



Checklist for Project Director

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

- Review “Forms for Grant Recipients”** on the HK grants website. Here you will find materials referenced in this checklist.
- Sign the Grant Agreement.** Log on to your grant dashboard and review the “Grant Award & Notification.” The Project Director, Fiscal Officer, and Authorizing Official must sign the agreement.
- Set up BILL.com account.** An invitation to BILL.com will be emailed to you. Funds will be disbursed through this secure platform.
- Complete the Online Video and Quiz.** You will receive an email with links to the online video and quiz. The 12-minute video provides key details about managing your HK grant.
- Review How to Manage Your Grant** and compare the **Award Budget** approved by HK with the budget you originally proposed. Work with your fiscal officer to set up your financial accounts.
- Notify your project team.** Inform the consultants, speakers, and other personnel about the grant award. Confirm all details about time, place, and special equipment needs.
- Credit HK support.** Remember that all promotional and printed materials must credit HK support.
- Consider notifying** the Kansas Congressional delegation and your state legislators about your project.
- Distribute a press release** to local media announcing the grant award. A press release template will be sent to you within 2 weeks of the grant award.
- Develop an evaluation plan.** 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 for each session or event.
- Provide a Participant List for each event.** Collect the names, emails, and addresses of all audience members using the sample Participant List or your own list. Return the list(s) with your final report.
- Announce HK support** at the beginning of each program.
- Complete the Final Report** by the date specified in your Grant Agreement.