

Museum on Main Street Project Director's Final Report

Name: _____ Contract number: _____

Organization: _____

In a few sentences describe your experience in coordinating/presenting public humanities programs. Please note your thoughts on scholars and presenters, as well as the audience's reaction to the program material and scholars/presenters.

Approved

Not Approved

Date: _____

Museum on Main Street Financial Report

Contract number: _____

I certify that this information is true and correct and that all expenditures were incurred solely for the purposes of this project, during the contract period, and in accordance with the conditions of the award.

Project Director: _____

Printed name

Signature

Date

JOURNAL FOR EXPENDITURE OF FHC FUNDS INSTRUCTIONS

All organizations are required to submit a financial report to FHC detailing how funds were spent as well as document their cost share. A final financial report and final cash request must be submitted within 60 days of close of contract.

For all entries, please indicate the date, payment method (cash, check, credit card or other), the payee with a brief description of the goods and/or services received, and the total paid. If paying by check, you must include the check number.

Documentation including receipts and other financial records must be kept by organization for potential audit for a period of at least three years after the contract closes. A copy of the organization's own financial journal may be attached as a support document.

The Journal for Expenditure of FHC Funds is page four of this document.

COST SHARE JOURNAL INSTRUCTIONS

All funds must be matched at a minimum with an equal amount of cash and/or in-kind services. Use the cost share journal to record any cash expenditures for program implementation that were not covered by FHC funds. The cost share journal should also include any In-kind goods and/or services received. In-kind cost share may include time spent on the project by the project director, organization staff, or volunteers (based on current salary or an estimated hourly rate), as well as any donated goods and/or services such as facility rental, travel costs, supplies, duplication, food, and mailing expenses.

Separate documentation / validation of all cost share items listed must be maintained by organization for potential audit for a period of at least three years after the contract closes.

The Cost Share Journal is page five of this document.

COST SHARE JOURNAL

Date	Payment Method or in-kind	Payee/Short Description	Cash Amount	In-kind Amount

Total cost share must equal or exceed FHC award amount.
