

DOCUMENTS FOR GRANT RECIPIENTS

1) The following items comprise your grant packet, and follow in sequence.

- * Copy of award letter from VFH (mailed)
- * Notification of Award (mailed; signatures required – return to VFH)
- * Certifications form (signature required – return to VFH)
 - * University of Virginia’s Vendor Registration Form (you will print out the online confirmation page from the following site):
www.procurement.virginia.edu/pagevendorformsvlist
 - * W-9 (return to VFH)
 - * Individualized Budget Page (mailed; P. 1) for Online Final Report; note the approved budget categories. VFH grant funds may only be spent on these items.
 - * Budget Pages 2 and 3
 - * Samples of the VFH logos available to you and your designers online. All publicity must display the VFH logo and specify that the program is sponsored (or made possible in part by) the Virginia Foundation for the Humanities.
 - * A Program Participant survey form
 - * An Audience Participant survey form (optional)
- * **Grant Manual** – read before returning signed documents (Manual attached separately, also available online [here](#).)

2) Please return the following four items to the VFH as soon as possible. Signatures must be original rather than photocopied. Payment cannot be issued until all four items have been received. These documents must be received within 90 days. **If an Addendum is required**, it, too, must be received by the date specified before payment can be issued.

- * Certifications form
- * Printout of your online University of Virginia Vendor registration
- * Notification of Award
- * Addendum, if required in Special Conditions

3) After receipt of the above, the VFH will send the following:

- * Advance payment of 50% for Open Grants or 80% of award for Discretionary Grants.

4) Please send the VFH the following items as soon as they are available (if applicable):

- * Event schedule, with program titles and speakers
- * Copies of finished programs, brochures, etc. (30) and posters (3 unfolded copies)

5) Your Interim Report (if required) **and your Final Report must be submitted via the VFH online process.** You may sign and scan Page 1 of the Financial Report to submit online, or mail that signature page along with any supplementary materials that require separate mailing. Either way, the Final Report should arrive at VFH on or before the due dates specified in the Notification of Award.

Please refer to your Grant Manual for specific instructions.

Please note that this checklist is a simplified overview that has been created for your convenience. All requirements are spelled out in detail in the Grant Manual, which should serve as your primary reference.

THE GRANT MANUAL AND RELATED FORMS ARE ALSO AVAILABLE ONLINE at www.VirginiaHumanities.org/grants

June 3, 2016

Luci Talbot Cochran
Hampton History Museum Association
120 Old Hampton Lane
Hampton, VA 23669

Grant #: VFH-17-08

Dear Mrs. Cochran:

We are pleased to offer a grant of \$6,000 to the Hampton History Museum Association for “Virginia’s First Lunch Counter Sit-In Demonstration: A Public Key to Civil Rights and Responsibilities”. As grantee, you agree to provide no less than \$6,000 as your share of the cost of the project, either in cash or in-kind services. Since cost share is an important and useful indication of community support for the projects we fund, we urge you to document additional cost sharing as proposed in your application. Grant and cost share funds may be used only during the proposed grant period.

The budget approved for this grant has been entered under Award on the enclosed Expenditures Report. Note that VFH funds may be expended only in the approved budget categories. Please read carefully both the Grant Agreement (located in the online Grant Manual; <http://virginiahumanities.org/grants/>) and the Notification of Award. These documents detail provisions and conditions of this grant and the Foundation's reporting requirements. To confirm your organization's acceptance of the grant and its conditions, the project director and financial officer should immediately sign and return one copy of the **Notification of Award**, along with the **Certifications** form, a completed **W-9**, and confirmation of **University of Virginia Vendor Registration**. (You may bring these documents to the Project Directors workshop on June 29 to expedite the payment process, or mail them later.)

Please note that you must return the four documents indicating your acceptance of the grant within 90 days following the date of this letter. Failure to do so may result in nullification of the grant. Under rare circumstances, the VFH may approve an extension of the 90-day deadline, but such an extension must be formally requested in a letter signed by both the Project Director and the Financial Officer.

We look forward very much to working with you and to the contribution that this project will make to the humanities and your community. Please keep us informed of your plans and schedule and send us copies of any printed materials and publicity well in advance, as well as photographs and articles for use in our publications. We will be happy to help at any time with the development of your program.

Sincerely,

David Bearinger, Director
Grants and Community Programs

Robert C. Vaughan
President

Virginia Foundation for the Humanities

145 Ednam Drive
Charlottesville, VA 22903-4629
434-924-3296
www.virginiafoundation.org

NOTIFICATION OF AWARD

**Grantee: Hampton History Museum
Association**

Grant #: VFH-17-08

Project Director(s): Luci Cochran

Funds Awarded: \$ 6,000

Financial Officer: Elke Mitchell

Cost Share Required: \$ 6,000

Grant Awarded: 06/03/2016

Cost Share Requested: \$10,000

Report Due Date(s):

Interim Report Due Date: 01/31/2017

Final Report Due Date: 06/30/2017

Project Title: Virginia's First Lunch Counter Sit-In Demonstration: A Public Key to Civil Rights and Responsibilities

Forms and instructions for making reports and requesting payments are included in your grant packet.

GENERAL PROVISIONS: Located in the Grant Manual.

SPECIAL CONDITIONS: 1) VFH funds are to support the honorarium for the oral history coordinator and promotion of the public events.
2) Funding is conditional on submission and approval - by August 1, 2016 - of a more fully developed public promotion plan.

Please sign and return one copy, keeping the second for your records. Your signature below indicates that you have read the grant manual and accept its general provisions and requirements as well as any special conditions set forth above.

Project Director

Financial Officer

All VFH grants are awarded contingent on final funding from the National Endowment for the Humanities, the Commonwealth of Virginia, and any private sources on which grants depend. No funds in this grant will be disbursed until final funding is secure.

CERTIFICATIONS

1. CERTIFICATION OF COMPLIANCE WITH CIVIL RIGHTS STATUTES

The applicant [the organization being funded] certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title IV of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and
- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (45 CFR 1169)

- (a) The applicant certifies, by submission of this proposal, that neither it nor its principals is ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) Where the applicant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

Signed _____

Organization _____

Date _____

PLEASE SIGN AND RETURN TO THE VIRGINIA FOUNDATION FOR THE HUMANITIES, 145 EDNAM DRIVE, CHARLOTTESVILLE, VIRGINIA 22903-4629

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

VENDOR REGISTRATION

VFH uses the University of Virginia's accounting office for our financial transactions.

You must register as a vendor with UVa in order to receive payment.

Registering as a Vendor does not mean your organization will be selling goods or services to the University, but allows the UVa data system to recognize your organization for purposes of payment.

Print out the online confirmation page from the following vendor registration site and return it by mail along with other signature-required documents:

www.procurement.virginia.edu/pagevendorformsvlist

If you have previously registered as a Vendor with UVa, please use the UPDATE option to confirm existing contact numbers and addresses.

Virginia Foundation for the Humanities
145 Ednam Drive, Charlottesville, Virginia 22903-4629
ITEMIZED EXPENDITURES, VFH GRANT FUNDS - Financial Report Form, Page 1
Submit online with Final Report

Grantee: _____ Report Period: From: _____

Grant Number: _____ Through: _____

Date	Payee	Description of Goods/Services <i>All expenses must be itemized in detail, per person. Travel expenses, eg, should include # of nights for lodging; which meal of the day, and whether expense is for a flight, taxi, or based on a mileage rate.</i>	Category from Page 3	Amount

Total Expenditures: (This amount cannot be more than your VFH grant award; overages can be moved to cost share accounting on Page 2. Enter this total again on Page 3 of the Financial Report Form, on the TOTALS line.)	
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**Virginia Foundation for the Humanities
145 Ednam Drive, Charlottesville, Virginia 22903-4629**

ITEMIZED COST SHARE CONTRIBUTIONS - Financial Report Form, Page 2

Submit online with Final Report

Grantee: _____ Report Period: From _____

Grant Number: _____ Through _____

Contributions from sources other than the Virginia Foundation for the Humanities, NEH, and NEA

Date	Contributor/Name	Description of Funds/Goods/Services	Amount Cash	Amount In-kind
Total Matching Contributions: Enter these column totals on Page 3.				

VIRGINIA FOUNDATION FOR THE HUMANITIES

145 Ednam Drive, Charlottesville, VA 22903-4629

EXPENDITURES REPORT / CASH REQUEST - Financial Report Form, Page 3

Sign and upload to online Final Report

Grantee: Hampton History Museum Association
120 Old Hampton Lane
Hampton, VA23669

Grant Date: 06/03/2016 - 06/30/2017

Grant #: VFH-17-08

Grant Awarded: \$4,000.00

Report Period: From: _____
To: _____

Cost Share Required: \$6,000.00

<i>APPROVED BUDGET</i>		<i>EXPENDITURES - GRANT FUNDS*</i>		COST SHARE
<i>Category</i>	<i>Award</i>			(From Page 2)
Stipends/Honoraria	\$3,000.00			CASH C.S.
Promotion	\$1,000.00			
Printing	\$2,000.00			_____
				IN-KIND C.S.

TOTALS	\$6,000.00			TOTAL

Note that VFH funds may be expended only in approved budget categories.

*Only expenditures of VFH grant monies should be included under Expenditures. The total, therefore, cannot exceed the grant award. Additional expenses should be listed as Cost Share on Page 2.

Total Payment(s) received to date: _____
Payment Requested at this time: _____

We certify that the foregoing information is true and correct, and that all expenditures were incurred solely for the purposes of the above-numbered grant, during the grant period, and in accordance with the agreed conditions of the award.

Project Director's Original Signature

date

phone #

Project Director's Name (Printed)

Financial Officer's Original Signature

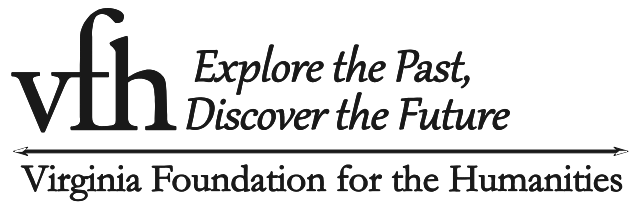
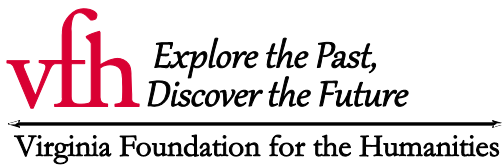
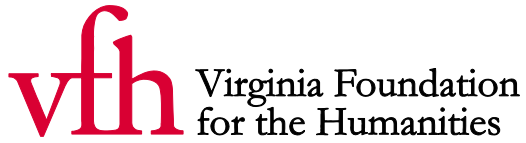
date

phone #

Financial Officer's Name (Printed)

These and other formatted VFH logo versions can be downloaded from www.VirginiaHumanities.org/grants

Look to the bottom of the screen (under “Quick Links for Grant Recipients”) to access a zip folder offering a complete selection.



Versions with our tagline are preferred.

PROGRAM PARTICIPANT SURVEY

(to be completed by program speakers, panelists, discussion leaders)

Program Title _____

As a participant in this program, you can help us to improve future programs. Please take the time to answer all questions. Any additional comments you wish to make will be appreciated. Thank you for your help.

Were you involved in developing the proposal for this project? Yes No

Have you participated in other projects supported by the VFHPP? Yes No

Was there good, productive dialogue between the audience and the participants? Yes No

Were humanities scholars central to this program's activity? (circle)

not _____ very central
central 1 2 3 4 5 6 7 8 9 10

Were the perspectives and insights of the humanities integral to this activity?

very _____ very much
little 1 2 3 4 5 6 7 8 9 10

Overall, how would you rank this program, considering such factors as interest, content, presentation, organization, discussion?

poor _____ excellent
1 2 3 4 5 6 7 8 9 10

Do you think your participation in this and other public humanities programs will meet with any recognition by your home institution?

Yes No If yes, what kind of recognition? _____

What were your general impressions of the program: its strengths, weaknesses, success, value, and importance (continue on the back of this sheet, if necessary)

Please return this form to the organization hosting this program or project.

If you would like further information about the Virginia Foundation for the Humanities and its programs, please write to the Virginia Foundation for the Humanities, 145 Ednam Drive, Charlottesville, Virginia 22903, call 434- 924-3296, or go to www.virginiafoundation.org

AUDIENCE SURVEY -- optional

Program Title _____

We need your opinion of this program so that future programs throughout the state can profit from experience. Please answer the questions below, and add any comments you wish. Return the form to the organization sponsoring the event. You need not sign the form. Thank you for your help.

Overall, are you satisfied that this program was worth your attendance? (circle)

not satisfied 1 2 3 4 5 6 7 8 9 10 very satisfied

What did you like best about this program?

What did you like least about this program?

Do you have suggestions for improving future programs?

How did you first learn about this program? (check only one)

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Television | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Can't remember |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Brochure, poster | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Mailing, invitation | _____ |

Please return this form to the organization hosting this program or project.

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Stay Connected

Now that you're officially a grantee of the Virginia Foundation for the Humanities, we have subscribed you and your named Financial Officer to our twice-yearly issue of **VFH VIEWS**, a print newsletter. You will soon also begin receiving our bi-monthly **e-newsletter** via the email you listed on your grant application (with an opt-out choice, if needed.) These publications, the e-newsletter in particular, may become vehicles to publicize your grant project when there are events open to the public or other announcements – such as a book's publication date or awards won! – so keep us informed.

And do feel free to connect with us on **social media**. It's another way to share your information with our friends, and stay up-to-date with VFH and humanities happenings.

You can find us here:

Facebook: <https://www.facebook.com/VirginiaHumanities>

Twitter: @VAHumanities <https://twitter.com/VAHumanities>