



## Maritime Washington 2026 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

- 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. If you cannot attend the grantee training live, you—and anyone else associated with managing your grant—must watch the recording of the session.
- 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.*

### 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](#)
  - *Proof of Payment Documentation Guidelines* [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. How you should acknowledge Maritime Washington in your project will be specified in your contract, so please check there first and follow up with Maritime Washington staff if you have any questions.
  - *Logo files and guidelines are* [linked here](#)
- Six-Month Progress Reports.** You are required to submit a progress report by **January 31, 2027**—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

- **Keep Maritime Washington staff in the loop if you may need an extension.** Although not guaranteed, Maritime Washington is often able to offer a single six-month extension for grantees. For 2026 grantees, this would extend your final project deadline from July 31, 2027, to January 31, 2028. Requests for project extensions can be made in writing in May 2027 via email to [mwnha@preservewa.org](mailto:mwnha@preservewa.org). If granted, you will need to submit a Six-Month Progress Report in July 2027.

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, 2027**. *Requests for project extensions can be made in May 2027. If granted, extensions cannot go past January 31, 2028. Only one extension is allowable. See note above for how to request an extension.*

- **Submit Project Completion Form.** 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. When you are finished with your grant, fill out the Completion Report Form linked here. As part of this form, you will need to submit:
  - Grant Expenses Tracking Sheet [\(linked here\)](#)
  - Proof of payment, such as receipts or paid invoices, for all purchased materials, contractors/vendors, travel costs etc. (Proof of Payment Documentation Guidelines [linked here](#))
  - Proof of project completion, including description of how scope of work was completed and (where feasible) photos of completed project
  - Proof of acknowledgement of Maritime Washington National Heritage Area as funder

Instructions for how to issue your reimbursement check (“pay to the order of” name and mailing address)

- **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](#)

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