

# Grants to Organizations

## Project Support Program

### Grantee Responsibilities & Grant Payments

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#### 1. Manage your grant responsibly:

- Read all components of the contract and understand all contractual obligations.
- Return signed contract and invoice to us by the date provided on notification documents.
- Notify us of key changes to your project such as change of dates, venues, artists, etc.
- Contact the Grants to Organizations office with questions or concerns about your grant.
- Grantees that do not follow appropriate grant management may become ineligible for future grants.

#### 2. Give credit to ArtsWA and the NEA (funding categories A, B, C and Cooperative Partnership):

Funding for these grants consist of both state money and federal money. Acknowledgement of ArtsWA (Washington State Arts Commission) and the NEA (National Endowment for the Arts) is required on all promotional materials for funded projects.

Use this language for print and verbal credit:

*“This program is supported, in part, by a grant from the Washington State Arts Commission”*

Download the Washington State Arts Commission (ArtsWA) logo [here](#).

Download the National Endowment for the Arts (NEA) logo [here](#).

#### 3. Give credit to ArtsWA (Snap Grants):

Funding for Snap Grants comes from state money. Acknowledgement of ArtsWA (Washington State Arts Commission) is required on all promotional materials for funded projects.

Use this language for print and verbal credit:

*“This program is supported, in part, by a grant from the Washington State Arts Commission”*

Download the Washington State Arts Commission (ArtsWA) logo [here](#).

#### 4. Submit your Final Report:

Submitting a Final Report is a contractual obligation for this grant (see “Scope of Work” page in your contract). Final Reports are due **no later than July 31, 2019**. See the requirements and submission process for Final Reports [here](#). If your final report is late, there will be a ten percent reduction penalty of your next grant.

#### 5. Get paid:

1. After your project is complete, contact Hannah Dahlke (details below) to request payment.
2. Documentation of your project, showing appropriate logos, is required. Attach copies of posters, event programs, playbills, electronic promotions, etc. to your request for payment.
3. Contact us if payment not received within 30 business days after sending your documentation.
4. Note: submitting project documentation for payment, and Final Reports, are separate activities. You can receive payment of your grant before submitting your Final Report.

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Send electronic files to Hannah Dahlke: [hannah.dahlke@arts.wa.gov](mailto:hannah.dahlke@arts.wa.gov), Phone: 360-586-0026

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