

GEORGIA

HUMANITIES

COUNCIL

50 Hurt Plaza, SE, Suite 595 • Atlanta, Georgia 30303-2915 • 404.523.6220

January 12, 2004

Debbie Battiste
Board Member
Friends of the Smyrna Library
2655 Birch Street
Smyrna, GA 30080

Dear Ms. Battiste:

By now, you should have received the good news of the grant, which your organization has received from the Georgia Humanities Council. Thank you for the effort that you put into developing the application. We look forward to working with you throughout the course of your project and have confidence that it will be an educational and enriching opportunity for your community.

This letter is to follow-up on the official notice of action and to remind you of several important points regarding acknowledgment of support and grants administration.

First, please keep us informed regarding the status of your project. If dates, locations, or personnel change, we need timely notice to keep our files up to date.

Second, it is important that you acknowledge grant support, by use of the logo repro sheet provided. We appreciate receiving multiple copies of brochures or fliers, which you develop to publicize your project. Members of our Board of Directors or staff attend as many programs as possible to represent the Council and to witness first-hand the success of projects, which we fund. Prior to attending, the Council representative will contact you to confirm final arrangements. If an opportunity arises, please recognize the representative during the program. This is a part of your acknowledgment of GHC support.

Third, announce project support and other important information via coverage by the media in your community. We encourage you to develop and send out press releases, and we would appreciate receiving a copy of any coverage that you receive. Press coverage provides visibility to your project and to the work of the Georgia Humanities Council.

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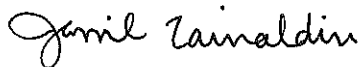
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Fourth, we do ask that you to inform your U.S. Senators and Representatives in the Congress, and the elected State legislators from your district, about your organization's grant from the Georgia Humanities Council, and we request that you forward to us a copy of any correspondence that you develop. You may also want to invite these persons to attend programs related to your project. We cannot emphasize enough the importance of keeping your state and congressional representatives informed of your grant. As you probably know, funds for the grants awarded by the Georgia Humanities Council come from Federal and State appropriations. Legislators appreciate knowing of projects taking place in their districts. Informed legislators are the best assurance of continued public support for humanities programs like yours, and for many others in our Georgia.

If you have any questions about grant administration, please feel free to contact our staff.

Sincerely,



Jamil S. Zainaldin
President