

**Washington State Arts Commission  
Grants to Organizations – Cooperative Partnerships  
Final Report Requirement  
Fiscal Year (FY) 2014 ending 6/30/14**

**Report Deadline: August 1, 2014** Submittal of the Final Report is the last contractual requirement for each Grants to Organizations grant. The Final Report provides documentation of the services provided under the grant, meets the requirements of the State of Washington for audit compliance, meets the requirements for ArtsWA receipt of funding from the National Endowment for the Arts (NEA), and provides statistics used for ArtsWA reports to the state Budget Office, State Legislature, NEA, and Congress. Failure to submit the final report by the deadline may result in a 10% penalty deducted from any subsequent ArtsWA grant contract.

**Final Report Components**

1. General Information and Statistical Data
2. Narrative Project Evaluation
3. Final Project Budget
4. Copy of Letter to Legislator
5. Published materials from the organization giving credit to ArtsWA and the NEA for the financial support provided to the organization through the grant award

Please include all five components of the Final Report in one envelope, and mail so that it is postmarked or received by August 1, 2014, to:

**Washington State Arts Commission  
Grants to Organizations  
PO Box 42675  
Olympia WA 98504-2675**

**Questions ?**

Contact Mayumi Tsutakawa, Grants to Organizations Program Manager at [mayumi.tsutakawa@arts.wa.gov](mailto:mayumi.tsutakawa@arts.wa.gov) (360.586.0424) or Christel Ratliff, Program Coordinator at [christel.ratliff@arts.wa.gov](mailto:christel.ratliff@arts.wa.gov) ( 360.586.0026).

**Thank you!**