

VVEEP Support Grant Close-Out Report

This is the Final Report for organizations that received a Voices and Votes Electoral Engagement Support Grant. Please submit this report three (3) weeks after the completion of all grant-supported events, no later than Friday, April 30, 2021.

You have the option to complete this form via phone or Zoom appointment with Theresa Worden. To schedule an appointment, please send an email to tworden@mdhumanities.org.

The Close-Out Report has three sections: Narrative, Data Reporting, and Financial. Please do the best you can filling in the information. We will contact you if there are any questions. If you have not received your unique click here to [request your VVEEP Grant Final Financial form](#).

If using this Fillable PDF, you must [CLICK HERE to SUBMIT and send this completed form with uploads as attachments](#).

1. Enter your Organization's Name

2. Enter your Name and Email Address

Part 1: Narrative

Please complete the following three sections as best you can.

3. How did it go? Please provide an overview of your activities and accomplishments.

4. Describe any challenges or setbacks.

5. List your event(s), publication(s), digital project/website, exhibit, or media program/podcast episodes funded by the grant. Please describe or link to any media attention the project received.

6. OPTIONAL: Would you be willing to share images of your project with us to promote your work? You may upload photos, videos, or screenshots of your grant project/event here. Consider also including a document with credit information, photo descriptions, and (if applicable) a way to tag you on social media!

Files submitted:

Part 2: Reporting Data (Number of Events, Products, Participants)

Please fill out the following section as best you can. Enter 0 if you the question doesn't apply to your project.

Note: If an in-person activity or TV, film, radio, or podcast was also streamed virtually, count it as both an in-person activity or TV, film, radio, or podcast and a virtual activity; for programs with recurrent events, such as a book club, count each individual meeting as one activity.

7. Enter the total number of in-person events or activities:

8. Enter the total number of participants across all in-person events or activities:

9. Enter the total number of virtual events or activities:

10. Enter the total number of participants across all virtual events or activities. (See note above for guidance.)

11. Enter the total number of new TV programs, films, radio segments, and podcast episodes produced:

12. Enter the total number of viewers and listeners of new TV programs, films, radio segments, and podcast episodes on any of your organization's channels (i.e., social media pages, website, etc.)

13. How was your project received by your participants or audience? How do you know?

14. Check any of the following survey types you administered to your event participants for the events or activities reported above.

Check all that apply.

- English Survey link, provided by Maryland Humanities
- Spanish Survey link, provided by Maryland Humanities
- Survey QR Code, provided by Maryland Humanities
- Printable PDF Survey, provided by Maryland Humanities
- We used our own survey

15. If you used your own survey, please upload a blank copy here. We may contact you to inquire about the data you collected to share with our funder.

Files submitted:

**Part 3:
Financial**

A VVEEP Grant Final Financial form (Excel document) for your project will be emailed to you. Please follow the instructions included in the email to complete the form. *Receipts and documentation DO NOT need to be submitted, but you should retain them for your records.*

16. Upload your completed and verified Grant Final Financial Form. *

Files submitted:

Google