



Maritime Washington Grant Program – Interpretation Implementation Checklist

Congratulations on receiving an Interpretation Implementation Grant from the Maritime Washington Grant Program! This checklist details grant program requirements and expectations throughout the life of your project.

Before Project Commences

- Execute Grant Contract.** Sent via Adobe Sign, this contract between you and the Maritime Washington National Heritage Area will outline the scope and budget of the project. You will receive a notification via email when your contract is ready and available for your signature. Please sign this document as soon as possible to secure your grant funding. *Work to be reimbursed cannot begin until contracts are finalized.*

During Project Work

Work to be reimbursed cannot begin until contracts are finalized.

- Track Expenses and In-Kind Donations.** When submitting for a reimbursement, you must have all expenses and donations recorded in the provided Implementation Grant Expenses Tracking Sheet, and proofs of payment (such as receipts or paid invoices) for all purchased expenses, contractors/vendors, and travel expenses. We highly encourage you to record your project-related expenses as you go to ensure a quick and smooth reimbursement process later.
 - *Tracking Sheet:* <https://maritimewa.org/wp-content/uploads/2024/02/Implementation-Grant-Expenses-Tracking-Sheet.xlsx>
- Acknowledge Grant Program within Project.** As per the Terms and Conditions of this program, you are required to acknowledge the Maritime Washington National Heritage Area through inclusion of logo or, if necessary, text on/near the interpretation project and all public-facing materials related to the project. For printed signage and exhibits, we request that you please provide Maritime Washington grant staff with a mockup of this acknowledgement (such as design files) for review before printing. For audio-based projects, a verbal acknowledgement will suffice.
 - If you'd like, you may also choose to acknowledge the National Park Service as the source of project funding using language provided by Maritime Washington. Please reach out to Maritime Washington staff for language referencing the National Park Service.
 - *Logo files and guidelines:* <https://maritimewa.org/wp-content/uploads/2024/03/MWNHA-logo-files-for-grantees.zip>
- Six-Month Progress Reports.** You are required to submit a progress report on **August 1st, 2024**—six months into the life of your grant project—to share the progress and delays you have experienced thus far. Please plan to provide the following via the Progress Report Form:
<https://airtable.com/appMLQgGKaplIYPVu/pagrtphWiMiLkpVrx/form>
 - Description of work progress, delays, or scope changes

Note: All attachments must be .jpeg, .png, .pdf, or .doc



- Progress photos

If no work has been completed by this time, please plan to complete a report to let us know the reason why and indicate when the project will resume.

After Project Concludes

All projects must be completed and submitted for reimbursement by **February 28, 2025**. Requests for project extensions can be made in October 2024. Note: extensions cannot go past **August 31, 2025**.

- **Submit Project Completion Form & Reimbursement Request.** All grants are made on a reimbursement basis only; you must do the work first, pay all bills/invoices associated with that work, and then submit proofs of payment to the state for reimbursement.
 - Completion Report Form: <https://airtable.com/appMLQgGKapllYPVu/pagBvj9dclZlirVEB/form>
 - Required materials. Please prepare to submit the following via the Completion Report Form:
 1. Signed expenses tracking sheet (see Page 1 for download link)
 2. Proof of payment, such as receipts or paid invoices, for all purchased materials, contractors/vendors, travel costs etc.
 3. Photos of completed project
 - "Pay to the order of" name and mailing address for reimbursement check
 - Mid-way reimbursements. Grantees are allowed up to two reimbursements throughout the life of their project—once part-way through and one after the project concludes. If you do decide you will need to submit multiple reimbursements, please let Maritime Washington Grant Admins know as soon as possible so a payment schedule can be planned.
- **Plan Reflection Report.** Within sixty (60) days after project completion, Maritime Washington Grant Admins will contact you to plan your reflection report. This final report is intended to share impact and lessons learned with other organizations that interpret maritime heritage, and can take the form of an interview, article, photo essay, presentation, or participation in a discussion panel/group.
- **Celebrate Your Success.** It's time to celebrate! Help spread the news of your success by sharing with your community, local press, and federal legislators. Not only will this help bring attention to your important work, but it will also help Maritime Washington advocate for additional funding for maritime heritage projects like yours. The following resources are linked in the Grantee Portal:
 - [Press release for local press](#)
 - [Letter template for state legislators](#)
 - [Social media kit](#)

Questions? Explore the Maritime Washington Grant Program: Current Grantee Portal at <https://maritimewa.org/maritime-washington-grant-program-current-grantee-portal/>. You can contact the Maritime Washington Grant Administrator at mwnha@preservewa.org or 206-806-7736.