



agawam
cultural council
educate | engage | entertain

Instructions for Recipients of Cultural Council Funding

PUBLICITY REQUIREMENT

In all published materials and announcements regarding the activities supported by LCC funds, the sponsoring group or individual must acknowledge this support with a written and/or verbal credit statement or by using the MCC logo. The credit statement is:

"This program is supported in part by a grant from the Agawam Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a State agency."

The logo is available at the MCC's web site: www.massculturalcouncil.org. You can also request the logo from the MCC on a camera-ready slick sheet or on a diskette (Mac or PC). This credit is required by the MCC and failure to comply may jeopardize future funding.

Public funding for cultural programs is not automatic or guaranteed; it must be appropriated by the Legislature annually. Therefore, reminding your community about the source of this funding is critical to build and maintain support for local arts, humanities, and sciences projects by the Commonwealth of Massachusetts through the State Legislature.

REIMBURSEMENT PROCEDURE

Funds may be released only for goods, materials, or services rendered in fulfillment of the purpose indicated in the approved application. Payment may be made directly to the applicant in reimbursement for prior expenditures or to third-party vendors, either at the completion of the approved project or at stages of completion, when appropriate, subject to approval by our Council.

To request payment, please complete the enclosed payment/reimbursement form. If you will be requesting payment in stages (also called "progress payment"), please make extra copies of the original form and submit one completed form with each request for funds. Receipts, vouchers, invoices, contracts or bills must accompany each request. The Town of Agawam requires a **current W-9 form** filled out to accompany the reimbursement form.

If you have any other reports, copies of press releases, articles, photos, etc. please feel free to provide them, though this is not a requirement.

GRANT PERIOD

You have one year from the date of this letter to complete your project and submit a request for payment. Requests for an extension must be made in writing, explaining the need for additional time. These requests are reviewed on a case-by-case basis and are not automatically granted. You will be contacted once our Council reviews and votes on your extension request.

Submit your request and documentation to:

Bob Kadis
Agawam Cultural Council
Town Hall
36 Main Street
Agawam, MA 01001

If you have any questions, call Bob Kadis at 413-789-4814.