

Managing Your Contract

ArtsWA Community Investments

We are pleased to be supporting your organization during these difficult times. Your contract can be cumbersome to read and understand. This information sheet is a walk-through of the sections. Read the whole contract and be clear on the agreement you are entering into with the state.

Click open the Contract

When you open your contract, the first thing you will see is your official notification letter. This is for your records. Do not send this back to us as part of your contract packet. Scroll to arrive at the contract.

Agreement Section

The first section is the "Agreement section." These are the terms of the contract. Sign if you accept the terms. Here you will also find:

- Your contract number (top R of title page and bottom L of page and repeated on all pages)
- Contract start date and contract end date. (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!**
- Reporting Requirement and Logo Credit **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 but **pay special attention to the RECORDS, DOCUMENTS, AND REPORTS section!**

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 for you – no need to re-submit when you are requesting payment.

Sign and Send!

The final step to managing your contract is to sign it, and the attached invoice. If you choose to use Adobe Sign, no further action is needed (you do not need the Adobe Sign application to do this. Simply open the contract in your email from Adobe Sign and follow the prompts.) You can also choose to print, sign, 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.**

FAQS

The contact information for my organization is incorrect – what should I do?

Do not sign the contract! Contact [Linnea Ingalls](#) immediately so that we can make the correction.

Can I use an electronic signature?

Yes - this is done using Adobe Sign.

Do I have to return a paper copy of my contract?

No. You can return your signed contract electronically. If you choose to print and sign, print the entire signed contract, scan or take a photo of each page, attach to e-mail. Electronically submitted contracts do not need to be mailed.

If I am not the authorizing official within our Organization, can I legally sign this contract?

No. The person who signs the contract must be an authorizing official for your organization (i.e. Executive Director, Managing Director, etc.)