*Funded by the Helen E. Ellis Charitable Trust and Administered by the Bank of America*

**2023 CHECKLIST**

**** Please pick up any supporting materials you may have submitted with your application if you

 want them returned. If not, they will be kept no later than June 1, 2023.

**** All work must be completed before the year deadline is up. (One year from date of Approval

 of Grant)

**** Wherever appropriate, please include the following acknowledgment in advertisements,

 press releases, posters, etc.:

 *“This program is supported by the Westport Cultural Council through a grant from*

 *the Helen E. Ellis Charitable Trust administered by Bank of America.”*

**** When your project is complete, send your project report, completed reimbursement

 form and invoice/receipts by the deadline indicated on your approval letter:

**Westport Cultural Council**

**816 Main Road**

**Westport, MA 02790**

The project report should include:

**** One-paragraph summary of your project including numbers of people attending.

**** Copies of any announcements, news clippings and photographs (including digital

 images) and videos for inclusion in the Council’s year-end report, website, Facebook page

 and future exhibits.

**** Feedback from participants in the project. This can be brief; we want a sense of

 what the event meant to the people who took part in it. For example, written

 comments from students about a museum experience or feedback from participants

 at a concert, dance or community event.

**** Reimbursement is contingent upon the Westport Cultural Council receiving your project

 report, reimbursement form and invoice/receipts. Reimbursement of funds takes

 approximately three to four weeks.