



## ADMINISTERING YOUR HUMANITIES TEXAS MAJOR GRANT

All forms required for the grant's administration are available on our website at the following address: <http://www.humanitiestexas.org/grants/forms/>. If you are not able to download any or all of these forms, please contact the Humanities Texas office, and we will mail them to you.

- Review the **financial procedures overview**, provided on the following pages, to familiarize yourself with the procedures Humanities Texas follows when awarding major grants (i.e., community project and media grants).
- Review the **grant agreement**, paying close attention to the grant period (listed in the first paragraph) and the payment and reporting terms (on the final page). Confirm that all expenditures listed in your **approved budget** (including both cash and in kind) occur within the grant period. If they do not, contact Humanities Texas staff immediately.
- If Humanities Texas has awarded your project NEH matching funds, please follow the instructions in the document titled **administering a grant awarded with NEH matching funds** when submitting documentation regarding the outside funds you've raised.
- Have the project's Authorizing Official and Fiscal Agent sign the **grant agreement** and return the signed document to Humanities Texas within fifteen days of receipt. You may send a hard copy in the mail or email the document to [grants@humanitiestexas.org](mailto:grants@humanitiestexas.org). Keep a copy for your records as well. Once HTx receives the signed grant agreement, we will issue payment within three weeks.
- Have the project director complete and return the **project information form** within two weeks. This information will be used to produce a calendar of grant-funded events for our organization's publications and NEH's *Humanities* magazine.
- Use the **grant adjustment request form** to notify us in writing of any changes in dates, times, or program participants well in advance of the event. Significant changes to the project or the budget require prior approval by HTx staff. See item C(2) of the **grant agreement**.
- Use the **revised budget summary** form to submit proposed changes in your project budget.
- We encourage you to invite your organization's U.S. Representative, State Senator, and State Representative to your event. You can find your federal and state representatives online at <http://www.fyi.legis.state.tx.us/>.
- Review the **note on ADA legislation and labor practices** to ensure that your project is in compliance with federal law.
- Complete and submit both the **Final Expenditures form** and the **Final Report form** to Humanities Texas within ninety days of the termination of your grant period.

## **FINANCIAL PROCEDURES FOR RECIPIENTS OF MAJOR GRANTS**

Major grants include Community Project Grants and Media Grants.

The financial management of each major grant is the responsibility of the grantee. Though the grantee's system of accounting does not have to be elaborate, it should (1) provide a method of depositing and disbursing funds for the purpose(s) outlined in the approved grant application and (2) provide a record that can be easily audited. The system of accounting employed by the grantee should be in accordance with generally accepted accounting principles, which must be applied in a consistent manner so that all project expenditures and in-kind contributions can be clearly identified. It should also be in accordance with the terms and conditions of the Grant Agreement.

If you have any questions regarding the financial procedures, please contact Deputy Director Yvonne González at (512) 440-1991 ext. 124 or [ygonzalez@humanitiestexas.org](mailto:ygonzalez@humanitiestexas.org).

### **PAYMENTS**

Disbursements of community project or media grant funds from Humanities Texas (HTx) to sponsoring organizations will be made in one payment. The payment will be made once your signed Grant Agreement is received and the grant period has begun. Please allow up to three weeks for the release of your award check. No payments can be issued until the signed Grant Agreement is received.

The payment schedule for your project is listed under Item N in the Grant Agreement. It is the responsibility of the sponsoring organization to make the necessary request and/or provide the required reports to obtain payments.

Humanities Texas awards federal funds identified as either 45.129, 45.149 or 45.168 in the Catalogue of Federal Domestic Assistance. Please see p. 4 of your Grant Agreement to determine from which fund your grant is derived.

### **GRANT PERIOD**

The beginning and ending dates of a grant period should cover all phases of a project, from early publicity to the conclusion of the public events. All expenditures listed in your approved budget (both in kind and cash) must occur within the grant period listed in your Grant Agreement.

### **BUDGET GUIDELINES AND PROCEDURES**

Complete instructions for preparing the project budget are available in the "Detailed Budget Guidelines" in the grant application form.

The Approved Budget Summary accompanying your Grant Agreement is considered a part of the agreement. See Item C in the Grant Agreement for details.

Significant changes to the Approved Budget Summary require prior approval by HTx staff. Please submit a Grant Adjustment Request form (available on the HTx website) to obtain approval. In an emergency, you may call for approval before submitting the written request.

Please note the following restrictions when planning your program and submitting your final report.

- **Honoraria:** This includes fees for consultants, speakers, and other humanities scholars. Although participants may receive a higher honorarium, no more than \$500 per speaker per presentation may be paid with HTx funds.
- **Travel & Lodging:** Travel in connection with project activities is reimbursable at the current rate listed on the U.S. General Services Administration website at [www.gsa.gov](http://www.gsa.gov) for both privately owned vehicles and rental cars, and at economy class for airfare. Actual food and lodging expenses are reimbursable, although no more than \$135 per day per presentation may be paid from HTx funds. Except for Canada and Mexico, only the U.S. portion of international airfare may be paid from HTx funds. In the case of Canada and Mexico, participants should use U.S. carriers where possible and feasible.
- No HTx funds may be used to pay for alcoholic beverages.
- HTx funds may not be used to pay for food (unless under the “travel” expense category). Receptions and dinners should be part of the sponsor’s cost-share.

### **FINAL EXPENDITURES REPORTS**

Once your project has ended, please complete and submit the Final Expenditures form. This form should contain line-item accounting for both cost-sharing contributions and expenditures from HTx grant funds during the grant period. The first and second columns of this form refer to cost-sharing contributions by the sponsor(s) and all sources other than HTx, broken down into cash contributions and in-kind services. The third column lists expenditures from HTx grant funds. The final column, TOTAL, represents the sum of all columns 1,2, and 3.

The following general provisions and instructions apply to the submission of final expenditures reports for Community Project Grants and Media Grants.

- All grantees must submit a final expenditures report no later than ninety (90) days after the termination of the grant. The date of termination (i.e., the end of the grant period) has been designated in the Grant Agreement. The final report will list all obligations paid from grant funds to date as well as obligations that will be met once final payment is received from the HTx office. **Please note that changes to the Approved Budget Summary in excess of 10% of any line item require prior approval by the HTx staff. Changes that violate funding guidelines will not be approved.**
- All expenditures listed in your final expenditures report (including both cash and in kind) occur within the grant period. If they do not, contact Humanities Texas staff immediately.
- If there is an unexpended grant balance (i.e., if expenditures are less than payments received) at the end of your grant period, a check for the exact amount of unexpended funds should be made payable to Humanities Texas and sent to the HTx office along with the final expenditures report.
- **Certification:** final expenditures reports must be certified by both the fiscal agent in charge of the project budget and the authorizing official. Signatures must be in ink.

If you have any questions about these or other grant requirements, feel free to contact the HTx office.