

# Grants to Organizations

## Project Support Program

### Frequently Asked Questions

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#### FINAL REPORTS – FAQs

**Where do I find the Final Report and how do I submit it?**

Log in to [ZoomGrants](#) to submit your Final Report. See our [website](#) for more detailed information.

**What if we had a staffing change and I don't know our Organization's ZoomGrants log in information?**

Contact [Hannah Dahlke](#) for next steps.

**What happens if our Organization does not submit by the deadline?**

You are subject to a 10% reduction of the next ArtsWA grant that your Organization receives.

**What type of information will we be required to report?**

Final Reports include a narrative of your project, final budget information, along with statistical information required by the National Endowment for the Arts (NEA). If you would like an example of a previous year's Final Report, please contact [Hannah Dahlke](#).

**What is the difference between Final Project Documentation and my Final Report?**

**Final Project Documentation:** Project documentation is proof your event happened so we can pay you. Posters, event programs, screenshots of electronic promotions, etc. can be submitted and must include ArtsWA and NEA logos. Snap Grants grantees, documentation must include just the ArtsWA logo.

**Final Report:** Your Final Report is a final reporting on the outcomes of your grant. It includes a narrative of your project, final budget, and statistical data required by the NEA (National Endowment for the Arts). You will complete and submit your Final Report via ZoomGrants.

#### GRANT CONTRACT – FAQs

**The contact information for my Organization is incorrect – what should I do?**

Do not sign the contract! Contact [Hannah Dahlke](#) immediately so that we can make the correction.

**Can I use an electronic signature?**

Not at this time. We are working on this for future grant cycles.

**Do I have to return a paper copy of my contract?**

No. You are welcome to return your signed contract electronically, as long as the signature is wet (signed in ink – images of signatures applied to documents are not accepted). You will need to print the entire contract, sign it in the requested places, and scan or take a photo of each page to send through on e-mail. We will let you know if the copy is clear enough to accept. If you are returning your signed contract electronically, you do not need to mail it.

**If I am not the authorizing official within our Organization, can I legally sign this contract?**

No. The person who signs the contract must be an authorizing official for your organization (i.e. Executive Director, Managing Director, etc.).

**Details about my project have shifted - what do I need to do?**

Do not sign the contract! Contact [Miguel Guillén](#) immediately. We may need to adjust the wording in your contract.

#### GRANTEE RESPONSIBILITIES AND GRANT PAYMENT – FAQs

**When can I get paid?**

When your project is complete, and ArtsWA has received your project documentation as outlined in your contract.

You do not need to wait until the end of the contract period (June 30) to submit for payment.

**My project is complete, how do I get my documentation to you?**

E-mail [Hannah Dahlke](#) with your project documentation (posters, event fliers, website / social media announcements or press releases, etc.). Be sure you understand the requirements of crediting both ArtsWA and the NEA on your project documentation. If you are a SNAP grantee you are only required to credit ArtsWA.

**Do I have to submit my Final Report before I get paid?**

No. The Final Report submission is a separate process to the payment process.

**Do I have other responsibilities as a grantee?**

Make sure to read fully the "Grantee Responsibilities" document sent along with your notification e-mail and contract packet.

**What do I do if I cancel my project?**

Contact [Miquel Guillén](#) immediately.

**SWV-W9 Form – FAQs****What is this form and why does ArtsWA need this information?**

This form asks for several pieces of information: Your Organization's contact information, how you would like to receive your grant money (check or direct deposit), as well as tax type, identification number, and bank routing information (if applicable). Return this form with your grant contract! We need it to pay you! If you have previously received a grant and have a Statewide Vendor Number (which is just an identification number), be sure to write this in on the top of the first page.

**Can I use an electronic signature?**

Not at this time. Electronic signatures and images of signatures applied to documents are not accepted. We will be sure to let you know if this changes.

**What should I do if I make a mistake on the form?**

You will need to re-print the form and start again. We cannot accept forms with crossed-out or whited-out wording.

**Who do I send this form to, and how do I know if my information is secure?**

Please send this form directly to [Hannah Dahlke](#). Your information is not stored at ArtsWA, it is securely stored at the Office of Financial Management at the State Level.

**Who do I contact if I need help filling in this form?**

Contact [Hannah Dahlke](#) or the [Statewide Payee Vendor Help Desk](#).

**Common errors and reasons why ArtsWA cannot accept a completed form:**

Signed electronically or a pasted image of a signature has been used

Crossed out or whited-out text appears on form

The Organization Name on the first page does not match that on the second page

There is more than one box checked for Q 3, page 2

Handwriting is illegible

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