

Guide to Grantee Reporting Requirements

Information for all grantees	Slides 2-5
Allowable & unallowable expenses	Slides 6-8
Community Culture & Heritage Reporting Schedule	Slide 9
Visions Reporting Schedule	Slide 10
Beyond the Archives Reporting Schedule	Slide 11
Oral History Interviewing Reporting & Deliverables	Slide 12-13
Continuing Oral History Projects Reporting & Deliverables	Slide 14-15
General Operating Support Reporting Schedule	Slide 16

Information for All Grantees

- [Grant System Login](#)
- [Grant Conditions](#)
- [All reporting templates \(timesheet, etc.\)](#)

Making changes to your grant project

Advance written approval is required for:

- Total reallocation of budget categories
- Budget variations greater than 25% of a given category
- Changes of project scope or purpose of activities
- Changes in the duration of the grant period

Notification required:

- Changes to a nonprofit's status
- Any change in the project director or other key professional personnel identified in the approved application

Information for all Grantees:

Final Report / Financial Reporting

All grantees must provide the following in their final reports:

- Budgeted vs. spent (importance of submitted budget)
- Brief explanation of expenditures
- **Documentation of all expenses**
 - Typical documentation methods include: receipts, paid invoices, cancelled checks, credit card statements, or bank statements

Honoraria

Honoraria Budgeted (copy from application)	Honoraria Spent (amount should match receipts uploaded)
\$	\$

Honoraria - Documentation and Explanation

1. Upload all documentation for Honoraria expenditures (receipts, paid invoices, cancelled checks, credit card statements, bank statements, timesheets, paystubs, etc.) as a single PDF.

2. Explain each expenditure you've uploaded. You may use bullet points. If an expenditure was unplanned or if you had any cost savings, explain that as well.

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Upload a file

[8 MiB allowed]

Information for all Grantees:

Final Report / Evaluation Criteria

All grantees are asked to provide the following:

- Wards/neighborhoods where project activities took place
- How many individuals from DC benefited from/participated in project
- How many DC artists benefited from/participated in project
- How many youth from DC benefited from/participated in project
- Which schools benefited from/participated in project
- How many humanities-based scholars/experts project engaged

Program grants will be asked to assess successes & challenges and perceived impact of programming

All grantees are encouraged to share any media produced as a result of the grant funding, or photos that illustrate your work

Tracking Hours/Salaries

Organizational grantees: we accept pay stubs, accounting software or salary tracker (Quickbooks, etc.), etc.

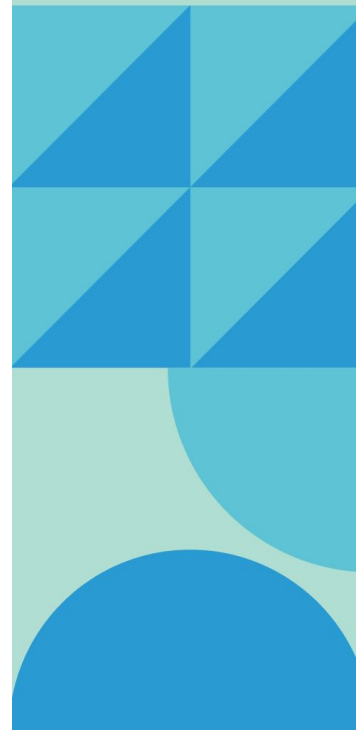
Individual grantees: those who pay themselves should track their time using a timesheet. HumanitiesDC provides templates below; you may also provide your own timesheet.

- Organizational grantees are welcome to use the timesheet template if helpful, but it's more important for us to see proof of payment

[Blank timesheet for individual grantees \(CCH, Visions, BtA\)](#)

[Blank timesheet for individual grantees \(OHI\)](#)

[Blank timesheet for individual grantees \(COHP\)](#)



Allowable/Unallowable Expenses: Community Culture & Heritage, Visions, and Beyond the Archives

100% of awarded grant funds must be applied to direct program costs, including...

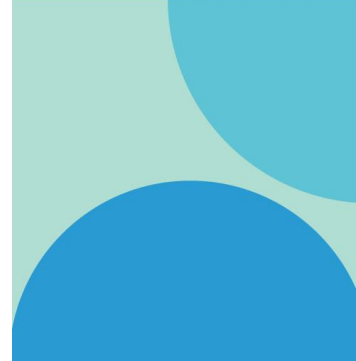
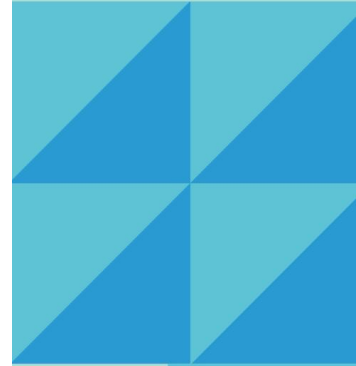
- Salary/wages
- Stipends/honoraria
- Consulting Fees
- Recording equipment
- Virtual presenting platforms
- Space rental
- Project supplies and equipment
- Project transportation
- Project publicity and promotion
- Fiscal sponsor (up to 10% of award)

The grant program CANNOT fund:

- Any non-program-related costs
- General operation expenses (rent, overhead/indirect, utilities)
- General office supplies
- Food and beverages
- Tuition and scholarships
- Debt reduction
- Re-granting
- Funding to government agencies

Additional note for *Beyond the Archives* grantees:

- Grantees may not use funds for the collection of new oral history interviews



Allowable/Unallowable Expenses: Oral History Interviewing & Continuing Oral History Projects

The grant program CAN fund:

- Salaries/Wages
- Honoraria/Stipends
- Consulting Fees
- Recording equipment
- Virtual recording platforms*
- Transcription*
- Space rental
- Project transportation
- Project publicity and promotion
- Translation of transcripts**

The grant program CANNOT fund:

- Any non-program-related costs
- General operation expenses (rent, overhead/indirect, utilities)
- General office supplies
- Food and beverages
- Tuition and scholarships
- Debt reduction
- Re-granting
- Funding to government agencies
- Interpretive works like films, books, exhibits etc. (Grantees interested in these types of projects should apply for a *Beyond the Archives* grant in the future!)

* Grantees are encouraged to use *TheirStory*

** Funds granted for the translation of transcripts cannot be redirected into/out of *Translation Enhancement* budget category.

Allowable/Unallowable Expenses: General Operating Support

Allowable expenses include:

- General operation expenses (rent, overhead/indirect, utilities)
- General office supplies
- Operating reserve fund
- Program expenses
- Salary/wages

The grant program **CANNOT** fund:

- Food and beverages
- Tuition and scholarships
- Debt reduction
- Re-granting
- Funding to government agencies



Community Culture & Heritage Grant

Grant period: May 1 – April 30 of the following year. All funds must be spent during this time period

Reporting

- Interim report call in October or November, which includes a brief overview of progress to date, Budget to Actuals to date
- Final report due **May 30**
- Reports submitted via [Grant Management System](#)

Visions Grant

Grant Period: May 1 to the following April 30. All funds must be spent during this time period. Unspent funds must be returned. All funded activities happen during this period.

Reporting (in grants portal):

- Interim report due November 1: explanation of funds spent and brief overview of progress to date.
- Final report due May 30: Report includes explanation of funds spent, documentation of all expenditures, and project evaluation.

Beyond the Archives Grant

- **Grant period:** July 1 – April 30 of the following year. All funds must be spent during this time-period
- **Reporting (submitted via Grants Portal)**
 - Interim report call in October or November, which includes a brief overview of progress to date, Budget to Actuals to date
 - Final report due May 30

Oral History Interviewing Grant

Grant Period: May 1 to the following January 31. All funds must be spent during this time period! Any unspent funds must be returned.

Reporting (in grants portal)

- Interim report due September 15: explanation of funds spent and a brief overview of progress to date
 - Meeting with Hillary and Jasper beforehand
- Final report due March 3

Final Deliverables (in *TheirStory*) also due March 3

Continuing Oral History Projects Grant

Grant Period: July 1 to the following March 31. All funds must be spent during this time period! Any unspent funds must be returned.

Reporting (in grants portal)

- Interim report due November 15: explanation of funds spent and a brief overview of progress to date
 - Meeting with Hillary and Jasper beforehand
- Final report due April 30

Final Deliverables (in TheirStory) also due April 30: see next slide and coursepack

DCOHC Deliverables

Due 30 days after the end of the grant period (same day as the final report). Prepared in TheirStory, housed in the People's Archive at DCPL.

- Media files
- Transcripts - word-by-word text of interview
- Indexes - time-coded summary of different segments
- Metadata - information such as date, place, names, length, etc.
- Release forms – assigns copyright to DCPL (narrator keeps non-exclusive right to copy, use, and publish interview) and allows interviews to be publicly available



General Operating Support Grant

- **Grant period:** July 1, 2026 – April 30, 2027. All funds must be spent during this time period
- **Reporting (submitted via Grants Portal)**
 - Interim report due November 30, 2026: explanation of funds spent and a brief overview of progress to date
 - Final report due May 30, 2027

CONTACT THE COMMUNITY GRANTS TEAM



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[Schedule a meeting](#)

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