



## Maritime Washington Grant Program – Interpretation Planning Checklist

*Congratulations on receiving a Planning Grant from the Maritime Washington Grant Program! This checklist details program requirements and expectations for both Grantees and Planners during the life of your project.*

### Before Project Commences

- Planner – Sign Contract + Submit Financial Paperwork.** Sent via Adobe Sign, this contract between the Planner and the Maritime Washington National Heritage Area will outline the scope and budget of the Planner’s work on grant-funded project. You will receive a notification via email when your contract is ready and available for your signature. *Work on the project cannot begin until the contract is signed.* Planners will also submit financial paperwork along with first 50% of total bill. Documents include:
  - **W9** – provided by Grant Admin, completed by Planner
  - **Invoice for First 50% of Project** – provided and completed by Planner, including preferred method(s) of payment. Please note that we are not able to initiate ACH payments, but can complete them if they are set up in your own system. For checks, please include name and mailing address.
  
- Grantee – Sign Contract.** Sent via Adobe Sign, this contract between the Grantee and Maritime Washington National Heritage Area will outline the scope of the project and expectations of the Grantee with regards to collaboration with the Planner and reporting. You will receive a notification via email when your contract is ready and available for your signature. *Work on the project cannot begin until the contract is signed.*
  
- Grantee/Planner – Execute Letter of Intent (or similar) and share with Maritime Washington.** The Letter of Intent is between the Grantee and Planner and will outline the agreed-upon scope, time commitments, and expectations of the final product. The Planner may feel free to use their own template for this document. Please share a copy of this with Maritime Washington Grants Admin.

### During Project Work

Please note, you are required to acknowledge the Maritime Washington National Heritage Area through inclusion of logo (or, if necessary, text) in all public-facing materials (exhibits, signage, etc.) resulting from the plans developed through this grant. 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.

- Grantee/Planner – Host Kickoff Meeting.** The Maritime Washington Grant Admin team requests the opportunity to participate in the Grantee and Planner’s first meeting and/or other initial ideation session to meet project stakeholders, participate in initial discovery conversations, and provide input on development of interpretive goals as relevant.
  
- Grantee/Planner – Submit project plan.** Submit a copy of the Planner’s project plan, including timeline and deliverables. There is no required format for this plan. *This is not for Maritime Washington Grant Admins to approve the plan, but rather so we have a sense of your process and flow, which will help us provide additional*



support where appropriate. If this information is included in the previously provided Letter of Intent, you are welcome to skip this step.

- Grantee – Submit Six-Month Progress Reports.** Grantees are required to submit a progress report on **August 1<sup>st</sup>, 2024**—six months into the life of your grant project. Please plan to provide the following via the Progress Report Form: <https://airtable.com/appMLQgGKapllYPVu/pagrtphWiMiLkpVrx/form>
  - Description of work progress, delays, or scope changes
  - Progress photos (if relevant)

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

- Planner – Submit a draft of the Interpretive Plan for Review.** Maritime Washington Grant Admins request the opportunity to review and provide input on at least one draft of the Interpretive Plan. This is to provide feedback pulling on regional insights from throughout the heritage area.

### 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**.

- Planner – Feedback Survey + Submit Final 50% of Bill.** Planner’s final engagement with Maritime Washington will be completing a brief feedback survey about their experience working with the Maritime Washington Grant Program. Feedback will be used to improve future offerings.
  - Survey questions will be sent to Planners via email upon completion of project.
- Grantee – Submit Project Completion Form.** Submit a Project Completion Form to report on the process and impact of your grant-supported planning project.
  - Completion Report Form: <https://airtable.com/appMLQgGKapllYPVu/pagBvj9dclZlirVEB/form>
  - Required materials. Please prepare to provide the following via the Completion Report Form.
    1. The final Interpretive Plan
    2. Accounting of total volunteer and staff time (including value/hourly rate for each)
    3. Photos of project
    4. Proof of acknowledgement of Maritime Washington in the final Interpretive Plan with a logo or text. Logo files can be accessed here: <https://maritimewa.org/wp-content/uploads/2024/03/MWNHA-logo-files-for-grantees.zip>
- Grantee – 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.
- Grantee – 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](#)

## Summary of Milestones by Party

### Grantee Organization/Entity

- Sign Contract
- Execute Letter of Commitment
- Host Kick-off Meeting
- Submit Six-Month Progress Reports
- Submit Project Completion Form
- Celebrate Your Success
- Plan Share Out with Grant Admins

### Planner

- Submit Signed Contract, Financial Paperwork, and First 50% Invoice
- Submit signed Letter of Commitment
- Host Kick-off Meeting
- Submit Interpretive Plan Draft for MWNHA Review
- Feedback Survey + Submit Final 50% of Bill

**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](mailto:mwnha@preservewa.org) or 206-806-7736.