**Arts Mean Business 2.0 - Contracts & Claiming Your Funds**

**REQUIRED BEFORE THE POSITION CAN BE FUNDED — Complete and return to our Office**

* Three signed copies of your Arts Mean Business **Letter of Agreement (LoA**) ( all three must have original signature –no scanned or faxed copies)
  + Please check the scope, hourly rate and hours
  + If you expect changes to your funded job position, please contact your Arts & Culture project manager immediately
  + Sign and return ALL copies BEFORE your agreement start date
  + Signer must be the person authorized to sign legal and financial documents on the organization’s behalf
  + Confirm correct postage if mailing contracts or drop-off in person during office hours.
* **W-9 form**, completed and signed
* **Please note: Your award must be used for the position specified in the contract, for the same hourly rate, or higher, and for the same number of hours as indicated.**

**REQUIRED AS PART OF YOUR PROJECT —**

You are required to give credit to the Seattle Office of Arts & Culture in writing and/or by logo. See your Letter of Agreement for wording. Logos are available on our website. In addition we encourage funded organizations to connect with us via social media. Guidelines for doing so are available here: <http://www.seattle.gov/arts/funding/arts_mean_business.asp>

**FOLLOW-UP REQUIREMENTS —**

* Timesheet hours for the funded position need to be tracked. (**Time sheet** provided on our website.)
* A copy of a paycheck stub (for salaried employees) or a copy of the signed contract (for contract positions) will need to be submitted with your first request for payment.
* The Intake Form will also need to be submitted with your first request for payment.

**REQUESTS FOR PAYMENT —**

* Invoices for the funded position may be submitted monthly, or whenever there is at least $1,000 or more requested. Timesheets covered by the invoice should be submitted at the same time.
  + Invoice needs to be signed by the authorized signer (the same person who signed your LoA)
  + This award is a reimbursement of funds spent.
  + You may invoice monthly until all funds are disbursed. No funds can be paid out until required paperwork is submitted.
* EMPLOYEE POSITIONS:

Monthly timesheets need to be completed and submitted with invoicing for all salaried employee positions.

* CONTRACT POSITIONS:

The copy of the contract for contract positions should include: title of position, brief description of position’s duties or scope of work, start and end dates, fee for services (this can be broken down in any way that makes sense for the organization), and when fee/s will be paid. Contracts need to be signed and dated by contractor and organization.

**REQUIRED AS SOON AS YOUR PROJECT IS COMPLETED —**

Please submit the following no later than December 21, 2015.

* Final Report Form
* Event Form
* Operating Budget Form
* One piece of promotional material, such as a flyer, press release or program, showing required credit to the Seattle Office of Arts & Culture
* Optional, but highly desired: Email up to 6 electronic photo images and Photo Submission Form
* Optional, but highly desired: First-person testimonials or any press coverage about your funded position and their impact for your organization.

**THINGS TO KEEP IN MIND DURING YOUR PROJECT —**

* If there are any changes, questions, issues – please contact your Project Manager as soon as possible.
* Please be sure to provide proper credit for our Office on your website, press materials and via social media. This program should be considered at the level of organizational (rather than project) support.
* There will be at least two meetings scheduled during the project period.
* There may be workshops/trainings that organizations will be highly encouraged to participate in.
* All reporting documents may be found under Manage your award at:

<http://www.seattle.gov/arts/funding/arts_mean_business.asp>

* We need each recipient to commit to following-through on all deadlines.

**WHERE TO SEND YOUR PAPERWORK —**

All mailed items should be sent to:

Kathy Hsieh

Seattle Office of Arts & Culture

PO Box 94748

Seattle WA 98124-4748

Photos and emails can be sent to: [Kathy.hsieh@seattle.gov](mailto:Kathy.hsieh@seattle.gov)

**QUESTIONS / NEED ASSISTANCE?**

Kathy Hsieh, Cultural Partnerships & Grants Manager, (206) 733-9926, [kathy.hsieh@seattle.gov](mailto:kathy.hsieh@seattle.gov).