



Local Cultural Council

FY18 Supplemental Grant Pilot Guidelines

For the following communities:

Arlington Cultural Council
Boston Cultural Council
Dennis Arts and Culture Council
Duxbury Cultural Council
Fairhaven Cultural Council
Fitchburg Cultural Council
Foxboro Cultural Council
Framingham Cultural Council
Lancaster Cultural Council
Lawrence Cultural Council
Marblehead Cultural Council
Merrimac Cultural Council
Montague Cultural Council
Needham Cultural Council
New Marlborough Cultural Council
North Andover Cultural Council
Sharon Cultural Council
South Hadley Cultural Council
Winchester Cultural Council

Issued August 2017

Background and Overview

In the FY18 grant cycle, the Mass Cultural Council is conducting a pilot program to explore the feasibility of eliminating the requirement that grants made with Mass Cultural Council funds be reimbursement based. As a result, the nineteen LCCs designated to take part in the pilot will be authorized in FY18 to make grant money available in full and up front to the recipients each select.

Designated LCCs must follow the payment process outlined here in the *FY18 Supplemental Grant Pilot Guidelines*. All other LCCs and their applicants will continue to adhere to the standard [LCC Program Guidelines](#).

The goal of allowing councils to give direct grants is twofold: to enhance LCC programming opportunities by imposing 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. Participating LCCs should read the standard [LCC Program Guidelines](#) for additional information.

Award Letter and Grant Agreement

Once the LCC has sent denial letters, the reconsideration period has passed, and the LCC has successfully submitted its Annual Report to the Mass Cultural Council, it can notify selected grantees. LCCs 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. Because the payment process has changed, the council's award letters must reflect this new payment process. You can view a [Sample Pilot Program Approval Letter online](#).

Grant Payment

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.

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. It is a step necessary to receive a municipal payment. If grant funds are to be paid directly to a 3rd party vendor, the vendor must fill out the form and return it to the LCC.

Upon receipt of the W-9 and Grant Agreement, a minimum of 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 local fiscal officer early to verify that funds can be released within four weeks of receiving a payment request from the LCC.

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 their funded program, but are due no later than 1 year from the date of the award notification. Grantees should 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 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 (email or hard copy). If a compromise cannot be reached, the council must convene a quorum of LCC members to vote on whether to formally request repayment of funds in accordance with the agreement.

Grantees that do not repay the grant funds to the Local Cultural Council risk jeopardizing future funding.

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.
- LCC's 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.