

Grantee Responsibilities & Grant Payments

Grants to Organizations

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.
- 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 for these grants consist of 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. 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 of your contract year**. 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.

4. Get paid:

1. After your project is complete, contact [Linnea Ingalls](#) 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.

Send electronic files to [Linnea Ingalls](mailto:linnea.ingalls@arts.wa.gov): linnea.ingalls@arts.wa.gov
Phone: 360-252-9969