Culture Bridges
Local Cultural Council
Direct Grant
<table>
<thead>
<tr>
<th>Arlington Cultural Council</th>
<th>Great Barrington Cultural Council</th>
<th>Northampton Cultural Council</th>
<th>Sudbury Cultural Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont Cultural Council</td>
<td>Hull Cultural Council</td>
<td>Northfield Cultural Council</td>
<td>Winchester Cultural Council</td>
</tr>
<tr>
<td>Boston Cultural Council</td>
<td>Lancaster Cultural Council</td>
<td>Plymouth Cultural Council</td>
<td>Wales Cultural Council</td>
</tr>
<tr>
<td>Bridgewater Cultural Council</td>
<td>Leominster Cultural Council</td>
<td>Pittsfield Cultural Council</td>
<td>Walpole Cultural Council</td>
</tr>
<tr>
<td>Chelsea Cultural Council</td>
<td>Lynn Cultural Council</td>
<td>Princeton Cultural Council</td>
<td>Watertown Cultural Council</td>
</tr>
<tr>
<td>Chicopee Cultural Council</td>
<td>Lawrence Cultural Council</td>
<td>Rochester Cultural Council</td>
<td>Webster Cultural Council</td>
</tr>
<tr>
<td>Dennis Arts and Culture Council</td>
<td>Marion Cultural Council</td>
<td>Salem Cultural Council</td>
<td>Westfield Cultural Council</td>
</tr>
<tr>
<td>Duxbury Cultural Council</td>
<td>Mendon Cultural Council</td>
<td>Scituate Cultural Council</td>
<td>West Bridgewater</td>
</tr>
<tr>
<td>East Bridgewater Cultural Council</td>
<td>Medford Cultural Council</td>
<td>Sharon Cultural Council</td>
<td>Uxbridge Cultural Council</td>
</tr>
<tr>
<td>Easthampton Cultural Council</td>
<td>Merrimac Cultural Council</td>
<td>Sheffield Cultural Council</td>
<td></td>
</tr>
<tr>
<td>Everett Cultural Council</td>
<td>Millbury Cultural Council</td>
<td>Shrewsbury Cultural Council</td>
<td></td>
</tr>
<tr>
<td>Fairhaven Cultural Council</td>
<td>Montague Cultural Council</td>
<td>South Hadley Cultural Council</td>
<td></td>
</tr>
<tr>
<td>Fitchburg Cultural Council</td>
<td>Needham Cultural Council</td>
<td>Spencer Cultural Council</td>
<td></td>
</tr>
<tr>
<td>Foxborough Cultural Council</td>
<td>New Marlborough Cultural Council</td>
<td>Stoughton Cultural Council</td>
<td></td>
</tr>
<tr>
<td>Framingham Cultural Council</td>
<td>North Andover Cultural Council</td>
<td>Stow Cultural Council</td>
<td></td>
</tr>
</tbody>
</table>
History of Reimbursement-Based Awards

- Mass Cultural Council distributes approx. $3 million to municipalities each year via the Local Cultural Council Program.

- Grants are used to provide funding to arts, humanities and science-related programming within each community.

- This funding has always been on a reimbursement-basis, in which awardees apply for reimbursement from their Local Cultural Council after expending money to run their programs.
Transition from Reimbursement to Grant

Your participation is the first step in making the transition from reimbursement to up-front payments in full. The intent is two-fold:

1. To enhance LCC programming opportunities by imposing less financial hardship on potential grantees.

2. To simplify the payment process for municipalities and councils.
Direct Grant Payment

In most respects, the Direct Grant option mirrors the process and sequence of tasks and decisions in the overall LCC Program Guidelines. Changes for the Direct Grant option are described in the Direct Grant Guidelines that are referenced within the overall LCC Guidelines.

LCC Guidelines

Direct Grant Guidelines

These changes are only in the payment process to grantees. The timeline for the LCC Grant Cycle remains the same as does the LCC application, Eligibility, Grant restrictions, Grant review process and Reconsideration process.
LCC 2020 Timeline*

August

- LCC publicizes the grant program locally.
- Publicity provides notice of full payment.
- LCC lists Direct Grant Payments in their council priorities and local guidelines.
- MCC notifies LCC of their allocation amounts.
- LCC updates contact information on Council Profiles.

September

- LCC posts priorities on their Council Profiles no later than September 1.
- LCC meets with municipal fiscal officer to complete sections 1 & 2 of the Annual Report.
- LCC grant applications open.

October

- LCC Account Form due to MCC by October 15 (sec. 1).
- LCC Completes Section 2 by October 15.
- Grant applications due to LCC by October 15, 2019.

November – December

- LCC conducts their grant cycle voting meetings.
- LCC sends disapproval notifications.
- LCC addresses any reconsideration requests.
- Completes Annual Report

January - July

- LCC submits annual report to MCC by January 15.
- MCC transfers funds to municipality. (or once annual report is submitted)
- LCCs hold grant receptions and attend programs

*see timeline changes for Direct Grant on next slide
Timeline Changes for Direct Grant Payment Option

**January**

- LCC completes Annual Report.
- LCC sends packet including: Approval Letter, Grant Agreement, W-9 and the Final Report to grantees.
- Grantee signs and sends Grant Agreement & W-9 back to LCC and W9 to the LCC. (within 2-4 weeks)
- LCC forwards Grant Agreement & W9 to Municipal Officer (LCC does NOT keep copy of W-9 form).

**February - June**

- Municipality processes paperwork and sends payments directly to the grantees.

*Once grantee completes project, they send Final Reports to LCCs. (last date to receive is 1 year from the approval letter)
Incorporates language changes to reflect the new award process.

Can be tailored to meet needs of each LCC.

Sets out special conditions, if any.

Available as [Word document online](#) in the Supplemental Guidelines.
Grant Agreement Form

Incorporates language changes to reflect the new award program.

Sets out terms and conditions of the award.

Two LCC members sign-off on agreement.

Copy should be sent to fiscal officer.

Available online.
W-9

IRS-required form that allows municipality to pay performers, organizers and vendors. Available online.

LCC sends original to the municipal accountant or treasurer. Because the W-9 includes private, protected information, LCC will not save copies.
New: The Final Report/Obligation of Grantee

- Grantees must send Final Report to Local Cultural Council. It is suggested that the report be filed within 2 weeks of program completion but absolutely within one year of date on approval letter.

- Confirms Grantee project details and completion.

- Provides public participation information and impact of program.

- Acknowledges compliance with MCC and LCC guidelines.

- Includes required documentation, if any.

  Councils will have ability to request additional documents that will accompany the Final Report. LCC will state those requirements in the Award Letter.

- Local Cultural Councils have the right to request return of grant funds if grantee does not submit a Final Report or program was not completed.

- Grantees that do not repay the grant funds to the Local Cultural Council jeopardize their future funding.
Final Report Form

Required documentation, if any, must be attached.

Additions can be made to the Final Report on a Council-by-Council basis.

Available online.

Local Cultural Council Grantee Final Report

Grantee: 

Application Number: 

Project Title: 

Grant Amount: 

1. When did you complete your funded project? 

2. Actual total cash expenses: How much did it cost to complete your project? 

3. Participation: 
   Number of adults engaged in in-person cultural experience? 
   Number of children (under 18) engaged in in-person cultural experience? 
   Number of artists directly involved: 

4. Did you comply with MCC/LCC publicity requirements? 
   (please provide proof of credit)

Please tell us any other information you would like to provide about the program? (optional)

Signature (type name here)

__________________________________________________________________________

(This is an electronic signature. By submitting the form you are attesting that you are the person who signed and submitted the form)
Recap Direct Grant Forms

Forms that will be sent to the grantee

Award Letter – this is where you will be able to add the supplemental information the Council will require for the Final Report and any other specific Council requests.

Grant Agreement Form - this form cannot be modified but the LCC can attach further requirements as they see necessary.

W-9 - form sent to municipality. LCC does not keep a copy

Final Report Form – this form allows councils to add any questions the council deems necessary, while keeping existing questions. If the council requires receipts or copies of programs to be attached to the Final Report, this should be stated in the Grant Agreement Letter.
RELEASE / USE OF FUNDS

LCC sends completed copies of agreements and original W-9s to municipal fiscal officer.

Municipal fiscal officer follows customary process for paying out LCC funds:

- Award selection process completed by LCC
- LCC submits Annual Report and sends out Approval Letters
- State funds are deposited to Revolving Fund
- Grant Agreement and W-9 received by LCC and forwarded to Municipal Fiscal Officer.

Full amount of grant funds are distributed available for use by grantees.
MUNICIPAL ROLES AND RESPONSIBILITIES

Municipal Fiscal Officer
Continues to maintain & track LCC Revolving Fund.
Continues customary review of LCC payment requests.

Treasurer
Continues to keep separate account for LCC funds.
Continues to distribute LCC funds per town process.

Town Selectboard and City Auditor
Approve payments from LCC Revolving Fund.

*Department of Revenue
New grant payment process has been vetted by the State DOR, Division of Local Services.

G.L. c. 41, § 56. The purpose of the statute is to ensure that the municipality receives the value of its expenditures for goods, services and materials before turning over the funds to the vendor. To a certain extent all grants regardless of the source of funds are contracts as include specific terms and conditions binding on both parties. However, the monies received by the Local Cultural Council (LCC) from the Mass Cultural Council (MCC) as a grant come from the State Arts Lottery Fund (G.L. c. 10, s. 57), are not tax dollars or other monies raised by the municipality and MCC has the statutory authority to require the LCCs to distribute them in accordance with the policies and procedures it promulgates, including this proposed requirement of advance payment to the ultimate grantee.
LCC ROLES AND RESPONSIBILITIES

LCC will continue take action, in accordance with LCC guidelines, to:

Provide the municipality with funding list.

Publicize grant awards.

Receive and review Final Reports from grantees.

Ensure grant recipients acknowledge Mass Cultural Council and LCC funding.

Attend and invite elected officials to funded projects.

Conduct their community input process.

Take steps to secure refund of grant award when warranted.
Thank you!
Mass Cultural Council Staff Contacts:

Lisa Simmons
Program Manager
617-858-2707

Timothea Pham
Program Officer
617-858-2721

Sam Montañó
Program Officer
617-858-2714

Luis Cotto
Program Manager
617-858-2703

Mina Kim
Program Officer
617-858-2703