



## **CALIFORNIA READS Instructions for Completing the Final Report**

California Reads grantees are required to submit a final report to Cal Humanities after the completion of all project activities. The report is due within 90 days after your project end date (project end date can be found in the award letter and grant agreement).

The final report with attachments must be submitted electronically. For your reference, we have included a copy of the online final report form below so that you can prepare your responses in advance.

You can access the final report at any time via Cal Humanities' online user account at [https://www.grantrequest.com/sid\\_348?sa=am](https://www.grantrequest.com/sid_348?sa=am). This is the same account you would have used to submit your original application. If you don't already have an account, one will be set up for you.

### **You will be asked to upload these documents electronically:**

- 1) Self-Evaluation Responses: A narrative report with responses to self-evaluation questions regarding project goals, objectives, and outcomes.
- 2) Final Financial Report Form: A completed financial report showing how you have spent the total award amount from Cal Humanities and all other funds and contributions expended during the grant award period. Please note that your award must be matched by non-federal funds and/or in-kind services and materials equal to or exceeding the award amount. If you received a supplemental grant, be sure those funds are accounted for.
- 3) Activity/Event Tracking Form: A completed table providing information on public activities (book discussions, screenings, author presentations, etc.) supported through this project.

The self-evaluation questions, the final financial report form, and the activity/event tracking form are all available for download from our website at <http://www.calhum.org> on the grantee resources page.

### **You will be asked to submit these documents by post:**

- 4) Publicity and press materials.
- 5) Two copies of any project-produced materials, images, or products.
- 6) Hardcopy originals of all completed audience survey forms. Results will be collated by Cal Humanities and sent to you.

Label all materials with your grant award number and mail to:

**Cal Humanities**  
**312 Sutter Street, Suite 601**  
**San Francisco, CA 94108**  
**Attn: Lucy Nguyen**

- 7) Lastly, please respond to a very brief, anonymous online survey about the usefulness of the California Reads books, resources, and communication tools. Click on link to survey:  
<http://www.surveymonkey.com/s/8WC27WY>

The authorizing official of the grantee organization will need to approve the submission of the final report by entering his/her full name into the online form. This electronic signature will be accepted as the legal equivalent to a handwritten signature.

Should you require an extension on completing your project or final report, please contact us for approval before your original project end date.

A completed and approved final report for this project must be filed before the grantee will be eligible to apply for another grant award. If no final report is submitted by the due date, the project will be closed as incomplete and the grantee will not be eligible for future Cal Humanities funding.

If you have any questions, please contact Lucy Nguyen, Grants and Contracts Manager, at 415.391.1474 ext. 315 or by email at [lnguyen@calhum.org](mailto:lnguyen@calhum.org). Thank you very much for your cooperation, and we look forward to learning of your project's accomplishments!

**California Reads**  
**Sample Online Final Report Form**  
**For Reference Only**

**Introduction**

Welcome to Cal Humanities online reporting system. You can exit this form at any time and return to it later by accessing your user account at [https://www.grantrequest.com/sid\\_348?sa=am](https://www.grantrequest.com/sid_348?sa=am).

Please make sure you have completed your final report and attached all required documents before clicking on the "SUBMIT" button. Once you click on the "SUBMIT" button, you cannot go back to make edits or attach documents. If you are having technical difficulties, click on the "SAVE AND FINISH LATER" button and contact our organization.

When you successfully submit your report, an email confirmation will be sent to you within an hour and will include a tracking number and a copy of your report. Please deactivate or allow your browser's spam filter to accept these emails from Cal Humanities.

If you don't receive confirmation of your report submission or need technical assistance, please contact Lucy Nguyen, Grants and Contracts Manager, at 415/391-1474 ext. 315 or email [lnguyen@calhum.org](mailto:lnguyen@calhum.org).

**Certification By Authorizing Official of Grantee Organization**

By entering my full name into the field below, I certify that this final report is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. I acknowledge that my typewritten name in this field constitutes my electronic signature which is equivalent to my legal handwritten signature. (U.S. Code, Title 18, Section 1001.)

Name of authorizing official of grantee organization [first, middle, and last]:

Title of authorizing official:

**Project Information**

Grant number:

Library jurisdiction name:

Grantee organization name (if different from library):

Project director name:

**1) If your project received press coverage, please indicate how many times it was covered in the following categories.**

Newspaper/magazine stories:

Radio stories:

Television stories:

Internet stories:

Other:

## 2) Project Statistics

Please use the table below to provide us with statistics on the public activities that you conducted as part of this program. Indicate what type of activity/format, number of times project was presented, and the estimated audience/viewers/listeners for each activity.

Your project activity may fit more than one category. Complete all categories that are applicable. Use the "other" category to list activities/formats that do not appear below.

a) Web-based activities (live streams, webinars):

How many

Total audience

b) Media screenings/presentations without discussion component:

How many

Total audience

c) Discussion programs (book, film, lecture and discussion, conversations):

How many

Total audience

d) Conferences/symposia/lectures:

How many

Total audience

e) Festivals (book, film, theater, fairs, celebrations):

How many

Total audience

f) Exhibitions:

How many

Total audience

g) Theatrical performances:

How many

Total audience

h) Activities in libraries:

How many

Total audience

i) Activities in museums:

How many

Total audience

j) Publications:

How many different types

Total pieces

k) Other activities:

How many

Total audience

## Financial Information

The Cal Humanities grant amount must be matched by an equivalent or greater contribution of either non-federal funds and/or in-kind services and materials. Please provide the cash match information in the applicable categories below.

**1) Cash match amount:**

- Public (local or state)
- Foundation
- Corporate
- Individual
- Other

**2) In-kind services/materials match amount:**

In-kind refers to any contribution of labor, materials, goods, or services donated to the project. Grant awardees are expected to determine the fair-market value of these contributions.

**3) Additional funds raised:**

This amount should reflect other funding sources not included in the total match amount above (e.g., federal grant).

**4) Final overall project amount:**

This amount is the overall budget for this project including the grant amount, matching cash and in-kind services and materials, and other funding sources.

**Comments**

**In the space below, please provide brief but detailed comments about what Cal Humanities support made possible with this project (e.g., access to other funding, specific outcomes from the project). Please note that these comments may be reproduced for promotional and publicity purposes.**

**Attachments**

**Three attachments are REQUIRED with this online form:**

- 1) The self-evaluation responses
- 2) The final financial report form
- 3) The activity/event tracking form

These forms are available for download from our website at <http://www.calhum.org> on the grantee resources page.

Your report will not be considered complete without these attachments. We prefer your attachments be submitted in Word (.doc) or Portable Document Format (.pdf), and Excel (.xls) for the financial report form.

Please also to respond to the anonymous online survey about the usefulness of the California Reads books, resources, and communication tools. Link to survey: <http://www.surveymonkey.com/s/8WC27WY>. Your feedback in much appreciated.

