



Newton Cultural Council
1294 Centre Street
Newton Centre, MA 02459

January 17, 2023

Project Name: «Project_Title»

Project ID: «ID_»

Dear «First_Name» «Last_Name»:

Congratulations! Your grant request to the Newton Cultural Council (NCC) for «Project_Title» has been approved! Your contributions to the cultural landscape in Newton are a vital part of our city life and we are pleased to be able to support your efforts. Funding has been approved in the amount of «Funding».

Please read this letter carefully and make note of the following information:

- 1) Receiving your funds
- 2) Project extensions or modifications
- 3) NCC Grantee responsibilities, credits, and marketing
- 4) Reporting requirements
- 5) Accessibility requirements
- 6) Other important details

Receiving your funds

As part of our Direct Grant Payment Option, you will receive your funding up front as a direct grant, not a reimbursement. To accept your grant and receive payment, you must complete the attached Grant Agreement and W-9 forms; both forms can be found [here](#). **These must be returned within two weeks from receipt of this letter.**

Mail or drop off the signed original agreement and W9 to:

**Newton Cultural Development
Attn: Newton Cultural Council
1294 Centre Street
Newton Centre, MA 02459**

Payment will take about 6-10 weeks. Neglecting to submit required forms will delay payment.

Project extensions or modifications

Projects in this grant cycle are required to take place during an 18-month window of eligibility from July 1, 2022, through December 31, 2023. If you need additional time to complete your project or would like to make other modifications, you must make the request in writing to Newton Cultural Council at the above address or email ncc@newtonma.gov. Extension and modification requests are reviewed by the full council and are not automatically granted.

Grantee Responsibilities

The Newton Cultural Council (NCC) and the Mass Cultural Council (MCC) must be credited by using the MCC and NCC credit logos and credit line. Details can be found [here](#). We also ask that you

post your event on the [Newton Arts Calendar](#).

If your performance requires a paid ticket, we ask that you provide a few complimentary tickets to be distributed through Newton Cultural Development's program, *Equal Access to the Arts*. Contact us for details: ncc@newtonma.gov or 617-796-1540.

Help us spread the word about your project! Send us photos and video clips for use in our social media and future marketing. Be sure to tag @Newtonculturalcouncil on any social media posts you create.

Reporting Requirements

A final report must be submitted within two weeks of your project's completion. You can find the final report form [here](#). If you are unable to complete your project, you will be required to repay the grant funds in full.

Accessibility Requirements

Events and programs funded by Local Cultural Councils must be accessible to persons with disabilities, including the facility or event location as well as the content of the program. Please see the [Access Policy](#) on the MCC website for more information about ensuring that your project is accessible.

Other important details

Taxes: 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.

NCC Grantee Reception: Save the date for the 2023 NCC Grantee Reception, where you can mix and mingle with members of the Cultural Council, other grantees, and City officials. Mark your calendars now for September 28, 2023, at 5pm at Newton City Hall.

Newsletter: Sign up for Newton Cultural Development's monthly newsletter here and stay informed of all things arts and culture in Newton.

We received many worthwhile applications 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

Chris B. Pitts

Emily O'Neil

Chris B. Pitts
Co-Chair

Emily O'Neil
Co-Chair