



**Mass
Cultural
Council** **Sample Approval Letter**

[Town] Cultural Council
Address 1
Address 2
City, State Zip

Date

Dear [Applicant Name]:

The **[Town]** Cultural Council is pleased to inform you that your application for funding has received approval in the amount of **[insert approved dollar amount]** to support the following: **[insert title of approved project]**.

As part of our new Direct Grant Payment Option, you will receive your funding as a direct grant that will not require you to expend your own funds and request a reimbursement. In order to accept your grant and receive payment, you must complete the attached Grant Agreement and W-9 and return them within two weeks. In addition, you will be required to fill out a final report on your project once your program is complete.

Please mail the signed originals to: **[insert location address]**.

Neglecting to include these items will delay your payment. Payment will take approximately **[insert length of time]**.

If you need additional time to complete your project, or would like to make other modifications you must make the request in writing to the LCC who has approved your project. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

You are required to complete a Final Report within two weeks of completing your project for proof of project completion. You may submit the Final Report by email to **[insert name and email address]**. In addition to your Final Report, please provide:

- **[List any other materials your LCC may require] (i.e. receipts, programs, images)**

If you are unable to complete your project you will be required to repay the grant funds.

Please note that events and programs funded by the LCCs must be accessible to persons with disabilities, including the facility or event location as well as the content of the program. Please see the [Accessibility Guide](#) on the Mass Cultural Council website for more information about ensuring that your project is accessible.

According to IRS guidelines, the grant money you receive may be considered taxable income. Keep the award letter and check stub as a record of the award for your taxes.

There were many worthwhile applications for funding and only a select few were funded during this grant cycle. We congratulate you and thank you for your efforts on behalf of our community. Please contact us if you have any questions.

Sincerely,

[Names of Council Member(s)]
[Contact Phone Number and email address]

Enclosures: Grantee Agreement, W-9, Final Report Form, Grantee Credit and Publicity Requirements