Registration</u> <i>(registration must be completed online after receipt of the invitation to register - due within 30 days of your receipt of emailed grant materials)</i> |
| _____ | _____ | 4. | E-MAIL: <u>Project Schedule</u> <i>(as soon as confirmed)</i> with date, time, and means of digital program delivery |
| _____ | _____ | 5. | EMAIL: <u>Publicity materials, including brochures</u> or event <u>programs</u> and <u>posters</u> |
| _____ | _____ | 6. | SUBMIT ONLINE: Digital event program details - see Virginia Humanities Grants Communications Toolkit, p. 14 |
| _____ | _____ | 7. | SUBMIT ONLINE: <u>Interim Report</u> , <i>if required</i> - <u>see Notification of Award for due date</u> |

A brief narrative summary of activities and accomplishments and an update on the current status of the grant project should be submitted through the Virginia Humanities online Grants system on or before the due date. Sign on to your grant account via the Grants website, www.VirginiaHumanities.org/grants. *Not all grants require an Interim Report.*

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|-------|-------|----|---|
| _____ | _____ | 8. | SUBMIT ONLINE: <u>Final Report (Narrative and Financial)</u> - <u>see the Notification of Award for the date due.</u> Sign and scan Page 1 of the Financial Report to submit online along with Financial Report Pages 2 and 3. The Final Report should be sent on or before the specified due date. |
|-------|-------|----|---|

TERMS OF GRANT AGREEMENT

See your Notification of Award for other provisions and special conditions.

Grantees should understand that acceptance of a grant award creates a legal obligation on the part of the grantee organization to use the funds in accordance with the approved proposal and the provisions of this Grant Agreement, as well as any special conditions that may be attached to the funding. By signing the Notification of Award, the grantee agrees to administer the grant in compliance with the following provisions, as well as any special provisions or conditions attached to the grant award.

I. **General Grant Provisions**

A. Non-Profit Status

Grants are awarded only to not-for-profit groups and organizations. By signing the Notification of Award, the grantee certifies that it is a state or other public agency or legally incorporated non-profit organization, institution or association established in the United States. It is the responsibility of the grantee to notify Virginia Humanities of any changes in its non-profit status.

B. Certification of Compliance with Civil Rights Statutes

The grantee certifies that it is in compliance with all Civil Rights Statutes and is eligible to receive federal funds. It is the responsibility of the grantee to notify Virginia Humanities immediately of any changes that may affect compliance or eligibility.

C. Notification of Project Activities

The grantee agrees to notify Virginia Humanities of all public activities and events supported by the grant, **at least three weeks** prior to the scheduled event date. Event program details should be submitted online at <http://virginiahumanities.org/grants/grant-project-update/>; announcements and invitations should be sent via mail or e-mail to the attention of the Virginia Humanities Grants Program Director and the Grants staff at grants@virginiahumanities.org.

D. Acknowledgement of Foundation Support

In all publicity and in all productions, exhibits, publications, films, audio, and printed materials produced in connection with this grant, **the grantee must display the Virginia Humanities logo** and state that the program is sponsored (or made possible by) Virginia Humanities. This applies to online programs and resources as well. A sample statement of acknowledgement is included in this manual. (See page 17.) A page with Virginia Humanities logos in a variety of formats is included in the grant packet and is also available online at www.VirginiaHumanities.org/grants. Higher resolution formats will be provided on request.

E. Collection and Use of Information

When a grantee collects information from the public (by interview or questionnaire) in connection with research for a project funded through this grant, it may not, without prior approval from Virginia Humanities, represent in any way that the information is being collected by or for Virginia Humanities.

F. Attribution and Ownership

1. The grantee may publish the results of a grant activity provided that such publication contains an acknowledgement of Virginia Humanities grant support and includes, in an appropriate place, the statement that “The findings and conclusions of this publication do not necessarily represent the views of Virginia Humanities, the National Endowment for the Humanities, or the Commonwealth of Virginia.”
2. The United States government and Virginia Humanities reserve non-exclusive licenses to use and reproduce for non-commercial purposes, without payment, any publishable matter or media, including copyrighted material, arising out of grant activities.

G. Indemnification

The grantee shall hold Virginia Humanities harmless and defend and indemnify it against all claims, actions, liability, damage, loss and expense by reason of injury or death to any person or persons or damage to property arising or alleged to have arisen from the acts or omissions of the grantee, its employees, agents, and sub-contractors. An exception is made for state agencies, such as publicly supported colleges and universities for example, that are legally prohibited from agreeing to the indemnification provision.

H. Contract Modifications

Only the board or chief executive of Virginia Humanities is authorized to modify the terms of this agreement, including the scope of performance and approved budget. **Note that Virginia Humanities funds may be expended only in approved budget categories.**

I. Project Income

If approved in advance, the grantee may earn or receive income from the sale of products (books, CDs, films, for example) created as a direct result of Virginia Humanities funding, or from royalties based on the use of these products. Our expectation is that such income will be used by the grantee organization for purposes that are consistent with the goals set forth in the proposal to Virginia Humanities: that is, for educational purposes, and to promote public understanding of the humanities.

J. Cost Share

All Virginia Humanities grants must be matched on at least a 1:1 basis with cost share – either in the form of cash or in-kind contributions – from non-federal sources. Virginia Humanities staff can assist in identifying possible sources of eligible cost share.

K. Brochures, Programs, and Other Printed Materials

1. The grantee agrees to provide to Virginia Humanities, at no charge, 20 copies of all brochures, programs, books, exhibit catalogues, CDs, DVDs, and other products or publications produced as a result of our grant. Under special circumstances, we may accept fewer copies, especially in cases where the unit cost of production—of a large-format book, for example—makes the standard requirement (of 20 copies) unduly burdensome to the grantee. In such instances, it is the responsibility of the grantee to contact Virginia Humanities *in advance* if a waiver of the standard requirement is to be requested. Under special circumstances Virginia Humanities may request and the grantee agrees to provide up to 50 additional copies of any Virginia Humanities -funded publication (over and above the standard or negotiated number submitted with the final report).
2. Grantees are urged to send copies of promotional materials and announcements of grant -supported events to Virginia Humanities Board members, especially those residing in localities where grant-supported events are being held (addresses are included in this manual). The same request applies to your state and federal legislators.

II. **Financial Grant Provisions** - refer also to section on "Interim Reports and Final Reports"

A. Records

1. The grantee agrees to maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure proper disbursing of, and accounting for, project grant funds.
2. Some Virginia Humanities grants are audited each year. The grantee certifies that accounts and supporting documentation related to project expenditures will be at all times adequate to permit an accurate and expeditious audit. An audit may be made at any time by Virginia Humanities, its designated representatives, the National Endowment for the Humanities, or other authorized government agencies.
3. The grantee agrees to maintain records showing that cost share contributions, whether cash or in-kind, are not less than the amount indicated in the approved budget, or any revision of the budget approved by Virginia Humanities. The grantee further agrees to secure and

maintain reasonable written proof of the value of in-kind contributions to the project.

4. Project records (expenditures and cost share) must be maintained by the grantee, for a period of not less than three years following Virginia Humanities acceptance of the final project report.

B. Limitations on the Use of Grant Funds - see also the section on budget changes

1. Grant funds and cost share must be used or obligated during the grant period: see the Notification of Award.
2. Grant funds may be expended only for project purposes and activities, as set forth in the budget and in the proposal originally approved by Virginia Humanities, or as subsequently amended in writing and approved by Virginia Humanities.
3. Unless approved in advance, no funds from this grant may be used to pay indirect costs or overhead expenses. Indirect costs may be used as cost share.
4. No funds from this grant may be used to purchase permanent equipment unless specifically authorized by Virginia Humanities in the approved budget.
5. No funds from this grant may be used to pay the costs of any alcoholic beverages, entertainment or social activities, refreshments, gifts, awards, or tokens of appreciation.
6. No funds from this grant may be used to pay the costs of any meals except for the necessary travel expenses of speakers and other program participants. Maximum allowable meal costs per person are based on limits established by the Commonwealth of Virginia; see <http://www.procurement.virginia.edu/pageconusrates>
Virginia Humanities will disallow any meal charge that exceeds these limits, as well as meals for persons other than speakers and program participants. **No meal charges are permitted unless the Approved Budget for the grant allocates funds for travel and subsistence.**

Virginia Humanities will also disallow any lodging charges in excess of the state limits in effect on the date(s) of travel. **These limits vary according to locality**, and also change from time to time: see

<http://www.procurement.virginia.edu/pageconusrates>

Grantees are responsible for determining the state limits in effect on the dates(s) of travel and/or meals charged to the grant.

7. Necessary travel expenses will be allowed at a rate not to exceed the current rate per mile allowed by the Commonwealth of Virginia for privately owned vehicles, **.58/mile as of January 1, 2019**. Travel reimbursement may only be made for actual expenses, not estimated expenses. **Travel expenses must be itemized in detail** on page two of the financial report. Such expenses must be reasonable and may be disallowed if excessive. Air travel must be charged at economy or coach rate. Travel expenses in excess of these limits may be applied to cost share totals.
8. No funds for this grant may be used to pay international travel, including travel to and from Canada or Mexico.
9. Funds disbursed to the grantee that remain uncommitted at the end of the grant period must be returned to Virginia Humanities in the form of a check made payable to Virginia Humanities.
10. Note that Virginia Humanities funds may be expended only in approved budget categories. Approved budget categories are those for which funds are specifically awarded at the time the grant is made. The approved allocation of Virginia Humanities grant funds is indicated on the Expenditures Report/Cash Request form under the "Approved Budget" heading. All other requests for reimbursement will be disallowed.
11. **Grant-funds may be transferred from one approved budget category to another without restriction.** Please consult with Virginia Humanities staff before making any such transfer in an amount exceeding \$500.
12. Grant funds awarded for honoraria are limited to \$500 per person per day, not including travel. Virginia Humanities funds for individual honoraria may be combined with funds from non-Virginia Humanities sources if a larger honorarium is to be paid. These additional funds from non-Virginia Humanities sources should be included in cost share totals.
13. Honoraria must be paid directly to the recipients. Funds for honoraria may not be paid to a third party (individual or organization) or used to purchase goods or services provided to an individual or organization as gifts.

C. Limitations on Cost Share

Funds and in-kind services from federal agencies, or from federally-funded agencies such as other state humanities councils, may not be claimed as cost share in Virginia Humanities grants.

III. ***Budget and Project Changes***

Changes in the scope, objectives, activities, duration, or key project personnel (project director, speakers, consulting scholars, etc.) must be requested in writing by the grantee and approved in writing by Virginia Humanities.

Budget revisions that involve the addition of line items not included in the approved budget must also be requested and approved in writing.

IV. ***Interim Reports – If Required***

The grantee agrees to submit a brief interim narrative report outlining progress on grant-funded activities by the date(s) listed on the "Notification of Award," if an Interim Report is required. *Note that not all grants require an Interim Report.*

V. ***Final Reports***

The grantee agrees to submit a Final Report, using the form and following the instructions provided on the grants portal of the Virginia Humanities website. The report will summarize the accomplishments of the project, evaluate the effectiveness and overall quality of the program, the size and composition of the audience, the contributions of scholars participating in the program, and the extent to which public awareness of the humanities was increased as a result of the project. The Final Report online fields include sections or questions that allow users to type or upload a narrative report, all financial reports, and a list of supplementary materials. **Page 1 of the Financial Report should be signed in hard-copy, scanned and uploaded in the appropriate section of the online report.** The Final Report should be submitted on or before the due dates specified on the Notification of Award.

Final reimbursement for expenditures will not be made until all Final Report materials have been received and approved.

A. **Narrative Report:** A summary of the grant project can be either typed directly into the online text box (character limit applies) or uploaded (with no character limit) after signing on to your account via the Virginia Humanities Grants web site, www.VirginiaHumanities.org/grants.

B. **Financial Report:** Virginia Humanities withholds a portion of the grant funds (normally 20%) until the Final Report has been approved. This means the Financial Report may need to list expenses that are obligated but unpaid at the end of the grant period. **Both the Project Director and the Financial Officer must sign the “Expenditures Report/Cash Request” form.**

C. **Supplementary Materials.** Attach or send these, as applicable:

- printed materials (sample copies of invitations, fliers, and similar items)
- publicity, such as newspaper articles (please send scans or photocopies; do not send loose clippings), schedules of radio & TV broadcasts, handbills
- papers or transcripts of **major** presentations
- photographs of key events or speakers, **optional**

- other materials as noted in the Special Conditions section of the Notification of Award
- CDs, DVDs, films, or other similar materials created as a result of the grant
- books and other publications produced with VFH grant funds

VI. **Grant Payments**

Grant payments are processed through the University of Virginia's accounting system. **In most cases 30 days are required between the time funds are requested and the date the payment is actually received.** Grantees should plan accordingly.

A. For private organizations and state agencies:

1. First Payment: After Virginia Humanities has received the **signed** Notification of Award, the **signed** Certifications form, and confirmation of completion of the University of Virginia Vendor Registration process, and when all Special Conditions have been fulfilled, Virginia Humanities will automatically issue the first grant payment equal to 80% of the total grant award for both Discretionary and Open grants.
2. Final Grant Payment: In all cases, the final 20% of the grant, or the balance of documented expenditures not covered by previous payments, will be issued after Virginia Humanities has received and approved all required Final Report materials. This final payment may be used to cover obligated but still unpaid expenses, or to reimburse the grantee for out-of-pocket costs, as documented in the Final Report.

B. For University of Virginia Departments:

Project Directors of grants awarded to departments within the University of Virginia should sign the Notification of Award and forward it to the Office of Sponsored Programs (OSP). OSP will then establish an account for the grant, monitor grant expenditures, and co-sign all financial reports.

VII. **Termination of Grants**

If Virginia Humanities should determine that the general provisions or special conditions of the grant award are not being met, or in cases where the scope of the project changes dramatically, Virginia Humanities reserves the right to withhold funds until the conditions have been met, or in rare instances to terminate the grant and request the return of any funds already disbursed. Failure to execute the project as approved or to comply with Virginia Humanities guidelines and provisions likewise may result in a termination of the grant and require that any Virginia Humanities funds already disbursed be returned.

VIII. **Grant Extensions**

Under special circumstances, Virginia Humanities may approve a one-time extension of the grant period for a term of up to six additional months beyond the original project end-date to allow for completion of a funded activity and/or submission of the Final

Report. These extensions must be requested *in writing* at least two weeks prior to the scheduled project end-date. Extension requests submitted with less than two weeks' notice may be denied. Virginia Humanities reserves the right to close grants when the final report is more than 90 days past due and no extension has been requested. Once a grant has been closed for non-compliance, the closure is irreversible; no further payments from the grant are possible; the grantee is still responsible for submitting a final report documenting how the grant funds already disbursed have been used; and any unspent grant funds must be returned to Virginia Humanities within fifteen (15) days.

IX. **Staff Assistance and Online Resources**

Virginia Humanities staff is available to provide advice and assistance to grantees throughout the project period. Write to grants@virginiahumanities.org with questions, call Virginia Humanities at 434-924-3296, or use our web site at www.VirginiaHumanities.org/grants to access copies of forms and instructions, including this grant manual. The link to your organization's application and grant history, links to Virginia Humanities logos, and our FAQ (Frequently Asked Questions) page can all be found there as well.

REPORTING FORMS & INSTRUCTIONS

Thorough evaluation of all Virginia Humanities-sponsored projects meets our responsibility to the public in two ways: it helps to ensure the wise and effective use of Virginia Humanities funds in the present, and also to inform our funding decisions in the future. Project Directors are critical to evaluation, since their responsibilities include collecting and reporting most of the information Virginia Humanities needs to evaluate each project we fund. We trust that grantees will recognize their key role in this evaluation process.

Most of the evaluation process can be completed online. Grantees must retain original invoices, receipts, and other records documenting expenditures and cost share for a period of at least three years following the end-date of the project. **Please do not send these documents to Virginia Humanities.**

Begin by logging on to your organization's account via the Virginia Humanities Grants web page at www.VirginiaHumanities.org/grants. Click the Login link under "For Grant Recipients".

- I. When completing the online Financial Report, keep in mind:
 - **Financial reports must include signatures of both the project director and financial officer.** Failure to provide both signatures on Page 1 of the Financial Report will delay the disbursement of funds to the grantee.
 - Expenditures of grant funds are allowed only within approved budget categories, although funds may be transferred from one category to another.

- Expenditures of grant funds should be itemized on the Itemization page, totaled by budget category, and the totals entered in the appropriate columns on Page 1 of the Financial Report forms.
- The signatures on the final report documents must match the names assigned for the project director and financial officer on the Notification of Award. If any personnel changes are made during the grant period, Virginia Humanities must be notified in writing.
- Virginia Humanities grant funds must be spent or obligated within the prescribed grant period; see the Notification of Award. Enter budget category as shown on Page 1.
- **Travel expenditures must be itemized in detail.** Listing only the name of the traveler and a single sum for travel costs is not sufficient and will delay processing of the final grant payment. Virginia Humanities funds for travel and lodging are governed by published state limits; see <http://www.procurement.virginia.edu/pageconusrates> for current information on lodging, meal, mileage, and incidental expense limits. Include extra pages if necessary. Include name(s) of traveler(s), hotel, airline, restaurant or rental company, and all associated hotel, meal, air, rail or mileage charges. Mileage reimbursement is allowable at the state rate that is current at the time of travel. In-kind and/or cash cost share contributions must be from sources other than Virginia Humanities.
- All cost share contributions must be made during the grant period. Please report all applicable cost share. **A 1:1 cost-share match is required**; documentation of additional cost share beyond this requirement is appreciated and is beneficial to Virginia Humanities in a variety of ways.

The “Print Packet” feature in the online report can be used to create a hard copy of the report for your files.

II. Interim Reports

Not all projects are required to submit an Interim Report. See your Notification of Award for the due date(s) of any necessary Interim reports. A brief narrative summary of activities and accomplishments to date and of the current status of grant-supported planning and/or activities should be submitted through the Virginia Humanities online portal on or before the due date. Sign on to your grant account via the Grants web site, www.VirginiaHumanities.org/grants. When posting your report, consider:

- Have agenda, itinerary, speakers, dates, and locations of project been confirmed?
- Have there been any changes in the project personnel?
- How and when have promotional materials been distributed? To whom?
- Have unforeseen opportunities or challenges emerged?

III. Final Report:

A. Narrative Report

While Virginia Humanities does not require a specific format for the narrative, all final reports should address the questions listed below, and should include additional comments and information as appropriate.

Final project evaluations should focus on the role and contributions of the humanities and their impact; the contributions of the speakers, panelists, and consultants; the overall success of the project; unforeseen opportunities and challenges; and your impressions of Virginia Humanities' application and administrative procedures. The Final Report should address, as appropriate, the following questions:

- Did the program foster a better understanding of the humanities and did it relate the humanities to current issues and concerns?
- Did the program reach its intended audience(s)?
- Did the program make a difference to the sponsoring organization(s) and to the audience? Was it a worthwhile investment?
- What problems were encountered? What special successes?
- Did the program generate an educational dialogue among scholars, policy leaders, and the general public?
- How might the program have been improved?
- Are there plans for continuation or follow-up? Are there new groups, new programs, or other resources and developments arising from the project?

B. Surveys

- [Participant survey](#) summary forms are required from key personnel and participants in your project (planners, speakers, panelists, consulting scholars, etc.) Responses should be tabulated and incorporated into the narrative report. Copies of the individual surveys should be uploaded as attachments to the online report. Do not send the original survey forms to Virginia Humanities.
- [Audience surveys](#) are optional, but grantees are expected to develop some form or protocol for audience evaluation at public events. If a survey is distributed, the grantee agrees to tabulate the results of any questions asked, and to summarize and include these results along with any highlights, key comments and overall impressions, in the narrative report.

C. Publications and Other Materials

- Include examples of publicity, such as newspaper articles (please scan and email or send photocopy; do not send loose clippings), schedules of radio & TV broadcasts, handbills, and similar publications.
- Grantees are expected to provide Virginia Humanities with 20 copies of any publications (books, pamphlets, exhibit catalogues, for example) produced with Virginia Humanities funds. Under special circumstances, we may accept fewer copies, especially in cases where the unit cost of production—of a large-format book, for example—makes the standard requirement financially burdensome to the grantee. In such instances, it is the responsibility of the grantee to contact Virginia Humanities *in advance* if a waiver of the standard requirement is to be requested. Under special circumstances, Virginia Humanities may request up to 50 additional copies of any Virginia Humanities-funded publication (over and above the standard or negotiated number submitted with the final report).
- Include papers or transcripts of major presentations
- Include photographs of key events or speakers (optional). Digital images may be uploaded as part of the online report or mailed to Virginia Humanities separately on DVDs or thumb drives.
- Be sure to include any materials specified in the Special Conditions section of your Notification of Award.

SPECIAL PROVISIONS FOR MEDIA GRANTS

In accepting an award for a media grant, a grantee agrees to abide by the following special provisions. Virginia Humanities uses the term “media” to refer to any film, video or audio recording, radio program, CD, DVD, or article completed as part of a grantee's funded project. Live programming produced for television and radio is also defined as media and is subject to these provisions.

I. ***Production***

- A. Virginia Humanities reserves the right to review media projects in various stages of completion. If so requested, the grantee agrees to provide opportunities for Virginia Humanities review at scripting, rough-cut, and final edit stages of the project.
- The grantee further agrees to make adjustments required to ensure that the completed project is consistent with Virginia Humanities' purposes as stated in its Guidelines and Instructions for Prospective Applicants; and that it complies with any general or special conditions attached to the funding.

- B. All media products resulting from Virginia Humanities grants must display the Virginia Humanities logo and include the following acknowledgement and disclaimer:
- This film (production, program, etc.) was funded by a grant from Virginia Humanities.
 - The opinions expressed in this program (film, DVD, etc.) do not necessarily represent the views of Virginia Humanities or its funding agencies.

II. ***Ownership***

- A. **A grantee owns the product(s) of the grant and may copyright any product or assign the right to do so.** Virginia Humanities must be informed of any transfer of copyright.
- B. Virginia Humanities retains a nonexclusive license to use and reproduce copyrighted materials arising out of grant activities. This right will continue following any transfer of the product or copyright. Virginia Humanities may distribute and broadcast the produced materials as it deems appropriate, on a noncommercial basis, without payment.
- C. Within 30 days after the end date of the grant period, the grantee must submit 20 copies of the media materials produced with funding from the grant. Virginia Humanities may request additional copies. If the grant is to support scripting or pre-production, this provision does not apply.

III. ***Distribution***

The grantee may distribute the media product commercially, but may not deny fair use and access to Virginia Humanities or any non-profit Virginia organization, and may assess such organizations for actual handling and shipping costs only. Virginia Humanities retains the right to distribute the products of its grants for non-commercial, educational use, at its own expense.

Neither the grantee nor its assignees may distribute the media product with advertising for commercial products; in support of partisan, religious, or political advocacy; or in a manner inconsistent with Virginia Humanities' purposes as stated in the Guidelines and Instructions for Prospective Applicants: see www.VirginiaHumanities.org/grants.

IV. ***Project Income***

If approved in advance, the grantee may earn or receive income from the sale of products (books, CDs, films, for example) created as a direct result of funding, or from royalties based on the use of these products. Our expectation is that such income will be used by the grantee organization for purposes that are consistent with the goals set forth in the proposal to Virginia Humanities: that is, for educational purposes, and to promote public understanding of the humanities.

Virginia Humanities Grants Communications Toolkit

1. **Grant Program Details:** Please use this online form to send us your grant-funded program details, including events and resources for the public, so we can publicize them on the Virginia Humanities website and elsewhere:
<http://virginiahumanities.org/grants/grant-project-update/>
Event details should be submitted at least one month in advance when possible. We will send quarterly requests to submit program details for all active grants.
2. **Virginia Humanities Logo:** Use the Virginia Humanities logo, available at <https://www.virginiahumanities.org/grants/logos/>, on ALL print and web-based promotional materials for your grant-funded program, e.g. posters, postcards, fliers, publications, e-blasts, web announcements, press releases, etc.
3. **Social Media:** Does your organization use Facebook or Twitter? Tag Virginia Humanities when you promote your grant-funded program:
 - a. Facebook: [@VirginiaHumanities](#)
 - b. Twitter: [@VAHumanities](#)
 - c. Hashtag: **#VHGrants**
 - d. When possible, tag your General Assembly and Congressional representatives in your posts.
4. **Press Releases:** In January and July, Virginia Humanities distributes a press release announcing recent grants. We encourage you to share or post the release announcing your grant. We most likely do not have your local media contacts on our distribution list.

We also encourage you to draft your own press release announcing your grant or grant-funded program. We can guide you in the creation of a release if helpful and would like to review your release before it is distributed. Send requests for assistance or drafts for review to Trey Mitchell at trey@virginia.edu at least one week in advance.
5. **Government Relations:** We will send a personalized email to your district's members of Congress/General Assembly notifying them of Virginia Humanities grants in their district, copying you on the communication. We encourage you to add these elected officials to your communications list for the grant program (for invitations to events, announcements, etc.) and look them up on social media and tag them in related posts.

6. **Boilerplate Language:** Use the following Virginia Humanities language for promotional materials when appropriate:

This program was supported by a grant from Virginia Humanities.

Virginia Humanities connects people and ideas to explore the human experience and inspire cultural engagement. As the state humanities council, Virginia Humanities reaches millions in its estimated annual audience through festivals, grants, fellowships, digital initiatives, teacher institutes, radio programs, podcasts, apprenticeships, and school programs. Headquartered at the University of Virginia in Charlottesville, Virginia Humanities works to serve Virginians in every corner of the Commonwealth. To learn more visit VirginiaHumanities.org.

7. **Promotional Materials:** As your grant program develops, please send copies of communications-related materials to treym@virginia.edu and Grants@virginiahumanities.org.
 - a. Print and web-based promotional materials
 - b. Press coverage about your grant
 - c. Photos, especially if there is a strong connection to your district (such as events at an historic site or community landmark).



ACKNOWLEDGEMENT OF VIRGINIA HUMANITIES SUPPORT

Grantees must acknowledge Virginia Humanities' support in all announcements, live programming, and printed, digital, audio, and televised materials. Required: "This program [*film; project; symposium; series, etc.*] is sponsored [*or made possible*] by Virginia Humanities."

Use of the Virginia Humanities logo is also required on all print and web-based promotional materials for VH grant-funded programs: see Virginia Humanities Grants Communications Toolkit, page 15, item 2.

Please use as much of the following as possible:

Virginia Humanities connects people and ideas to explore the human experience and inspire cultural engagement. As the state humanities council, Virginia Humanities reaches millions in its estimated annual audience through festivals, grants, fellowships, digital initiatives, teacher institutes, radio programs, podcasts, apprenticeships, and school programs. Headquartered at the University of Virginia in Charlottesville, Virginia Humanities works to serve Virginians in every corner of the Commonwealth. To learn more, visit VirginiaHumanities.org.

The program is presented as a public service. The principal aim of the program is to address in an objective and nonpartisan context topics of concern and interest to citizens of the Commonwealth of Virginia. The views and opinions expressed in this program do not necessarily represent those of [*sponsor's name*], Virginia Humanities, its contributors, or its supporting agencies.



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