



Arts in Education Program First Step Grants

Final Report Information

Report Deadline: July 31, 2013

First Step Grants for FY2013 (School Year 2012-2013) require a final report that must be submitted within 30 days of completion of the grant activities, and no later than July 31, 2013. Payment of the final grant invoice will not be made until the final report is received. Failure to submit the final report by the deadline may result in a 10 percent penalty deducted from any subsequent Arts in Education grant contract.

NEW this year: Final Reports Submitted Online

All Final Report materials must be submitted through our Grants Online system: <http://wsac.culturegrants.org>. Your final report materials are connected to your application materials, with specific information from your application pre-populated into your final report form. You will be able to access your final report materials using the same user ID and password you used to submit your application. Once you login to the system, you will find directions under the *My Forms* tab on how to access the final report forms.

Final Report Components:

1. General Information and Statistical Data
2. Narrative Evaluation
3. Final Budget
4. Copy of a Letter to Legislator (*NEW requirement this year*)
5. *Optional* Program Documentation, i.e. photos, work samples, etc.

More details about each of these sections can be found in the final report forms, at <http://wsac.culturegrants.org>

ArtsWA Use of Final Report Materials

The Washington State Arts Commission (ArtsWA) retains the right to use all or a portion of your final report materials such as text, photographic images, and videos for illustrating the use of state funds for the public good. Use of these materials by ArtsWA may include publication on our website, in press releases, internal documents, in email announcements and newsletters, or any other printed or electronic media, including social media.

By submitting photo images, video, and other program documentation, the grantee gives permission for such use, and represents that they have the right to authorize the use of such materials by

ArtsWA. This includes ensuring the necessary parent or guardian permission for photos and videos of children under 18. It is solely the responsibility of the grantee to obtain these permissions from relevant artists, creators, and subjects in material that is provided to the Arts Commission.

Media Specifications and Captions

Please submit up to five digital images at the highest resolution possible in either JPEG or TIFF file formats. Videos should be no longer than 4 minutes and must be submitted either via YouTube or Vimeo links.

Please provide captions for all images submitted. The captions should identify the first and last names of the people in the image, if their faces can be seen and are identifiable; the names of any artists whose work is in the image; where the image was taken and the date; and brief description of the significance of the image. The caption must also include the first and last names of the photographers/videographers to ensure appropriate credit. This information should be included in the “description” text box when you upload your images/videos on the Grants Online system.

Questions?

Contact Lisa Jaret, Arts in Education Program Manager, at 360.586.2418 or lisa.jaret@arts.wa.gov, or Christel Ratliff, Program Coordinator, at 360.586.0026 or christel.ratliff@arts.wa.gov.