

Museum on Main Street
Close-Out Report to Federation of State Humanities Councils

Return to Federation office within 30 of days of closing out project.

State Humanities Council _____ Date _____
 Exhibition Title _____
 Dates of tour (months/years) _____
 Project Director _____
 Direct phone number and email address _____
 Project Scholar: _____
 Contact Information: _____

Host Institution Overview: Please complete the chart below, noting for each host institution whether or not they have worked with the Council before, their estimated population, the estimated attendance at the exhibition & programs, *your* assessment of the humanities content of the programs (strong, satisfactory, unsatisfactory) and *your* assessment of the scholar's involvement in each community/venue (strong, satisfactory, unsatisfactory).

	Venue	Worked with Council before?	Esti populati on	Estimated attendance (exhibition + programs)	Assessment of Humanities Content of Programs	Involvement of Scholar in Planning and Programs
1						
2						
3						
4						
5						
6						
7						
Total Estimated Attendance						

Total estimated reach beyond host towns with ancillary state programs and press coverage (such as tv, radio, publications, school programs, websites, speakers bureaus, reading/discussion, etc.): _____

Council Grants:

Did your council make direct grants to host institutions? _____yes _____no
 If so, how much were these grants per institution? _____
 Were these grant funds "set aside" for this purpose? Or was this a competitive process? _____set aside _____competitive
 Did your council limit the ways in which local support grants could be used? _____
 If so, what were the limitations? _____

In addition to direct support grants, did host institutions take advantage of other council programs/services (e.g. speaker lectures or other “packaged programs”)? _____

In addition to direct support grants, did any of the host institutions seek grants through your established grants processes? _____

Were they successful? If so, how much was awarded in total? _____

Community Assistance Grants: Please complete the chart below, noting the annual amount of Community Assistance Grant support you received from the Federation via the MOMS project, how the funds were used and the effectiveness of applying those funds to those purpose(s).

	Amount Received	Funds Used For	How Effective Was It
1 st C.A. Grant			
2 nd C.A. Grant			

Did the existence of these grant funds free up money to do other things? _____

Fundraising/Budget

Did you raise outside funds to support your council's *Museum on Main Street* tour? _____

Type of Funds	Amount Sought	Amount Raised
Public		
Corporate		
Foundation		
Individual		
Direct Sales		

If you tried to raise outside funds for the project but were unsuccessful, what do you believe were the principal reasons for failure? _____

Thinking about future *Museum on Main Street* projects, can you identify specific resources that national organizers could provide you to help with fundraising? _____

What was the total estimated budget for your council's participation in MOMS (including the Federation fee paid, supporting grants, and an estimation of staff time, office, and travel expenses)? _____

If your council totaled in-kind matching contributions for the project from all sources (state and local), what is this estimate? _____

Local Assistance

Did you partner with other state/regional organizations to carry out this project? _____

If so, who were they? _____

Did your council or your project partners provide assistance to institutional/community hosts in any of the following areas:

	Provided by Council	Provided by Partner	Provided by Scholar
Local exhibition development, including curatorial and/or design help			
Collections management			
Humanities program development			
Grant writing			
Evaluation			
Fundraising			
Publicity/Marketing			
Volunteerism			
Other (please specify)			

Communications with Elected Officials

Were elected officials informed of the project?

____ Local ____ State ____ National

Did elected officials attend any *Museums on Main Street* events?

____ Local ____ State

____ National (please identify event, town, Congressional member): _____

Please attach copies of any pertinent correspondence to Congressional members (and, as applicable, their responses).

Did or will your council use this project as part of its advocacy efforts with Congressional members? _____

Can you identify specific resources that MOMS organizers could provide to help your advocacy efforts? _____

Did your council (or the host communities) contact any Smithsonian officials as part of your communications efforts? _____

As possible, please attach copies of any pertinent correspondence.

Testimony

To help with national fundraising and Congressional communications, we need your brief comments on the outstanding virtues of our project. How did your council's participation with *Museum on Main Street* make a difference in your participating small towns? _____

Any Additional Comments Are Appreciated

Please add any suggestions that will help us to improve *Museum on Main Street* for other state councils:

Please list five activities from your host towns that were especially successful, with a 1-2 sentence description:

Please return this form to:

LuAnn Kern, Co-Director/States
Federation of State Humanities Councils
2425 Briarhill Drive
Lansing, MI 48917
FAX or Questions to: 517-663-4485

DON'T FORGET TO ATTACH COPIES OF ANY APPLICABLE LETTERS SENT TO
YOUR CONGRESIONAL MEMBERS. THANK YOU!!