



## Arts in Education

### *First Step & Community Consortium Grants for FY 2020*

#### Grantee Responsibilities & Grant Payments

**GRANTEE RESPONSIBILITIES:** *Grantees must manage this grant contract in a timely fashion*

1. **Grant Management:**

- Read all components of the contract packet including attachments and meet all contractual obligations.
- Return the contract, with Authorizing Official's signature, by the stated deadline.
- Submit invoices with proper documentation (see additional info on reverse).
- Submit the Final Report on time.
- Pay particular attention to the Grantee Responsibilities and Grant Payment information on this sheet.
- Contact the Arts in Education office at any time with any questions or concerns about your grant. Our contact information is listed on the reverse of this page.
- Grantees that do not follow through with appropriate grant management will risk the loss of the grant.

2. **Program or Personnel Changes:** If changes occur with any aspect of your approved grant, you must contact the Arts in Education (AIE) office as soon as you are aware of the changes. Changes in any aspect of your budget or the basic parameters of your project must be approved in advance; failure to get advance approval may result in non-payment of the grant. Changes in key personnel and/or contact information must also be communicated to the Arts in Education office in a timely manner.

3. **Credit to Funder(s):** Grant recipients must acknowledge support from ArtsWA in all printed materials and announcements (including media interviews) associated with this grant as follows: "This program is supported, in part, by a grant from the Washington State Arts Commission." Whenever possible use the ArtsWA logo on any printed, promotional materials related to this grant. The ArtsWA logo may be downloaded from our website: <https://www.arts.wa.gov/managing-your-grant/>. If your grant includes federal funding (which would be stated on page 1 of your contract), you are also obligated to credit the National Endowment for the Arts (NEA) in the same manner as ArtsWA. NEA logos are downloadable at <https://www.arts.wa.gov/managing-your-grant/>.

4. **Final Reports:** Submitting a Final Report is a contractual obligation for this grant, and is used in our reporting to the state and the NEA. Final Reports must be received within 30 days following the contract end date, and **no later than July 31, 2020**. The requirements and submission process for Final Reports can be found at <https://www.arts.wa.gov/> under Arts in Education. The Final Report must be received before the final grant payment will be issued. Please note that if a grantee's final report is not received by ArtsWA by the contractual deadline, the Commission shall reduce the amount of State Funds awarded under a subsequent Arts in Education contract by ten percent.

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## **GRANT PAYMENTS:**

1. No grant funds will be paid in advance of the contract starting date. No payments will be made until after the signed, returned contract has been in effect for 30 days.
2. Payments will be made after the approved services have been provided, and after appropriate documentation and invoice forms have been submitted to the AIE office. No grant funds will be paid for expenses that fall outside of the period of performance as stated in the contract.
3. You may submit one invoice for the full amount of your grant at the end of the grant period, or you may submit multiple invoices for partial payments over the course of the grant period (maximum of 1 invoice per month). Either way, it is a requirement that you submit your Final Report before ArtsWA will issue the final grant payment. Your final invoice must be for a minimum of 10% of the total grant amount.
4. **To request payment:**
  - a. Complete an Invoice Voucher:
    - *You must use the official State of Washington Invoice Voucher, included as "Attachment E" with your contract, which is specific to YOUR grant.*
    - Please save the original electronic document and/or print copies of the Invoice Voucher for your files to use for multiple grant payment requests.
    - A copy of your blank invoice is also available in the Upload Additional Materials section of your application in ZoomGrants, under "Administrative Documents."
    - Fill in the payment amount requested on the appropriate line that corresponds with the state or federal funds awarded.
    - Complete the signature / title / date sections.
  - b. Attach appropriate expense documentation:
    - *Expense documentation is required to show that approved services have been provided, and to detail the exact nature of the services / expense.*
    - Forms of documentation may include copies of documents such as receipts, contracts, invoices, accounting records, payroll reports, or other detailed expense reports. Documentation of services should include dates / hours of services provided and hourly fees, as appropriate.
    - Documented expenses must align with those expenses designated as being covered by ArtsWA in your revised budget; expenses not included in the approved budget will not be reimbursed.
  - c. Return to the Washington State Arts Commission, Arts in Education Program in one of the following ways:
    - Create a digital copy of the signed original and e-mail to [hannah.dahlke@arts.wa.gov](mailto:hannah.dahlke@arts.wa.gov). Electronic copies (phone, scan, etc.) must be high resolution, easily readable, not blurry or over-or-undersized.
    - Fax to our office at: (360) 586 5351.
    - Mail a hard copy to the PO box below.
  - d. Expect payment to be sent to you within 30 business days from the date ArtsWA receives your completed invoice and documentation.

### **Mailing Address:**

Arts in Education Program  
Washington State Arts Commission  
PO Box 42675  
Olympia, WA 98504-2675

### **Arts in Education / Staff Contact Info:**

Tamar Krames, Program Manager: 360.586.2418 or [tamar.krames@arts.wa.gov](mailto:tamar.krames@arts.wa.gov)  
Hannah Dahlke, Administrative Assistant: 360.586.0026 or [hannah.dahlke@arts.wa.gov](mailto:hannah.dahlke@arts.wa.gov)