



Maritime Washington Grant Program – Grantee Checklist

Congratulations on receiving a 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. *Work to be reimbursed cannot begin until contracts are finalized.*
- Attend Grantee Training.** Maritime Washington staff will hold a mandatory training meeting to review program requirements and expectations and answer any questions you may have about your contract.

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 Grant Expenses Tracking Sheet, and proofs of payment (such as receipts or paid invoices) for all purchased expenses, contractors/vendors, and travel expenses. We encourage you to record your project-related expenses as you go to ensure a smooth reimbursement process later.
 - *Grant Expenses Tracking Sheet [is linked here](#)*
- Grant Acknowledgement.** 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 project and all public-facing materials related to the project. 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, events, and/or programs, verbal acknowledgement will suffice.
 - 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 are [linked here](#)*
- Six-Month Progress Reports.** You are required to submit a progress report by **January 31, 2025**—six months into the life of your grant project. Please plan to provide the following via the Progress Report Form, [linked here](#):
 - Description of work progress, delays, or scope changes
 - 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.

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



A note on 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 staff know as soon as possible so a payment schedule can be planned. In order to request a mid-way reimbursement, please follow the same steps as you would for project completion (listed below), but be sure to select “Mid-way (partial) reimbursement” on the Completion Report Form.

After Project Concludes

All projects must be completed and submitted for reimbursement by **July 31, 2025**. *Requests for project extensions can be made in May 2025. If granted, extensions cannot go past January 31, 2026.*

- 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 Maritime Washington for reimbursement.
 - Completion Report Form: [linked here](#)
 - 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

- Plan Reflection Report.** Within sixty (60) days after project completion, Maritime Washington staff will contact you to plan your reflection report. This final report is intended to share impact and lessons learned with other maritime heritage organizations, 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 \(coming soon!\)](#)

Questions? Explore the Maritime Washington Grant Program: 2024 Grantee Portal at <https://maritimewa.org/grant-program-grantee-portal/>. You can contact the Maritime Washington grant administrator at mwnha@preservewa.org or 206-806-7736.