

## PUBLIC CREDIT REQUIREMENT

In all published materials and announcements regarding the activities supported by LCC funds, the sponsoring group or individual must acknowledge this support with a written and/or verbal credit statement or by using the MCC logo.

The credit statement is:

``This program is supported in part by a grant from the Medway Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency.''

The logo is available at the MCC's web site:  
[massculturalcouncil.org/contracts/logos\\_step1.asp](http://massculturalcouncil.org/contracts/logos_step1.asp)

You can also request the logo from the MCC on a camera-ready slick sheet or on a diskette (Mac or PC). This credit is required by the MCC and failure to comply may jeopardize future funding.

Public funding for cultural programs is not automatic or guaranteed; it must be appropriated by the Legislature annually. Therefore, reminding your community about the source of this funding is critical to build and maintain support for local arts, humanities and interpretive science projects by the Commonwealth of Massachusetts through the state Legislature.

## PUBLICITY REQUIREMENT

The applicant is required to adequately publicize the event. Contact and deadline information for several sites (newspapers, cable TV, websites, signs) to which the applicant should send publicity is listed on the back of this sheet. Flyers distributed via the schools and posted with permission at various locations (e.g. stores, Library, Senior Center) should be used when appropriate. Local newsletters may also be good sources of publicity (e.g. Home and School Association, Friends of the Library, Council on Aging). In some cases, your venue may have assigned publicity people; coordinate with them to make sure you know which publicity to send to them and which to handle yourself.

Copies of the submissions or tearsheets/printouts must accompany all requests for reimbursement for performances.

Remember to include the credit statement in all press releases and the credit statement or logo on all posters and flyers.

For detailed requirements and a credit & publicity kit, visit the [Massachusetts Cultural Council Contracts/Requirements web page](http://MassachusettsCulturalCouncilContracts/Requirementswebpage):  
[massculturalcouncil.org/contracts/lccred\\_recip.asp](http://massculturalcouncil.org/contracts/lccred_recip.asp)

## REIMBURSEMENT PROCEDURE

Funds may be released only for goods, materials or services rendered in fulfillment of the purpose indicated in the approved application. Payment may be made directly to the applicant in reimbursement for prior expenditures or to third-party vendors, either at the completion of the approved project or at stages of completion, when appropriate,

subject to approval by our council.

To request payment, please complete the enclosed payment/reimbursement form and Form W-9. If you will be requesting payment in stages (also called ``progress payment''), please make extra copies of the original form and submit one completed form with each request for funds. Receipts, vouchers, invoices, contracts or bills must accompany each request.

#### GRANT PERIOD

**You have one year from the date of this letter to complete your project and submit a request for payment.** Requests for an extension must be made in writing, explaining the need for additional time. These requests are reviewed on a case-by-case basis and are not automatically granted. You will be contacted once our council reviews and votes on your extension request.

Submit your request and documentation to:  
Treasurer, Medway Cultural Council  
10 Liberty Road  
Medway MA 02053

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