

**Humanities Washington  
FINAL EVALUATION FORM**

Date: \_\_\_\_\_ Grant #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Director: \_\_\_\_\_

Co-Sponsoring Organization(s) \_\_\_\_\_

**Financial Summary**

*(These figures should match those reported on the your Final Budget)*

Grant Amount Awarded: \_\_\_\_\_

Grant Amount Expended: \_\_\_\_\_

+ Cost-Sharing Total: \_\_\_\_\_

= Total Project Cost: \_\_\_\_\_

**Humanities Advisors**

List, by discipline, the number of advisors formally involved in project activities. No individual should be counted twice:

_____ History	_____ Philosophy	_____ Archaeology
_____ Literature	_____ Jurisprudence	_____ Art History/Criticism
_____ Language	_____ Ethics	_____ Humanistic Social Sciences
_____ Linguistics	_____ Religious Studies	(Cultural Anthropology, Sociology)
_____ Interdisciplinary Fields, such as: Folklore, Women's Studies, Ethnic Studies, American Studies		
_____ Other:		
_____ TOTAL		

Summarize participation by scholars/specialists in the humanities:

**Audience Figures**

Total audience (estimate): \_\_\_\_\_

Humanities Washington requires information on audiences served by funded projects. Please give a percentage or numerical breakdown of the total audience in the following categories: age group; race or ethnic group; gender; and local vs. out-of-town visitors. Attach a separate sheet if necessary.

## Project Director's Evaluation

On a separate piece of paper, please write a brief (1-3 page) narrative that addresses the following topics:

- a. *Humanities Content.* What were the highlights of your program? What was discussed?
- b. *Humanities Advisors.* Briefly describe and appraise the participation of humanities scholars/advisors in your project, the adequacy of their participation, its value, its limitations.
- c. *Audience Response.* Did you hear comments or observe anything that indicated the audience learned something about the humanities during this project? Provide specific examples if you can.
- d. *Public Participation.* How was community support for and participation in your project demonstrated? Did you reach those whom you wanted to reach?
- e. *Evaluation.* How well did your project meet its original objectives as stated in your application? Is there anything you would have done differently? Do you have suggestions or guidance to offer for a similar project in the future? Do you have any helpful criticism of Humanities Washington?

## Attachments

Please attach the following evaluation materials as appropriate:

- Project Director's evaluation (required).
- Final Budget and Narrative (required).
- Events Listing (required).
- A summary of audience evaluations.
- An evaluation by the humanities advisor(s).
- Additional evaluation reports (e.g., board member, independent observer, other participants).
- Sample printed materials (1 copy required of each).
- Photographs of project.
- Copies of products, e.g. videotapes (1 copy required if produced).

This form, the Final Budget form and the attachments listed above comprise the grant project's final report. The final report **MUST** be submitted **within 90 days** of the completion of the Humanities Washington-funded project. If you have any questions regarding the final report, please contact Humanities Washington staff.

NOTE: This form is also available online at <http://www.humanities.org/grants>. You may submit the form and the requested materials by regular mail or email.

### Return to:

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