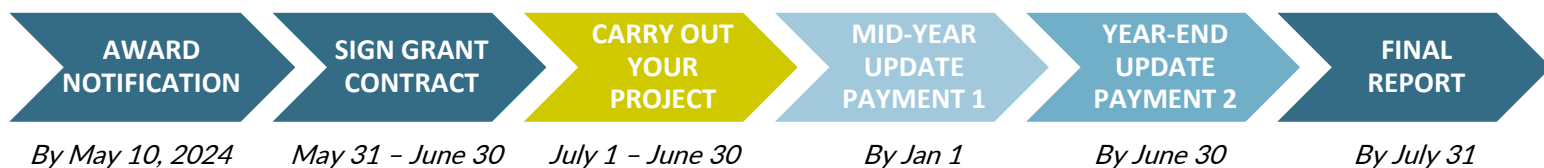


Arts in Education (AIE) Grant Responsibilities & Payment

Creative Start Project Grant & Arts in Education Project Grant

ArtsWA recommends saving all documents and reference materials, including your contract, in a central location accessible to all project collaborators, including the Authorizing Official (the person who signed your contract). Contact the AIE team at any time with questions about your grant. Contact information is listed at the end of this document. Find more information about managing your ArtsWA grant(s) [here](#).

AIE Grantee Timeline



AWARD NOTIFICATION *via Email*

ArtsWA sends an award notification via email to the contact(s) provided within the Submittable grant application. Emails are sent from one staff member on the AIE team (contacts below).

Email Subject Line: “ArtsWA Arts in Education Grants”

- Award amount and contract period (dates)
- Next steps for grantees
- Attachments:
 - AIE Grant Responsibilities and Payment (PDF/this doc)
 - AIE Project Grant Allowable Expenses (PDF)

CONFIRM YOUR GRANT *via Submittable*

You will receive a notification to complete your **Grant Confirmation Form** within Submittable. This form will ask for updated contact information and Organization Identifiers (EIN, UEI, SWV) needed for your contract. Grants must be confirmed by May 24, 2024.

SIGN YOUR CONTRACT AND INVOICE *via Adobe Sign*

After your Grant Confirmation is received, a document including both your contract and invoice is sent via **Adobe Sign** to the email of the Authorizing Official by May 31. CC'd are the Grant Manager and Project Coordinator as listed in your Grant Confirmation. Contracts must be signed by June 30, 2024.

- Contract includes award amount, performance period, and grantee deliverables.
- Invoice includes total award amount and funding sources as applicable (issued in two 50% payments)
- Read all components of the contract to understand your contractual obligations.
- Sign your contract via Adobe Sign by the date listed in your award notification.
- A countersigned copy will automatically be returned by email through Adobe Sign for your records.

CARRY OUT YOUR PROJECT

Approved projects must be implemented during the contract period/fiscal year (July 1, 2024 – June 30, 2025).

Give Credit to Grant Funder(s):

Arts in Education grants can 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](#).

Communicate Significant Project Changes:

Email the AIE team (contacts below) if your grant-funded project must be significantly changed, postponed, or cancelled. All project changes must align with the goals outlined in your original grant application. Let us know if your organization experiences:

- Staff changes for Authorizing Official or primary contact(s) such as Grant and Project Managers
- Change in student and/or educator learning outcomes
- Change in key partnerships
- Change in timeline of project (must stay within the contract period)
- Shift from an in-person project to a completely remote/online project
- Change in billing/payment information

PAYMENT PROCESS *via Submittable*

Arts in Education Grants are paid in two (2) equal payments after Project Updates are completed and approved.

1. **Payment #1:** Complete a **Mid-Year Project Update** (Nov – Dec 2024) > Receive 50% of Award
2. **Payment #2:** Complete a **Year-End Project Update** (April – June 2025) > Receive 50% of Award

FINAL REPORT *via Submittable*

Submitting a Final Report is a requirement for all ArtsWA grants and is contractual obligation for ArtsWA's partnership with the NEA. Final Reports are made available November 2024 for reference and drafting and must be completed no later than July 31. Do not submit your Final Report until your ArtsWA funded project is fully completed.

General Grant Policies

- Carry out your project – planning, spending and implementation – as outlined in your original application; do not expect your entire grant award payment before your project expenses occur.
- Grants are paid in two (2) equal payments. ArtsWA will send payments after Project Updates are completed and approved.
- No grant funds will be paid for expenses outside of the contract period or allowable use of funds.
- Grant recipients are required to keep project-specific expense receipts and records for 6 years.

AIE Contact Information

Desiree Johnson, AIE Administrative Assistant, your key point of contact for all AIE grants. desiree.johnson@arts.wa.gov
Kalei Matsui, AIE Program Coordinator providing additional support as needed. kalei.matsui@arts.wa.gov

Tamar Krames & Alexis Sarah: AIE Managers, will discuss any major changes to your project along the way.
tamar.krames@artswa.gov; alexis.sarah@arts.wa.gov