



## **GRANT CONDITIONS ADDENDUM for INDIVIDUAL GRANTEES**

**APRIL 2025**

The provisions contained in this addendum to the Grant Conditions supersede corresponding sub-sections in that document.

### **Eligibility to Receive a Grant**

- A. Individuals are eligible to receive Oral History Interviewing – DCOHC, Beyond the Archives – DCOHC, Continuing Oral History Projects – DCOHC, and Community Culture & Heritage grants from HumanitiesDC.

### **Project Staff Roles**

The grantee is not required to separate financial management duties between a project bookkeeper and project director or project scholar.

### **Documentation and Reporting**

- A. The grantee agrees to maintain records and accounts necessary to assure proper disbursing of, and accounting for, project grant funds. The individual grantee must maintain a personal timesheet that tracks the number of hours worked. This timesheet serves as the documentation for the hours a grantee is paying himself or herself out of grant funds. In addition, the grantee must provide a list of all expenditures against the grant funds and copies of all receipts, paid invoices, canceled checks or other evidence supporting the list of expenditures.