



Instructions for Recipients of Cultural Council Funding

(revised - 10. 27.16)

PUBLICITY REQUIREMENT

Public funding for cultural programs is not automatic or guaranteed; it must be appropriated annually by the state legislature. Therefore, reminding your community about the source of this funding is critical to building and maintaining support for local arts, humanities and interpretive science projects by the Commonwealth of Massachusetts through the state legislature.

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 an **MCC logo** (one version of which is shown at right, above).

The credit statement should read as follows:

"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."

A credit is required by the MCC, and failure to comply may jeopardize future funding.

A selection of MCC logos in various formats is available at the MCC's web site:

http://www.massculturalcouncil.org/contracts/logos_step1.asp.

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 download and complete a payment/reimbursement form. These may be found on our website, linked off the Home page, as well as on our Grants page. 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.

PLEASE NOTE: If this is the **first time** you are submitting a reimbursement form with your name to be shown on the check, the Town of Agawam requires a **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 notification** 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.

Please submit your request and documentation to:

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

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