



Sample Final Report & Instructions

Ohio History Fund

For Reference Only

What follows is a sample **History Fund Final Project Report** form and instructions for completing it. We provide these as guides to help you complete your project's final report online.

Mid-Project and Final Project reports are accepted online only through the Ohio History Fund's grant application portal. As with your original grant application, no paper or emailed copies of project reports are accepted.

To find the reports online, go to www.ohiohistory.org/historyfund. Once at the site, click on "**Applying for a Grant**," and then click on "**Access the Online Application**." Log in and look for **Mid-Project, History Fund** or **History Fund Final Project Report** (whichever applies) and click on "**Edit**" to see, complete, and submit the report.

- You can also find project reporting materials on History Fund's website by clicking on "Grant Administration," but you still have to log in to complete the reports.

To make completion of the **budget** part of the report go smoothly:

- Follow the instructions embedded in the Final Report Budget Form
- Have handy a copy of the budget you submitted with your successful grant proposal, or a later version that you submitted because you received a partial grant or changes to the budget as the project unfolded.

For **narrative** part of the Final Report, have available the following:

- Photographs and images that document the project.
- If a Bricks & Mortar project, the project's completed Maintenance Agreement.
- Materials which prove that you acknowledged History Fund support of your project, such as the required project sign and print notices (these are in addition to those submitted in your Mid-Project Report).
- Copies of letters to your Ohio House Representative, Ohio Senator, and U.S. House of Representatives Member, and both of our state's U.S. Senators – unless you submitted them in your Mid-Project Report.

NOTE: Remember to copy and paste multiple items into a single document and upload that one document. The report software will not permit you to upload more than one item in an upload space (Item 3 will kick Item 2 out of the upload space, just as Item 2 kicked out Item 1).

The deadline for submission of the final project report is noted on the first page of your grant agreement.

The History Fund must accept and approve your final report before it can disburse your grant. During our review, we may require clarifications of items in the report. Please address inquiries promptly, as it speeds our review, the final disbursement of the grant, and the closing of the History Fund's project file.

Thank you for taking the time to complete this report. Once we make the final disbursement of the grant, you are welcome to apply from another History Fund.

Questions? We are happy to help! Contact:

Andy Verhoff
Ohio History Fund & Outreach Manager
State Historic Preservation Office / Ohio History Connection
800 East 17th Ave., Columbus, OH 43211
614-562-4490 (cell); 614-297-2341 (office); averhoff@ohiohistory.org

History Fund 2022-2023 (FY23)

Ohio History Connection

The Purpose of Your Final Report

Congratulations on the completion of your Ohio History Fund-supported project. The purpose of this final report is to document your project and the use of grant funds and match.

Upon acceptance of this report, the Ohio History Connection will forward to you an invoice for your grant award, which you will sign and return to the Ohio History Connection. Upon receipt of the invoice, the Ohio History Connection will issue a check for your grant.

The deadline for submission of your final report is noted in your grant agreement and is no later than 30 days after the end of grant project period.

The Ohio History Connection will use the information in this and the Mid-Project Report to chronicle the progress of the History Fund program and the use of tax check-off donations. The History Fund is supported primarily by donations Ohioans make through their state income tax returns, by purchasing Ohio History "mastodon" license plates, and through designated gifts to the Ohio History Connection. The state's General Assembly and governor enabled a tax check off for the Ohio History Fund in 2011.

The information provided in your report also helps the Ohio History Connection make the case for the History Fund, which is imperative. The Ohio History Connection must raise a minimum of \$50,000 annually through the tax check-off, or it will be removed from the state income tax return form. This unhappy occasion would threaten the continuation of the History Fund grant program. Conversely - and better - the more the History Fund receives in donations, the more it makes in grants.

Your grant report can help sustain the History Fund. You have the power to help other organizations benefit as you have (and can again). We appreciate the time you will take to complete the report. As always, if you have questions, please contact us:

Ohio History Fund
State Historic Preservation Office
Ohio History Connection
averhoff@ohiohistory.org
614-562-4490 (cell); 614-297-2341 (office)
www.ohiohistory.org/historyfund

Project Name & Category

Date of Report*

Character Limit: 10

Project Name*

Character Limit: 100

Funding Category*

Select the type of category which best describes your project.

Choices

Bricks & Mortar

Organizational Development

Programs & Collections

Budget Summary

Budget Final Report Form*

[Click here](#) to download the "History Fund Budget Final Report Spreadsheet." *Use of this form is required.* The form is available for download is a Microsoft Excel spreadsheet. If you do not have access to Excel or cannot download the Budget Form spreadsheet, contact the History Fund.

- [PROGRAMS & COLLECTIONS and ORGANIZATIONAL DEVELOPMENT, example of completed Final Project Report Budget Form](#)
- [BRICKS & MORTAR, example of completed Final Project Report Budget Form](#)

File Size Limit: 1 MB

Project Summary

Because the History Fund supports a wide range of projects, the questions allow for a variety of answers based on the type of project you completed. Please make your answers as specific as possible; address the "whos," "whats," "whens," "whys," "hows," and "how many's" of your project.

#1*

What did your project accomplish?

Character Limit: 3000

#2*

Who benefited from your project? Who will continue to benefit from the project now that it is concluded? Make sure your answer also indicates how many people were affected by the

project. **Note:** “Who” may include audiences for public programs or exhibits, contractors and workers on Bricks & Mortar projects, users of digitized materials, interns who worked on collections care projects.

Character Limit: 3000

#3*

What parts of your project went really well? What parts of the project would you do differently? How would you have done them differently?

Character Limit: 3000

#4*

If the grant project was part of a larger initiative, did the project enable your organization to take next steps to achieve that greater goal? Why or why not? (Include a brief description of the “larger initiative” or “greater goal” in your answer.)

Character Limit: 3000

#5*

To help the History Fund highlight your project, **please include any significant quotes or descriptions of memorable moments.** Also feel free to share noteworthy revelations or insights garnered from the project. **Note:** There is a place in the section "Project Photographs, Images, and Products" below to upload project photographs.

Character Limit: 3000

#6 Copies of Contracts

If work on your grant project was governed by contracts entered into by your organization, upload a copy of each contract here.

Note: If necessary, cut and paste multiple contracts into one document and then upload that document here, instead of attempting to upload each contract separately. The software is not configured to upload separate documents, just one.

File Size Limit: 5 MB

Bricks & Mortar Grants Only: Preservation Agreement

As per your Grant Agreement: prior to payment of the grant award, an agreement must be executed between the Ohio History Connection and the Owner of the property on which History Fund funds have been expended, according to which the Owner agrees to assume the cost of continued maintenance and repair of said property so as to preserve the architectural, historical, or archaeological qualities that keep the property eligible for listing on the National Register of Historic Places, or, for non-historic structures, that retains the building for its intended use. The term of the agreement shall be for not less than 5 years.

[Click here](#) for a template for a preservation agreement. Other than the insertion of information required by the form, no alterations to the terms of the agreement are permitted.

Preservation Agreement

Upload a draft of your proposed maintenance agreement. It will be reviewed by the History Fund and, once approved, signed by the grantee and a representative from the Ohio History Connection.

File Size Limit: 1 MB

Acknowledging History Fund Support

Upload Promotional Materials*

Upload materials created since the Mid-Project Report to promote your project. Denote acknowledgements of History Fund and Ohio History Connection support. These materials can include news releases, newsletter articles, web sites, social media postings (e.g. Facebook), and program handouts.

Note: As in the section above, cut and paste acknowledgements into one document and then upload that document here (rather than attempting to upload each item separately. The software is not configured to upload separate documents, just one.)

File Size Limit: 5 MB

Project Photographs, Images, and Products

Before, during, and after photos of projects are worth a thousand words. Upload photos and images of your project. **Note:** photos are required for Bricks & Mortar projects.

Images can include photographs, maps, or charts. Provide a “photo key” that describes the images. Include in the key:

- 1) Grant project title
- 2) Applicant organization
- 3) Date of photo
- 4) Description of each view or image (sample descriptions for Bricks & Mortar projects: “west elevation,” “second floor hallway looking north,” etc.)

The total size of uploads cannot exceed 10 MB.

Note: Cut and paste all your photos and the photo key into one document and then upload that document here, instead of attempting to upload each photo and the photo key separately. The software is not configured to upload separate documents, just one.

Shoot and save your photos at high resolution (300 ppi). Upload low resolution (72 ppi) versions of the photos to the report.

Under separate cover, send a flash drive of the high resolution images to the History Fund at the address above. Identify the disk with the name of your organization and grant project name.

If your project is a documentary, publication, or otherwise would be best submitted using surface mail, send two copies under separate cover to the History Fund at the address above.

The Ohio History Connection reserves the right to use all submitted images in its reports and publications and will provide photo credit to the submitting organization.

Photo / Image Upload*

File Size Limit: 10 MB

Letters to Elected Officials

Upload Letters to Elected Leaders

If not submitted with your Mid-Project Report, upload letters to elected leaders as described in your grant agreement, including your 1) state representative, 2) state senator, 3) U.S. House of Representative member, and 4) both of Ohio's U.S. Senators.

Find your state representative and state senator here:

<https://www.legislature.ohio.gov/members/district-maps>

For your Member of Congress and two U.S. Senators here:

<https://www.govtrack.us/congress/members/OH#representatives>

Note: Cut and paste letters into one document and then upload that document here

File Size Limit: 1 MB

Final Report Checklist

If you can check off these items, your Final Report is ready to be submitted. Congratulations and thank you!

Choices

Budget Final Report Spreadsheet complete and correct?

Project Summary completed?

Preservation Agreement uploaded (if Bricks & Mortar grant)?

Contracts uploaded (if applicable)?

Promotional Materials uploaded?
Project Photographs uploaded?
High resolution images or 2 hard copies of products sent to History Fund?
Letters to Elected Officials uploaded (if not submitted with Mid-Project report)?
Confirmation indicated?
Project Director contact information given? - see "Confirmation" below

Confirmation

Confirmation*

By clicking the button below, the Project Director for the grant project confirms that work under this grant has been performed in accordance to the terms and conditions outlined in the grant agreement, including amendments, and that the final grant report is an accurate description of the project's activities and expenditures to the best of project director's knowledge and documentation.

Choices

Confirmed

Project Director Name & Daytime Phone Number*

Please enter the name and daytime phone number (M - F) of the Project Director. If we have questions about the report, this is who we will call.

Character Limit: 300