

Westport Cultural Council



2016 CHECKLIST

Please pick up any supporting materials you may have submitted with your application. They will be kept no later than June 1, 2016.

Work must be completed before April 1, 2017

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 receipts by May 1, 2017 to:

Westport Cultural Council
PO Box 4089
Westport, MA 02790

The project report should include:

- One-paragraph summary of your project.
- 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 receipts. Reimbursement of funds takes approximately three to four weeks.