



Sample Mid-Project Report Form

Ohio History Fund

For Reference Only

What follows is a sample Mid-Project Report Form. We provide it as a guide to help you complete your project's report online.

Because we know you are at work on your project, the information we ask for in the Mid-Project Report is kept to a minimum. The report is your opportunity to tell the Ohio History Connection how your project is progressing, share photographs and acknowledgement materials, and update schedules, budgets, and specifications.

Mid-Project and Final Project reports are accepted online only through the Ohio History Fund's grant application portal. As with your original grant application, no paper or emailed copies of project reports are accepted.

To find the reports online, go to www.ohiohistory.org/historyfund. Once at the site, click on "Applying for a Grant," and then click on "Access the Online Application." Log in and look for **Mid-Project, History Fund** or **History Fund Final Project Report** (whichever applies) and click on "Edit" to see, complete, and submit the report.

- You can also find project reporting materials on History Fund's website by clicking on "Grant Administration," but you still must log in to complete the reports.

You will not be able to access the Final Project Report Form until the History Fund reviews and accepts the Mid-Project Report. To hasten acceptance of the Mid-Project Report, respond to requests for clarification or more information in a timely fashion.

The deadline for submission of the mid- and final project report is noted in your grant agreement.

Thank you for taking the time to complete this report and continued best wishes on your project.

Questions? We are happy to help! Contact:

Andy Verhoff

Project Manager - Ohio History Fund & Outreach

State Historic Preservation Office / Ohio History Connection

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History Fund Grant Application

Ohio History Connection

Introduction

This History Fund Mid-Project Report is your opportunity to tell the Ohio History Connection how your project is progressing. The report is also a chance to begin gathering material for your final project report - the acceptance of which is required for the disbursement of your grant.

The Mid-Project Report is a helpful reminder regarding provisions of your grant agreement. For example, acknowledging the History Fund's support in promotional materials and sending letters to elected officials about your grant.

The deadline for submission of this and the final report is noted in your grant agreement, which was signed by an authorized representative of your organization and ours.

Because we know you are at work on your project, the information we ask for here is kept to a minimum. Thank you for taking the time to complete this report and continued best wishes for the success of your project.

Project Information

Project Name*

Character Limit: 100

Funding Category*

Select the type of category which best describes your project. For a refresher, see descriptions of categories in the Ohio History Fund Guidelines, found [here](#).

Choices

Organizational Development
Programs & Collections
Bricks & Mortar

Grant Amount*

Character Limit: 150

Match Amount*

Character Limit: 150

Project Summary to Date

Date of Mid-Project Report*

Character Limit: 10

Summary of Work*

Please describe work completed on the grant project to date. Document progress, and share revelations, insights, and stories gathered from the work. Also indicate whether you anticipate any changes in the project schedule or scope. Attach a revised schedule, as needed (per the grant agreement).

Character Limit: 3000

Revised Project Schedule (if applicable)

If your project schedule has changed, upload the revised version to this report. **TIP:** you can use the same form submitted with your grant application - just revise dates and activities.

File Size Limit: 3 MB

Revised Specifications (for projects requiring an RFP)

If the specifications initially outlined have changed, describe the changes and the reasons for them here, and upload the revised specifications.

Character Limit: 3000 | File Size Limit: 5 MB

Project Photographs*

Upload photos of the project in progress. **NOTE:** photos are required for Bricks & Mortar projects. Images can include, but are not limited to photographs, floorplans, maps, and charts. Provide a "photo key" that describes the images. Include in the key the 1) grant project title, 2) applicant organization, 3) property name and address, 4) photo date and 5) a description of each view or image (sample descriptions: "west elevation," "second floor hallway looking north,"). The total size of uploads must not exceed 5 MB.

It is easiest to cut and paste all your photos and the photo key into one document and then upload that document here, rather than attempting to upload each photo and the photo key separately.

Shoot and save your photos at high resolution (300 ppi). Upload low resolution (72 ppi) versions of the photos to the report. The high-resolution images will be required at a later date.

File Size Limit: 5 MB

Summary of Expenditures*

Please provide a brief description of project expenditures so far. To what extent does the budget submitted with your application match actual project expenditures? What expenses have you encountered that you did not budget for in your application? **Note:** changes to budget amounts of less than 20% do not require the approval of History Fund (per the grant

agreement). For changes greater than 20%, please upload a revised budget in the space provided below.

Character Limit: 3000

Match*

Explain whether the match sources listed as "pending" in your application have "confirmed" or made their contributions. If not, how has the project compensated for the loss of any "pending" match that did not materialize?

- **NOTE:** projects are required to meet required minimum percentages for match (40% for Bricks & Mortar and Programs & Collections projects; 20% for Organizational Development projects).

Character Limit: 3000

Revised Budget (if applicable)

If your project budget has changed, upload a revised version to this report. You can use the same form submitted with your grant application - just revise the relevant budget information.

- **NOTE:** a more detailed accounting of project funds will be required in the final report at the end of your project. Save your receipts!

File Size Limit: 3 MB

Acknowledging History Fund Support

According to your grant agreement, all written, visual, and audio material about History Fund-supported activities must include the following acknowledgement, verbatim and in legible type:

"This project made possible in part by a grant from the Ohio History Connection's History Fund. The History Fund is supported exclusively by voluntary donations of Ohio income tax refunds, sales of Ohio History "mastodon" license plates, and designated gifts to the Ohio History Connection. www.ohiohistory.org/historyfund"

Written, visual, and audio materials can include, but are not limited to: news releases, newsletter articles, web sites, social media postings (e.g. Facebook), and program handouts)

In addition, the Grantee agrees to erect or mount a sign visible to the public near the project site that includes this language.

The Ohio History Connection's logo must be displayed as a part of all Grantee's printed and visual acknowledgements of the grant.

Acknowledgement Materials*

Upload materials created to promote the project. Include URLs to websites and social media.

File Size Limit: 3 MB

Project Signage

Upload photos of project signage, if not included above in "Project Photographs."

File Size Limit: 3 MB

Letters to Elected Officials

According to your grant agreement, grantees shall address a letters to the following: their 1) state representative, 2) state senator, 3) U.S. congressional representative, and 4) both U.S. senators from Ohio - a total of five letters.

Each letter shall describe three items: 1) the grant project, 2) its significance, and 3) the role of the Ohio History Connection's History Fund's support in the project. Copies of letters to state and federal representatives shall be included in the mid-project or final project report to the Ohio History Connection.

Upload Letters

Upload letters to elected leaders, if sent as of the date of this report.

File Size Limit: 3 MB

Confirmation

Confirmation*

Choices

Project director confirms that mid-project report is accurate to the best of their knowledge.