WESTPORT CULTURAL COUNCIL

816 Main Rd. WESTPORT, MA 02790

**Reimbursement Form for Helen E. Ellis Charitable Trust**

Please return this form to: Westport Cultural Council, 816 Main Road, Westport, MA 02790

OR leave addressed to the Westport Cultural Council by depositing in RED DROP BOX outside Town Hall at 816 Main Rd., Westport, MA 02790

Completed reimbursement form and receipts DUE no later than April 30, 2023.

Reimbursement of funds is completed by the Town Accountant and may take 4-6 weeks.

The Helen Ellis grant does not reimburse for consumable food items.

## Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of organization, group or individual that submitted grant)

Amount Awarded\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of this Request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This request is:

1.\_\_\_\_\_\_\_\_\_\_ progress payment or \_\_\_\_\_\_\_\_\_final payment

2. \_\_\_\_\_\_\_\_\_ for the applicant or \_\_\_\_\_\_\_\_\_\_third party vendor

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TAX ID# \_\_\_\_\_\_\_\_\_\_\_\_ or Westport Vendor #­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (individual or organization to receive payment)

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original receipts must be included.

As applicant for the project described above, I certify that the statements made herein are true and that the funds requested for disbursement fulfill the purpose indicated in the approved Helen E.Ellis grant application.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­

In order to be reimbursed, your project must include:

1. Cover sheet listing what is included.
2. One paragraph summary of your project.
3. Copies of any announcements, news clippings and photographs for inclusion in the Council’s year-end report, website and future exhibits.
4. Feedback from participants in the project. (This can be brief; we want a sense of what the event meant to those who took part in it.
5. Approximate number of people in attendance, if applicable.
6. Please let us know if you have digital images that we can use on the WCC website or Facebook page. We will follow up after we hear from you.