



Massachusetts Cultural Council

Grantee Reimbursement Requirements



Your Medford Arts Council (MAC) grant will be used to reimburse you for expenses you have already incurred in accordance with your project budget submitted with your grant application. Once you have completed your project, please submit your completed LCC Program Reimbursement Form and required back-up materials. If your project includes multiple events, you may submit for partial reimbursement after each event, or wait until you have completed the entire project. **To receive reimbursement your project must be completed by December 31, 2018, and your reimbursement requests must be mailed to us by no later than January 31, 2019.** Grantees who do not submit for reimbursement by that date may risk loss of their grant funds.

Once you have completed your project, please submit the following:

1. LCC Reimbursement Form
2. Grantee Assessment Report (for grants of \$200 or more)
3. IRS Form W-9 available online here <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
4. Additional back-up materials, as listed below

Some important details to remember when requesting reimbursement:

- Please complete all blanks on the LCC Reimbursement Form, including the name, address, and tax i.d. number of the person or organization to whom the reimbursement check will be issued, and the dollar amount of the reimbursement you are requesting.
- Make sure to sign and date the LCC Reimbursement Form.
- Attach copies of invoices, cancelled checks, or receipts for the expenses for which you are seeking reimbursement (please do not send originals). The total amount of these expenses should be equal to at least the amount of the reimbursement you are requesting.
- If you received a grant for \$200 or more, please complete all sections of the Grantee Assessment Report.
- Submit a completed IRS Form W-9 for the person or organization to whom the reimbursement check will be sent.
- Please also submit copies of any posters, postcards, press releases, news articles, program books, or other materials from your project to show us how the grant funds were used, and how you met the credit and publicity requirements for use of the MCC and MAC logos and credit statement (copy attached).
- Mail your completed reimbursement documents to:
Medford Arts Council
c/o Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155

Please note that there are some restrictions on the types of expenses for which you may be reimbursed. These include no reimbursement for food or beverages, gifts, or scholarships.

For full details on the restrictions, please visit:

https://www.mass-culture.org/lcc_public_applicant_guidelines.aspx#Restrictions

Please feel free to contact us any time at chair@medfordartscouncil.org if you have any questions.