

Managing your ArtsWA Grant Contract

The Washington State Arts Commission (ArtsWA) is pleased to be supporting your arts project with this grant. You will receive a contract with the State of Washington for your project. Like most contracts, it can be cumbersome to read, hard to understand, and a bit scary looking. We get that, so we have created this information sheet to offer a hand.

The following is a quick walk through of the sections of the contract.

Some of the sections of the contract are specific to you and your project, and some of the sections are common to all contracts we issue. We encourage you to read the whole contract so you are clear on the agreement you are entering into with the state. If you need help with a section, we are happy to help.

Open the Contract

When you open your contract, the first thing you will see is your official notification letter. This is for your records only. You do not need to send this back to us as part of your contract packet. Scroll down to get to the contract.

Agreement Section

The first section you will see is the “Agreement section.” Here we describe the terms of the contract and who the contract is between (you and us) and where you sign if you accept the contract.

In the Agreement Section, you will also find:

- Your contract number (top R of title page and bottom L of page and repeated on all pages)
- The amount of your grant and the FEDERAL and STATE dollar amounts that make up your grant (C – Amount of Grant) **pay special attention to this!* This information affects what logo credits are required on your Project Documentation materials required for payment of your grant).
- How long you have to complete your project (D – Contract Period)

Attachment A

This is the Scope of Work and Reporting Requirements. In this section, you will find:

- Allowable Expenses - what you can spend your grant money on ** pay special attention to this!*
- Project Documentation and Logo Credit **pay special attention to this!*
- Final Report Obligation - a requirement to complete your grant contract obligation ** pay special attention to this*

Attachment B

This is your Payment Schedule. Here you will find the specifics on how to receive payment on your grant

Attachment C

This is language common to all our grants. Read at your leisure.

Attachment E

This is your invoice - we use this to pay you. Sign it and return to us with your contract as mentioned above! We keep it here safe and sound for you – no need to re-submit when you are requesting payment.

Print, Sign, Send in!

The final step to managing your contract is to sign it, and the attached invoice, and return it to us. We will send you a countersigned copy and store your invoice for when you are ready to receive payment.

Do this as soon as possible and by the deadline mentioned in your award notification e-mail.