

DC Oral History Collaborative 2018

Humanities DC

Instructions and Basic Information

The final report consists of the following elements:

1. **A Face Sheet**
2. **An Itemized Expenditures Form**
3. **Documentation of All Grant Expenditures**
4. **Individual Grantee Timesheet (If Applicable)**
5. **The Project Director's Evaluation**

For your grant to be successfully closed out, you must also submit: all of your recorded oral histories, transcriptions, deed of gift forms, biographical worksheets, metadata worksheets, and narrator photographs. You must schedule a time to digitally transfer these items to HumanitiesDC at the close of the grant period.

Project Name*

Name of Project

Character Limit: 100

Grant Number

Character Limit: 100

Amount Awarded

Character Limit: 20

Required Uploads

Final Report Face Sheet*

The Face Sheet compares your budgeted expenses to actual expenditures. You should only account for funding received from the DC Oral History Collaborative on the form. The form must be signed by the Project Director and, if applicable, a representative from the organization serving as the fiscal sponsor.

Please download the Final Report Face Sheet by clicking [here](#). Complete the form, scan it and upload it.

File Size Limit: 1 MB

Itemized Expenditures Form*

On this form, you will list each individual expense paid for with HumanitiesDC funds.

Please download the Itemized Expenditures Form by clicking [here](#). Complete the form, scan it, and upload it.

File Size Limit: 1 MB

Documentation of Expenditures*

Scan all receipts, cancelled checks, or paid invoices that back-up the expenditures listed in the Itemized Expenditures Form. Upload them here as a single PDF or Word Document.

File Size Limit: 5 MB

Individual Grantee Timesheet

If you have received funding as an individual (as opposed to through an organization) and have paid yourself from the grant funds, you must complete and upload this timesheet.

Please download the Individual Grantee Timesheet Form by clicking [here](#). Complete the form, scan it, and upload it.

File Size Limit: 5 MB

Final Product*

Check off the products that have been submitted successfully.

Choices

- Interview Recordings
- Deed of Gift Forms
- Metadata Worksheets
- Biographical Worksheets
- Narrator Photographs

Project Director Evaluation and Signature

Wards*

Wards where project activities took place

Choices

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7

Ward 8
Maryland
Virginia

Neighborhoods*

Neighborhoods referenced by your oral history narrators.

Character Limit: 1000

Engagement*

How many people did your project engage? Include narrators, interviewers, and anyone else who was involved in the development or execution of the project.

Character Limit: 10

Partnerships and Community

Please list any institutions, organizations, or community groups that participated in your project.

Character Limit: 250

Goals*

Were the goals of the project met?

Choices

- All of the project goals were met
- Most of the project goals were met
- Some of the project goals were met
- None of the project goals were met

Best Practices*

Describe the practices you used to meet some or all of the project goals.

Character Limit: 1000

Challenges*

What challenges, if any, hindered the successful completion of the project?

Character Limit: 1000

Lessons Learned*

If you were to repeat the project in the future, what, if anything, would you do differently?

Character Limit: 1000

Knowledge of the field*

Has your participation in the DCOHC changed your understanding of Oral History? How?

Character Limit: 1000

Research Question*

What have you been able to add to your understanding of your proposed topic or research question by developing, conducting, and analyzing this project?

Character Limit: 1000

Future Interpretation*

How do you envision the memories you've collected being used by the public in the future?

Character Limit: 1000

On a scale of 1-5 (5=highest rating), indicate how you would rate you would rate the following aspects of the DC Oral History Collaborative Partnership Grant process.

Application Process Score*

Please rate the application process including: the webinars, staff assistance, and the online system.

Scoring Options: 1 - 5 or N/A

Application Process Comments

Character Limit: 500

Training Score*

Please rate the oral history training workshop provided at the beginning of the grant period.

Scoring Options: 1 - 5 or N/A

Training Comments

Character Limit: 500

On-going Support Score*

Please rate the quality of the on-going project support provided by DC Oral History Collaborative Staff.

Scoring Options: 1 - 5 or N/A

On-going Support Comments

Character Limit: 500

Additional Comments

Please provide feedback on any aspect of your project or the DC Oral History Collaborative that you wish.

Character Limit: 1000

Project Director Final Report Signature*

By checking this box and typing my name in the box below, I certify that all of the information included in this final report is complete and accurate to the best of my knowledge.

Choices

Check this box to verify the above statement.

Please type your full name*

Character Limit: 40