



ArtsWA FY26 Arts in Education (AIE) Grants New NEA Requirements & Frequently Asked Questions (FAQ)

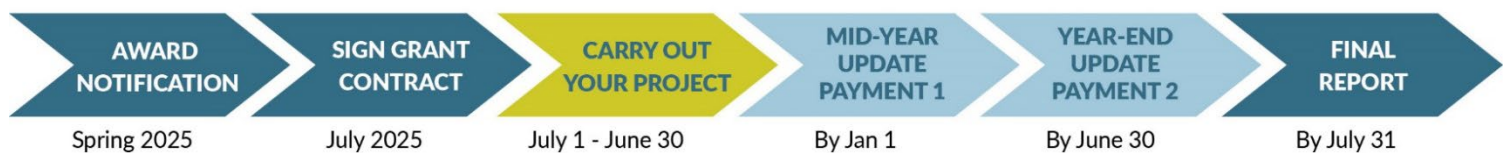
Sustaining Project Grant & Creative Start Project Grant

In this document:

1. Grantee Responsibilities, Reports, and Payments
2. Allowable Expenses: State & Federal
3. Frequently Asked Questions (FAQ)

ArtsWA recommends saving all documents and reference materials, including your contract, in a central location accessible to all project collaborators, including the Authorizing Official (the person who signed your contract). Contact the AIE team at any time with questions about your grant. Contact information is listed at the end of this document. Find more information about managing your ArtsWA grant(s) [here](#).

Grantee Timeline



AWARD NOTIFICATION *via Email*

ArtsWA sends an award notification via email to the contact(s) provided within the Submittable grant application. Emails are sent from one staff member on the AIE team (contacts below).

Email Subject Line: "ArtsWA Arts in Education Grants"

- Award amount and contract period (dates)
- Next steps for grantees
- Attachments:
 - ArtsWA FY26 AIE Grant New NEA Requirements & FAQ (PDF/this doc)
 - [Click here](#) to reference frequently asked Questions posted by the NEA.

CONFIRM YOUR GRANT *via Submittable*

You will receive a notification to complete your **Grant Confirmation Form** within Submittable. This form will ask for updated contact information, Organization Identifiers, and confirmation of compliance required for federal funds. Grants must be confirmed by July 7, 2025.

SIGN YOUR CONTRACT AND INVOICE *via Adobe Sign*

After your Grant Confirmation is received, a document including both your contract and invoice is sent via **Adobe Sign** to the email of the Authorizing Official by July 8. CC'd are the Grant Manager and Project Coordinator as listed in your Grant Confirmation. Contracts must be signed by July 14, 2025.

- Contract includes award amount, performance period, and grantee deliverables.
- Invoice includes total award amount and funding sources as applicable (issued in two 50% payments)
- Read all components of the contract to understand your contractual obligations.
- Sign your contract via Adobe Sign by the date listed in your award notification.
- A countersigned copy will automatically be returned by email through Adobe Sign for your records.



CARRY OUT YOUR PROJECT

Approved projects must be implemented during the contract period/fiscal year (July 1, 2025 – June 30, 2026).

Communicate Significant Project Changes:

Email the AIE team (contacts below) if your grant-funded project must be significantly changed, postponed, or cancelled. All project changes must align with the goals outlined in your original grant application. Let us know if your organization experiences:

- Staff changes for Authorizing Official or primary contact(s) such as Grant and Project Managers
- Change in student and/or educator learning outcomes
- Change in key partnerships
- Change in timeline of project (must stay within the contract period)
- Shift from an in-person project to a completely remote/online project
- Change in billing/payment information

Give Credit to Grant Funder(s):

Arts in Education grants can consist of both federal and state money. Grant recipients must acknowledge support from ArtsWA (the Washington State Arts Commission) and the NEA (National Endowment for the Arts) on promotional materials for grant funded projects.

- Use the following language for print or verbal promotional credit:
"This program is supported, in part, by a grant from the Washington State Arts Commission."
- Download the ArtsWA logo [here](#).
- Download NEA logos [here](#).

PAYMENT PROCESS *via Submittable*

Arts in Education Grants are paid in two (2) equal payments after Project Updates are completed and approved.

1. **Payment #1:** Complete a **Mid-Year Project Update** (Nov – Dec 2025) > Receive 50% of Award
2. **Payment #2:** Complete a **Year-End Project Update** (April – June 2026) > Receive 50% of Award

FINAL REPORT *via Submittable*

Submitting a Final Report is a requirement for all ArtsWA grants and is contractual obligation for ArtsWA's partnership with the NEA. Final Reports are made available November 2025 for reference and drafting and must be completed no later than July 31. Do not submit your Final Report until your ArtsWA funded project is fully completed.

General Grant Policies

- Carry out your project – planning, spending and implementation – as outlined in your original application; do not expect your entire grant award payment before your project expenses occur.
- Grants are paid in two (2) equal payments. ArtsWA will send payments after Project Updates are completed and approved.
- No grant funds will be paid for expenses outside of the contract period or allowable use of funds.
- Grant recipients are required to keep project-specific expense receipts and records for 7 years.



FY26 ArtsWA Allowable Expenses: Arts in Education (AIE) Grants

ArtsWA's AIE Project Grants are made possible by funding from WA State and Federal/[National Endowment for the Arts](#) funds. ArtsWA's use of funds must align with federal and state funding guidelines and reporting requirements.

WHAT WE CAN FUND

Many costs that support the approved AIE projects can be covered. Common project expenses include:

- Fees for project staff:
 - Artists, teaching artists, and partnering community organizations
 - Staff time for project planning, curriculum, and resource development
 - Project management, coordination and/or in-state consultants
- Stipends for youth participation and leadership
- Fees for professional learning for educators, parents, caregivers, or community members
- Travel expenses for in-state teaching artists and consultants
- Materials, supplies, software, and technology aligned with project goals. **Material costs cannot exceed:**
 - 25% of your Grant Award Amount for Sustaining Project Grants
 - 25% of your Grant Award Amount (\$2,500) for Creative Start Project Grants
- Administrative expenses including printing costs, postage, and other administrative fees
- Fees for project related student tickets and transportation expenses
- Fees for increasing access to programming such as closed captioning, translation services, interpreters, differentiated curriculum/material development, or consultant support on these efforts

WHAT WE CANNOT FUND

- Materials and equipment only (however, materials and equipment can be up to 25% of your overall project budget).
- One-time events, assemblies, performances, or projects that do not include sequential learning opportunities, curriculum and related learning outcomes.
- Tuition-based projects.
- Projects that replace or fund in-school instruction already part of basic education.
- Projects focused on grades 4 & up for Creative Start Project Grants
- Hospitality expenses such as food, flowers, receptions, and similar items.
 - Food and beverages are allowable if they are purchased in support of learning goals outlined in project.
- Building construction, renovation, event rental equipment such as tents and other temporary structures, or other permanent capital projects.
- Stand-alone field trips, events, or assemblies not aligned with project goals.
- Travel out of the state of Washington, or fees to out-of-state contractors.
- **New NEA Requirements:** Organizations that do not comply with Federal anti-discrimination laws and Executive Orders. All organizations receiving funds must attest that they do not discriminate based on race, color, or national origin; and that they do not run DEI programs that exclude any participants based on race, color, or national origin.

NEW NEA FUNDING REQUIREMENTS

- [Civil Rights FAQs for Applicants and Grantees | National Endowment for the Arts](#)
- [Assurance of Compliance | National Endowment for the Arts](#)



NEA FREQUENTLY ASKED QUESTIONS (FAQ):

In plain language, what do these provisions mean if I apply for a federal award?

There are two provisions you will have to certify to. The first requires you to certify that your organization's compliance with federal anti-discrimination laws; the second requires you to certify that you do not operate any DEI programs that violate federal anti-discrimination laws.

Do I have to certify that I do not operate any DEI programs that do not comply with federal law even if those programs are not the subject of my federal award?

Yes. You are required to certify that any DEI-related activity you conduct, regardless of its connection to your federal award, does not violate applicable federal anti-discrimination laws.

May I operate programs that "promote DEI" if I receive a federal award from the NEA?

Yes, provided that your programs do not violate federal antidiscrimination laws. Applicants may not intentionally discriminate on the basis of race, color, or national origin in their programs or activities under federal law, whether or not those activities are funded by a federal grant. It is OK for program activities to be labeled "DEI" or use terminology such as "diversity," "equity," or "inclusion," as long as there is no exclusion of participants. For example, applicants with programs focused on interests in particular cultures, heritages, and areas of the world would not in and of themselves violate Title VI, assuming they are open to all participants regardless of race, color, national origin, or other protected criteria.

How do I know if a DEI program violates federal antidiscrimination laws?

We cannot provide legal counsel to grantees or other outside parties. If you are concerned that a program you are operating may violate federal antidiscrimination law, you may refer to public resources on these laws, or obtain private counsel.

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- [Assurance of Compliance | National Endowment for the Arts](#)

AIE Contact Information

- **Kalei Matsui**, AIE Program Coordinator providing additional support as needed. kalei.matsui@arts.wa.gov
- **Tamar Krames** AIE Program Manager, AIE Sustaining Project Grant. tamar.krames@artswa.gov
- **Alexis Sarah**: AIE Project Manager, AIE Creative Start Project Grant. alexis.sarah@arts.wa.gov