

"HOW DO I GET PAID ?"

Congratulations on being selected as one of this year's LCC grant awardees. To help ensure your success, we have provided detailed guidelines on how to complete your grant and receive payment. Since there are several steps before you start and after you completed your grant, you will find a check list to guide you through the process. In addition, there are sample posters to illustrate the different ways you can promote your project.

PAYMENT & GETTING YOUR MONEY

Arts Council Grants are not paid in advance. By state law, the Arts Council can only reimburse you for time that you have spent on your project. For Project grants, you may submit your paperwork to receive a partial payment (up to 50%) if you have incurred project-related expenses and need to be reimbursed before finishing the project. The project must be completed before you submit paperwork for final payment.

Fellowship Recipients: The Arts Council will not make partial payments for fellowship recipients. Fellowships grant awardees can only receive payment after completing a community benefit and submitting paperwork and a final report.

Expect a processing time of 4-7 weeks from the date we receive your complete and correct materials until your check arrives. Processing time for materials submitted in June or July make take additional time due to the city's fiscal year closing on June 30th.

In order to receive full or partial payment you must complete the following:

- **CURRENT IRS W-9 FORM (VERSION 2024 ON)**
- **SAC LCC GRANT RECIPIENT AWARD FORM & INVOICE PACKET (which also can be found in a fillable PDF on our SAC website)**
- **A short (two paragraphs is fine) letter detailing what you accomplished**
- **Support documentation that you publicized your project grant or community benefit project**
- **Final report letter**

W-9

In order to begin the payment process W-9s need to be filled out and signed. Make sure the form is complete, filling out the appropriate tax ID field.

Reimbursement Forms

If you are printing out these forms, please submit these as two separate documents. Do not make them double sided. Final paperwork may be emailed as well.

PAGE ONE

1. First page of form is about the person or organization who received the grant award.
2. Enter your grant award number.
3. Is this a request for payment to the awardee or a third party who did work toward the completion of the grant? Indicated who your payment request is for.
4. If you are an employee of the City of Somerville and your services are consistent with your job at the City (typically teachers) you will be paid through the City's payroll department. Other non-service expenses will be reimbursed to you with a check.

PAGE TWO

The page two invoice form is specifically for the person or organization that will be paid. This can be for the grant recipient or a third-party vendor. The grant number must be included on this document as well, because it will serve as the invoice number for the payment. If there is a third-party vendor, please have them fill out and sign the second page grant of the invoice form with the appropriate grant number and description of their services. Please check all forms; the contact information and payment request MUST match the W-9. If they do not match, our Auditing Dept WILL NOT pay it and it will have to be redone.

FINAL REPORT LETTER

When asking for a final payment, you must include a final report. This can be brief and in the form of a letter to: Council Members. This report lets staff and Council members know how grant funds were used (i.e., what you did during the grant year). Please include samples copies of your work or copies of any press you may have garnered.

BEFORE YOU BEGIN:

ACKNOWLEDGMENT OF GRANT & THE DOCUMENTATION OF WORK

Whether you are a Fellowship OR Project winner, you must think about how you will publicize your project. Keep in mind Fellowship winners need to get their CB project approved BEFORE they start their project. All grant winners must acknowledge your grant publicly. This can be done through published materials or announcements related to your grant. These support materials need to be included as part of your reimbursement paperwork.

You must use the SAC and MCC logos and/or the following credit line:

"This program is supported in part by a grant from the Somerville Arts Council, a local agency supported by the Massachusetts Cultural Council." There are a number of ways you can acknowledge your grant, including, but not limited to, press releases, flyers, posters, postcards and newsletters. We strongly encourage grant winners to announce grant-related exhibitions and performances on the Somerville Arts Council's list-serve.

The State requires that we verify the acknowledgment of funding, so **you must include evidence** of use of the logos and/or the credit line with your final reimbursement request (i.e.: poster, program, press clippings, book credit etc.). Please call if you have any questions.

IMPORTANT DATES

Your LCC grant period and activity follows a calendar year: January 1 to December 31. All paperwork must be submitted by January 31st the following year. If you wish to receive an extension you must contact us in writing. Failure to adhere to these deadlines may result in the loss of your grant award.

TAXES AND GRANT FUNDS

If you receive payment from the City of Somerville for more than \$600 during a calendar year, a 1099 Form is reported to the IRS. Even though there are no taxes taken out of your check, you may be responsible for taxes. Make sure you keep copies of expense receipts for your own tax records.

As of 2024, there will be new tax laws that will affect artists doing business as an LLC or DBA entities. For more information, you may visit <https://www.fincen.gov/boi-faqs> or to file visit <https://boiefiling.fincen.gov/boir/html>. Keep in mind this is general information and each situation may vary. You should always consult a true tax professional to see how these changes may apply to you.

QUESTIONS?

Call with specific questions. Please have your grant number and all paperwork in hand. (617) 625-6600 x2985

SOMERVILLE ARTS COUNCIL LCC GRANT CHECKLIST

Before you begin your Grant:

For Fellowships

- Review the Community Benefit Guidelines.
- Collaborators have been identified. Four questions answered and sent for approval.

For All Grants

- Identify the promotion that will be used for your grant which could be any of the following:
Somerville Arts Council list-serv announcement, flyers/posters, newsletters, FB & Instagram posts, etc.
- Review the logistics of your project. If there are questions about executing your project, please contact the Arts Council for support.
- Include acknowledgment tag line on all the promotion with the SAC and MCC logos

After you have completed your project

Please send the following in order to receive reimbursement for your LCC grant

- Signed IRS W-9 Form from 2024 on for whomever will receive payment. Old w-9s forms will not be accepted
- Signed Somerville Arts Council Recipient Form with your grant # This is the Somerville Arts Council grant number you received in your email NOT the MCC application number. (Example: 34004-LCC022)
- Signed Somerville Arts Council Grant Invoice Form with your grant #, including a short description of what you accomplished. Documents need to be typed not handwritten.
- Support documentation of completed project grant or community benefit project. This can include the following: posters, fliers, copies of social media post, images, newsletter, etc.
- Final report letter

BIBLIODANSE

A DANCE & LITERATURE WORKSHOP

FREE CLASS



DETRITUS DANCE

OCTOBER 15TH | 12:30 - 2 PM

CONNEXION UNITED
METHODIST CHURCH
149 BROADWAY
SOMERVILLE MA



This program is supported in part by the Somerville Arts Council, a local agency supported by the Massachusetts Cultural Council

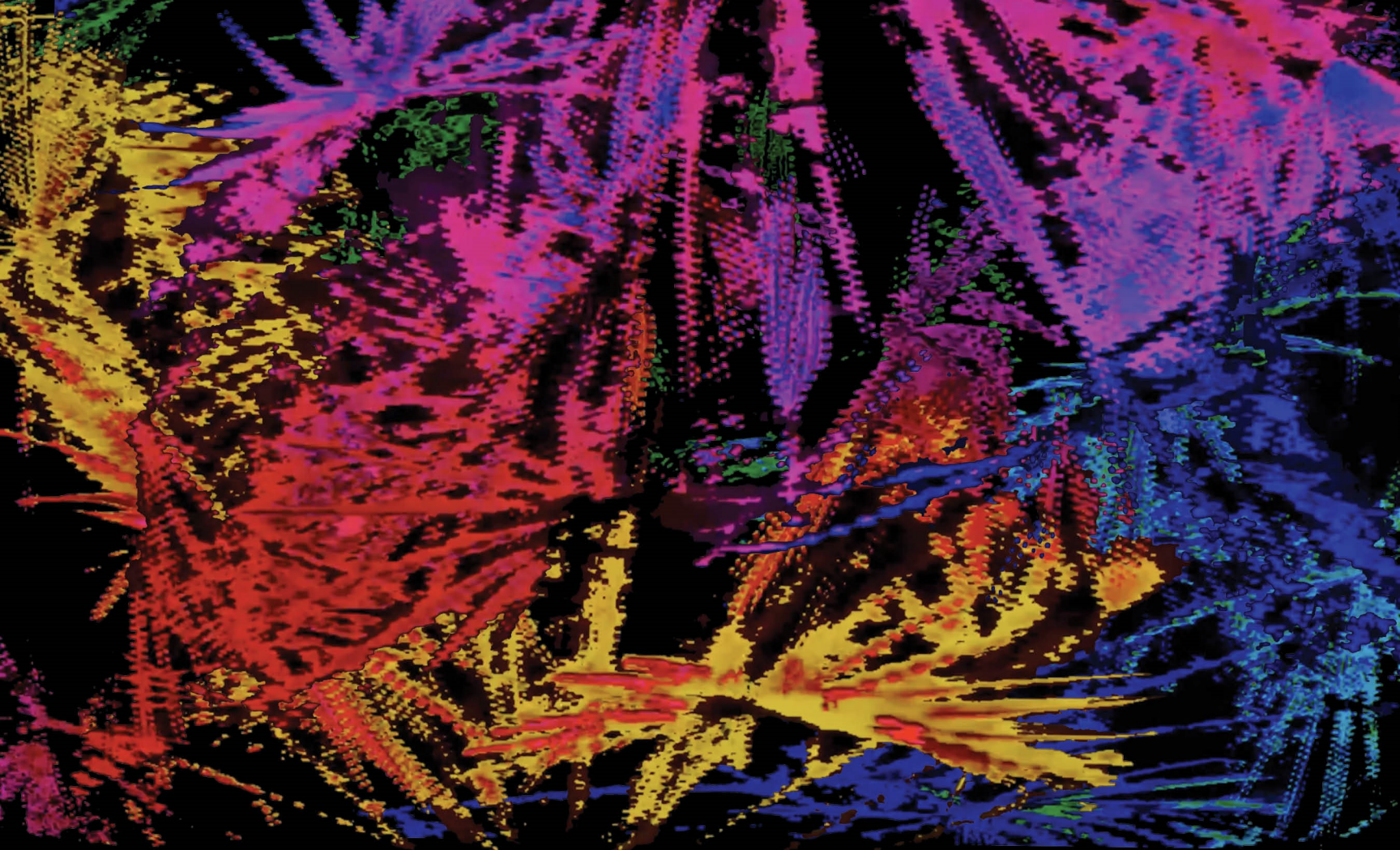


Bibliodanse is a free 1 hour-30 minute combined performance/ workshop that seeks to bring together book-lovers, art-lovers, and visual and live performance artists into conversation about femininity and spirituality.

detritus dance aims to offer participants a chance to engage both with important feminist themes and with multimodal forms of expression in a way they might not otherwise. detritus dance's mission is to ignite discourse around intersectional feminism and disrupt patriarchal practices through subversive gender performance.

We hope to use **Bibliodanse** foremost as an opportunity to bring more women, femme, and queer-identifying people of Greater Boston into communion.

for more information,
contact us at
detritusdance.com



WONDEROUS

Live Chamber Music and Light Show

**SATURDAY,
DECEMBER 17
2:30-4 PM**

**Mystic Activity Center
Somerville, MA**

MUSIC: Marji Gere, Dan Sedgwick, Harshitha Krishnan, the Mystic All-Ages Community Choir, and Around Hear's piano and string classes

VIDEO: Allison Tanenhaus and Vidumami



Free • All ages • Open to the public

This project is supported by a grant from the Somerville Arts Council, an agency of the Massachusetts Cultural Council.