



Local Cultural Council

FY19 Supplemental Grant Pilot Guidelines

For the following communities:

Arlington Cultural Council	Marblehead Cultural Council
Belmont Cultural Council	Medford Cultural Council
Boston Cultural Council	Merrimac Cultural Council
Chicopee Cultural Council	Montague Cultural Council
Dennis Arts and Culture Council	Needham Cultural Council
Duxbury Cultural Council	New Marlborough Cultural Council
Fairhaven Cultural Council	North Andover Cultural Council
Fitchburg Cultural Council	Plymouth Cultural Council
Foxboro Cultural Council	Pittsfield Cultural Council
Framingham Cultural Council	Salem Cultural Council
Lancaster Cultural Council	Sharon Cultural Council
Lawrence Cultural Council	South Hadley Cultural Council
Lynn Cultural Council	Winchester Cultural Council

Issued August 2018

Background and Overview

In the FY19 grant cycle, the Mass Cultural Council is extending the pilot program to explore the feasibility of eliminating the requirement that grants made with Mass Cultural Council funds be reimbursement-based. LCCs designated to take part in the pilot will be authorized in FY19 to make grant money available upfront and in full to awarded grantees.

Designated LCCs must follow the payment process outlined here. All other LCCs and their applicants will continue to adhere to the standard reimbursement process in the [LCC Program Guidelines](#).

The goal of allowing councils to give direct grants is twofold: to impose less financial hardship on potential grant recipients, and to simplify the payment process for municipalities and councils.

Grant Cycle Instructions

The application instructions, eligibility, grant restrictions, grant review process, denial letters, reconsideration process, grant provisions and the Annual Report submission remain unchanged for the pilot program. Two signatures are still required on the grant agreement sent to the municipal fiscal officer.

Award Letter and Grant Agreement

When LCCs notify selected grantees of their award, they must attach a copy of the [Grant Agreement](#) and [W-9](#) to their award letters.

Using the [Grant Agreement](#), the grantee will accept the terms and conditions of the grant. The [W-9](#) provides payment information for the municipal fiscal officer. The [Sample Pilot Program Approval Letter](#) reflects the new payment process.

Payments from Revolving Fund

All LCC funds, no matter the source, must be kept in the council's municipal revolving account and distributed in accordance with Mass Cultural Council guidelines as follows:

- Direct advance payments to grant recipients
- Direct advance payments to third party vendors

In order to receive grant funds, the recipient must submit a completed [Grant Agreement](#), which is provided by the council. The form serves the dual purpose of stating performance terms and conditions as well as a payment authorization.

Local Cultural Councils remain on a reimbursement basis and may not receive direct advance payments for Council Programs or administrative funds.

Payment may be made either directly to the applicant or to third party vendors who will provide goods, materials, or services to the applicant.

The grantee will also be asked to complete a [W-9](#) which will be attached to the Grant Agreement. If grant funds are to be paid directly to a third party vendor, the vendor must fill out the form and return it to the LCC.

Upon receipt of the W-9 and Grant Agreement, two council members sign the Grant Agreement. The LCC must retain a copy of the Grant Agreement as part of the council's records. Councils *should not* retain copies of W-9s for security reasons.

The LCC will then forward the original W-9 and the executed Grant Agreement to the appropriate fiscal officer, typically the city auditor or town accountant, who will then authorize and release funds to the grantee through the local vendor warrant process.

LCCs should review Grant Agreements as they arrive and forward them to the fiscal officer to ensure timely release of funds to grantees. LCC should communicate with their municipal fiscal officers early to verify that funds can be released within four weeks of receiving a payment request.

Grant recipients have one year from the date on their award notification to complete their program and submit their final report. If the program is not completed, the grantee is responsible for returning the grant funds, in full, to the Local Cultural Council.

Final Reports

A [Final Report](#) should be sent to the council within two weeks of completing the funded program, but no later than one year from the date of the award notification. Grantees send Final Reports to the Local Council. Local Councils may require grantees to submit additional materials with their Final Report, but if so, those requirements must be stated in the initial Award Letter.

If the council is not satisfied that the project was completed as per the application and Grant Agreement, the council must contact the grantee with their concerns and allow the grantee the opportunity to respond. If it is still possible, two council members and the grantee may work out a compromise solution, which should be finalized in writing. If a compromise cannot be reached, the council will formally request, in writing, repayment of funds in accordance with the agreement. In addition, if the grantee does not expend all of the funds for the approved program/event, the remaining funds must be returned to the council to be placed in the Local Cultural Council revolving account.

Grantees that do not repay the grant funds to the Local Cultural Council risk jeopardizing future funding in accordance with Local Cultural Council grant agreement requirements.

Local Cultural Councils should request repayment in writing and make a good faith effort to secure the funds.

Grant Cycle Timeline

August

- LCCs publicize the grant program locally.

September

- LCCs post Council Priorities on their Council Profiles by September 1.
- Mass Cultural Council notifies LCC of their allocation amounts.
- LCCs update their contact information on their Council Profiles by September 1.

October

- Grant applications due to LCCs by October 15.
- LCC Account Form due to Mass Cultural Council by October 15 (Section 1 of Annual Report).
- LCCs determine the total amount available for granting by October 15 (Section 2 of Annual Report).

November – December

- LCCs conduct their grant cycle voting meetings.
- LCCs send disapproval notifications.
- LCCs handle any reconsideration requests.

January

- LCCs submit annual report to Mass Cultural Council by January 15.
- Mass Cultural Council transfers funds to municipality.
- LCCs send award notifications and grant agreements.
- LCCs provide municipality with funding list.
- LCC publicizes grant awards.
- LCCs begin processing grant payment requests.

Spring

- LCCs begin to review Final Reports from grantees.
- LCCs ensure grant recipients acknowledge Mass Cultural Council and LCC funding.
- LCCs attend funded projects and invite elected officials.
- LCC to conduct their community input process.

November – January of the following year (one year after award notification).

- Grantees submit any final requests for payment and Final Reports.