

# Arts in Education (AIE) Grant Responsibilities & Payments

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### 1. Manage Your Grant Contract Agreement:

- Complete and submit a revised budget by the date listed in your award notification.
- Read all components of the contract to understand your contractual obligations.
- Return your signed contract and invoice by the date listed in your award notification.
- Submit invoices for payment with expense documentation (*see additional info below*).
- Contact the AIE team at any time with questions or concerns about your grant. Contact information is listed at the end of this document.

### 2. Communicate Project Changes:

If any aspect of your grant-funded project or proposal must be significantly changed, postponed, or cancelled, notify the Arts in Education (AIE) team as soon as possible.

- Any changes that impact your panel-approved budget, project parameters, personnel, or scope of work must be submitted to and approved by the AIE office.
- All project or proposal changes must remain aligned with the goals outlined in your original grant application. We will do our best to support you through necessary changes.

### 3. Give Credit to Grant Funder(s):

- Arts in Education grants consist of both federal and state money. Grant recipients must acknowledge support from ArtsWA (the Washington State Arts Commission) and the NEA (National Endowment for the Arts) on promotional materials for grant funded projects.
- Use the following language for print or verbal promotional credit: *“This program is supported, in part, by a grant from the Washington State Arts Commission.”*
- Download the ArtsWA logo [here](#).
- Download NEA logos [here](#).

#### 4. **Submit Your Final Report:**

Submitting a Final Report is a contractual obligation for this grant. Final Reports must be received within 30 days following the contract end date, and **no later than July 31 of your contract year**. The AIE team will notify you when the Final Report is available for completion.

- **Note:** If a grant recipient does not complete their final report by the contractual deadline, there may be a ten percent reduction penalty on the amount of your next ArtsWA grant contract.

#### 5. **Submit Invoices for Grant Payment:**

- After any portion of your approved project plans have been completed and paid for, you can request grant payment (anytime between July 1- June 30<sup>th</sup> of the contract year).
- Email completed invoices and expense documentation to the AIE office. Please refer to the end of this document for grant contact information.
- Requests for payment must include:
  - A signed and dated copy of the **Invoice Voucher** (Attachment E) that is last page of your grant contract. (Digital signatures are okay).
  - **Expense documentation** that is aligned with the expenses you designated as covered by ArtsWA in your revised project budget.
- Expense documentation may include copies of receipts, contracts, invoices, accounting records, payroll reports, or other detailed expense reports. Documentation of personnel or contracted services should include dates and/or hours provided and hourly fees, as relevant.
- Grant payments will be processed within 10 business days from the date ArtsWA receives your completed invoice and documentation.
- **Note:** You may submit one invoice for the full amount of your grant at the end of the grant contract period, or you may submit multiple invoices for payments throughout the grant contract period.

#### 6. **General Grant Policies**

- ArtsWA grants are reimbursement grants. Payments will be made after the grant recipient's approved project plans have been completed, and after expense documentation and invoice forms are submitted to and approved by ArtsWA.
- No grant funds will be paid for expenses that fall outside of the contract period.
- Grant recipients must track expenses, keep clear records, and provide appropriate and timely documentation.

#### 7. **Contact Information:**

Arts in Education Partnership Grants & A4A Recovery Grants:

- Tamar Krames, AIE Program Manager at 360-643-6385 or [tamar.krames@arts.wa.gov](mailto:tamar.krames@arts.wa.gov)
- Desiree Johnson, AIE Administrative Assistant at [desiree.johnson@arts.wa.gov](mailto:desiree.johnson@arts.wa.gov)

Creative Start Grants:

- Alexis Sarah, AIE Project Manager at 360-228-6359 or [alexis.sarah@arts.wa.gov](mailto:alexis.sarah@arts.wa.gov)