



WASHINGTON STATE
ARTS COMMISSION

Grants to Organizations—Cooperative Partnerships

FINAL REPORT REQUIREMENT

■ Fiscal Year (FY) 2013 ending 6/30/13

Report Deadline: August 1, 2013

Submitting the Final Report is the last contractual requirement for each Grants to Organizations grant recipient. The Final Report provides documentation of the services performed 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 by ArtsWA in reporting to the state budget office, state Legislature, NEA, and Congress. Failure to submit the final report by the deadline may result in a 10 percent penalty deducted from any subsequent grant contracts with ArtsWA.

Final Report Components

1. General Information and Statistical Data
2. Narrative Project Evaluation
3. Final Project Budget
4. Copy of Letter to Legislator (NEW requirement this year)
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 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 or 360.586.0424 or Christel Ratliff, Program Coordinator at christel.ratliff@arts.wa.gov or 360.586.0026.