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## Final Report Test

PHC CARES grantees are required to provide information about the use of their grant award and the funded activities. We ask that you answer these questions to the best of your ability.

The information your organization provides will be used to report back to the National Endowment for the Humanities (NEH) about the use and impact of CARES Act funding in Pennsylvania. **THIS REPORT IS DUE BY MAY 31, 2021.**

PHC also requires a FINAL BUDGET REPORT and a FINAL ACTIVITY REPORT as part of the final reporting process. These materials were shared with you and should be returned - along with the answers to the questions below - by the deadline.

Questions? Contact Celeste Vargo at [cvargo@pahumanities.org](mailto:cvargo@pahumanities.org).

NOTE: **All fields with GREY background** are Read Only and prepopulated from original grant application/interim report.

### I. Grantee/Organization Information

Organization name

Main contact name/title

Main contact email

Main contact phone number

Organization web site

Grant #

CARES-20-01233

Total award amount

\$0.00

## II. Grant Description

Please help us describe your work. The NEH asks us to provide a succinct description of the work supported by each grant. Please answer each of the following questions, which will auto-populate the statement below.

What was the planned output per the grant funding? \*

What was the positive change the output was to create? \*

Why was this positive change needed in/ for the community or audience? \*

Briefly state your organization's mission \*

What is the name of the project or initiative that was funded? \*

**What was the goal of this project or initiative? \***

**What was the primary audience that benefited from this funding? \***

*(Please be specific - e.g. NOT "General Audience" or "All residents" BUT INSTEAD "senior residents of the Greater Lehigh Valley" or "students in the Garnet Valley School District who did not have adequate internet connections")*

**Resulting Statement for NEH (Please confirm before submitting):**

With CARES Act funding, X  X in order to X, directly advancing its humanities mission to X. Specifically, this grant funded X which X. The primary audience benefitting from this funding is X.

### III. Activities/Program Information

**1. List any activities that were supported with CARES Act funding: \***

a. Optional: Please share a story about 1 of the activities listed above. We frequently share such stories with our partners and supporters. Please share the names and contact information of the individuals involved with this activity

**2. What kinds of types of methods or platforms for humanities activities or programs? \***

- Virtual conversations/convenings
- Virtual instruction/classes
- Virtual Event/performances
- In-person conversations/convenings
- In-person instruction/classes
- In-person Event/performances
- Other

a. If other selected : please explain

### 3. Total Attendance

#### a. Previous FY [FY that included pandemic]

##### i. In Person \*

##### ii. Virtual \*

#### b. Prior FY [FY prior to pandemic]

##### i. In Person \*

##### ii. Virtual \*

#### 4. In addition to CARES-supported programming, please provide details of your overall humanities activities and educational programs for the past year. \*

#### 5. What are successes/ lessons you learned about your humanities activities or educational programs during the pandemic? \*

## IV. Audience Participation/Reach

### 1. Please report the total number of people reached by your humanities programs or events.

**b. Total attendees for all in-person activities supported by CARES Act funding \***

**c. If you produced a recording or video that could be watched AFTER the event/program, how many views did it receive \***

**2. To what extent were you able to engage your communities in your humanities programming, especially underserved audiences? \***

**3. Please report the total number of social media impressions (likes, shares, comments) for humanities programming supported by this grant.**

**a. Likes \***

**b. Shares \***

**c. Comments \***

**4. In what ways did this past year present new or unexpected opportunities to connect your humanities programs with your audiences? \***

## **V. Your learnings & plans**

**What did you learn about the humanities and your engagement with**

communities over the pandemic year and how is that impacting your plans going forward? \*

## VI. Photos and Publicity

Please share any direct links to photos, news stories or other online content associated with your CARES grant. PLEASE NOTE: In providing links, you grant PHC permission to use images, etc. in our materials and reporting

Add File/Link

## VII. Recovery of the Sector

The recovery of the humanities sector from the impact of the pandemic might take many years. PHC is interested in your thoughts on the support humanities and cultural organizations may need to continue to recover and thrive. If PHC were to offer another round of funding, where would you need the most support? \*

## VIII. Update on Organizational FINANCES & OPERATIONS

These questions are to help PHC understand what has happened to you, your communities, and the humanities in PA since last year. We plan to share this data back IN THE AGGREGATE (NOT on individual organizations) so we can better support and advocate for you and the sector.

1. End date of current FY \*

mm/dd/yyyy

2. Please complete the following table using your current year approved budget (Enter 0 when blank)

Sources	Last Fiscal Year Approved Budget	Year to Date Actual as of March 1, 2020	Please estimate the loss or anticipated loss this year	Current Fiscal Year Approved Budget	Percent of Annual Budget	
Government Support (Federal, State, Local)					0.00%	
Private donations					0.00%	
Foundation/Corporate Grants					0.00%	
Earned Income (Tickets, Fees & Sales; Sponsorships; Fundraising Events)					0.00%	
Endowment income					0.00%	
Other:					0.00%	
Total (Auto total)	\$0.00	\$0.00	\$0.00	\$0.00	0%	

### 3. Total Expenses - Current FY Approved Budget \*

### 4. Total Expenses - Final - previous FY \*

### 5. Staff your organization employed on March 1, 2020

#### a. Salaried \*

#### b. Hourly \*

**6. Staff your organization employed on March 1, 2021****a. Salaried \*****b. Hourly \*****c. Are any still furloughed/ reduced hours? \*****7. Since the beginning of the pandemic to date, how many salaried full-time or equivalent staff have you had to lay off due to COVID-19? \*****8. Since the beginning of the pandemic to date, how many hourly staff or independent contractors have you had to lay off due to COVID-19? \*****9. How were grant funds used? \***

- General Operating Support
- Program Expenses
- Staff Retention

**10. Did this grant help preserve staffing or consultants at your organization? \***

If Yes:

**a. Salaried staff positions were preserved:****b. Hourly staff positions were preserved:**



**c. New staff positions created:**

**d. Consultants retained/hired:**

**11. Please provide a budget narrative, describing how your CARES Grant funds were spent for Programs, Staff Retention or General operating support. \***

**IX. Budget Table Section:**

Category	Projected in interim report	Final report
<b>Project/Program Personnel</b>		
Staff (Salaries & Benefits)- staff must directly support humanities programming		
Scholars/Speakers/Artists		
Advisors/Consultants		
<b>Office/Admin</b>		
Telephone/Internet		
Postage/Shipping		
Printing/Copying		
Rent/Mortgage		
Utilities		
Enhanced facilities cleaning & sanitation		

Category	Projected in interim report	Final re
<b>Event/Program Supplies</b>		
Social distancing expenses(shields, floor decals, face masks, etc)		
Technology/Equipment		
General Supplies/Materials		
<b>Subscriptions/Fees</b>		
Virtual Meeting Costs		
<b>Other (please specify)</b>		
Other Budget Line 1 Name		
Other Budget Line 1 Amount		
Other Budget Line 2 Name		
Other Budget Line 2 Amount		
Other Budget Line 3 Name		
Other Budget Line 3 Amount		
Other Budget Line 4 Name		
Other Budget Line 4 Amount		

### Comments about budget lines:

## X. Additional Information (optional)

If there's any information that we have not requested, but which you feel is

important to report, please provide it here

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