

ArtsWA Community Investments

CARES Act Funding Program – FY21

Grantee Responsibilities & Grant Payments

1. Manage your grant responsibly:

- Read all components of the contract and understand all contractual obligations.
- Be prepared to provide documentation of Allowable Expenses.
- Return signed contract and invoice to us by the date provided on notification documents.
- Notify us of key changes to your organization (programming, organizational structure, mission, etc.)
- Contact us 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:

CARES Act grants require acknowledgement of ArtsWA (Washington State Arts Commission) and the NEA (National Endowment for the Arts) when possible.

Use this language for print and verbal credit:

“This program is supported, in part, by a grant from the Washington State Arts Commission and the National Endowment for the Arts”

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

Download the National Endowment for the Arts (NEA) 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, 2021**. 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. CARES funding is rapid relief funding, contact Hannah (details below) if you have not received payment.
2. Make sure you have returned your signed contract and invoice.

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

Updated January 2019