**Checklist for Bellingham Cultural Council Grantees**

We understand there are a lot of steps to follow when the Bellingham Cultural Council approves your grant proposal. Please use the checklist below to make sure you are accomplishing everything needed to receive a full reimbursement. If you do not do these steps, it can affect your ability to receive grants in the future.

Questions? darrellcrowstudios@gmail.com

* **Acknowledge receipt of approved grant by filling out and mailing or emailing:**

 The Grant Terms Acknowledgement Form

 Event Notification Reminder Sheet (once event is scheduled).

* **Acknowledge the Bellingham Cultural Council and Massachusetts Cultural Council** on all marketing which can include, but not limited to; emails, websites, social media, advertisements, flyers, postcards, signs, programs and spoken acknowledgement at the event. Use both the sentence and logos below if possible. If not, one is acceptable, but it must have at least one.

 Use the language specifically: *This program is supported in part by a grant from the Bellingham Cultural Council, a local agency which is supported by the Mass Cultural Council, a State agency.*

 Use the logos on the website here:

 <https://massculturalcouncil.org/about/contracts/credit-logos/>

* **Once the program has taken place, gather these items to apply for reimbursement**:

 LCC Reimbursement Form, filled in. A blank form can be found here: <https://bit.ly/38uNMww> or ask your Council members for a blank copy.

 Documentation that money was spent such as: canceled checks, receipts and paid invoices.

 Be sure to keep originals, submit copies.

 If reimbursement requested is a stipend (i.e. paying a performance), please include a letter from the hosting organization, such as the Bellingham Public Library, the Bellingham Senior Center, etc. acknowledging that the event took place and when.

* Promotional materials used to market the **event with the acknowledgement sentence and/or logo**. (We cannot reimburse you without this).
* Once the above items are gathered and collated:

 Submit via email to darrellcrowstudios@gmail.com