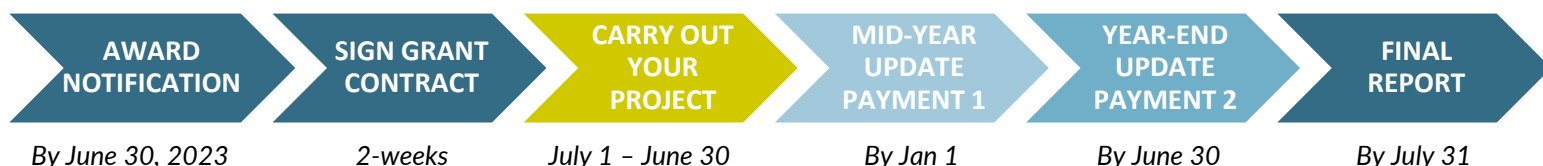


Arts in Education (AIE) Grant Responsibilities & Payment

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

SIGN GRANT CONTRACT *via Adobe Sign*

- Shortly after the award notification, grant contracts are sent via Adobe Sign to the email of the Authorizing Official provided in the application. CC'd are the Grant and Project Managers as listed in the application.
- Contract includes award amount, performance period, and grantee deliverables.
- 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. Save contract for reference for your project team.

CARRY OUT YOUR PROJECT

Approved projects must be implemented during the contract period and fiscal year (July 1 – June 30th).

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](#).

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 plans to:
 - 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

PAYMENT PROCESS *via Submittable and Adobe Sign*

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

1. **Project Updates:**
 - **Mid-Year Update Payment #1:** Complete a Mid-Year Project Update (*Additional Form in Submittable available November 2023*) by Jan 1, 2024.
 - **Year-End Update Payment #2:** Complete a Year-End Project Update (*Additional form in Submittable available April 2024*) by June 30, 2024.
2. **Signed Invoice Voucher:**
 - After each **Project Update** is submitted and approved, ArtsWA will email your **invoice voucher** for signing via Adobe Sign to the Authorizing Official provided. Payment amounts are pre-determined (50% of your grant total) and are no longer connected to expense documentation.
 - Once your signed **invoice voucher** is submitted via Adobe Sign, ArtsWA initiates payment. Grant payments are typically processed within 10 business days from the date received.

FINAL REPORT *via Submittable*

Submitting a Final Report is a contractual obligation for all ArtsWA grants. Final Reports are made available November 2023 for reference and drafting and must be completed no later than July 31 of your contract year. Please do not submit your Final Report until your ArtsWA funded project is fully completed.

General Grant Policies

- ArtsWA will send payments after Project Updates and signed Invoice Vouchers are completed and approved. No grant funds will be paid for expenses that fall outside of the contract period or allowable use of funds.
- Grant recipients will keep project expense documentation (receipts and records) for 6 years.

AIE Contact Information

Arts in Education Project Grants:

Tamar Krames, Arts in Education Program Manager, tamar.krames@arts.wa.gov

Desiree Johnson, AIE Administrative Assistant, desiree.johnson@arts.wa.gov

Kalei Matsui, AIE Program Coordinator, kalei.matsui@arts.wa.gov

Creative Start Project Grants:

Alexis Sarah, Arts in Education Project Manager, alexis.sarah@arts.wa.gov

Desiree Johnson, AIE Administrative Assistant, desiree.johnson@arts.wa.gov