

Guidelines for Carnahan Jackson Humanities Fund Final Reports

In preparing your final report, please respond to the following:

- (1) **Funding Supported.** Describe the project/activity the grant supported.
- (2) **Outcomes.** What occurred as a result of CJHF support? Did you achieve your goals/objectives? Quantifiable results are preferred when applicable, e.g., attendance, community involvement, enhanced student learning, etc.
- (3) **Challenges and Lessons Learned.** To enhance our knowledge in the field, please describe any challenges you encountered and/or lessons learned.
- (4) **Leveraged Funding.** As a result of your grant were you able to leverage any additional funding?
- (5) **Collaboration.** Did you collaborate with other entities? If so, to what extent?
- (6) **Closeout Expenditure/Budget Report.** Please show how CJHF funding was used for your activity.
- (7) **Publicity.** Where and how did you publicize your project/activity? Please provide samples (PDF).

Final reports should be completed no later than 6-weeks after completion of projects and activities. Failure to do so could jeopardize future CJHF funding.

A final report should be submitted as a Word document via email to Timothy.Murphy@fredonia.edu Please include samples of publicity as .pdf documents.

Should you have questions about this information, please contact Tim Murphy, Director of Development, in the Fredonia College Foundation office at 673-3321 or via email at the aforementioned email address.

THANK YOU