

**Humanities Washington
FINAL BUDGET REPORT**

Humanities Washington requires each organization that received grant funding to prepare a **final budget** that reflects that actual income and expenses of each project. Be sure to identify your Grant Identification Number and Organization on your final budget. Final budgets should outline three particular areas:

- Humanities Washington Grant Funds approved at the time of the grant award
- How Humanities Washington funds were actually spent (be sure to detail changes from approved budget in the budget narrative)
- Applicant’s cost-sharing (cash & in-kind project costs, excluding Humanities Washington funds)

**Be sure to list the project’s income sources (other grants, gifts, government funds, earned income, etc.). If you have any questions, please contact Humanities Washington staff.

Special Note: Changes in budget **MUST** be approved **in advance** by the Humanities Washington Program Director Ellen Terry. See “Humanities Washington Procedures” and “Request for Budget Change Form” in grant award packet.

BUDGET NARRATIVE

In addition to the **final budget**, please include a **budget narrative**. This budget narrative should be based on the budget narrative submitted with your original application (or amended budget) and should explain any changes in your expenditures as listed in your **final budget**.

We certify that the **final budget and budget narrative** accurately and fairly represents the final financial status of the project (*all three signatures are required*):

Authorizing Official	Date
Project Director	Date
Fiscal Officer	Date

Return to:
Humanities Washington
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