

# "HOW DO I GET MY 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** or **Education** 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 4-6 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:

## **IRS W-9 FORM**

Complete and return with materials. For whomever is getting paid, a complete W-9 is needed.

## **SAC LCC GRANT RECEIPT AWARD FORM**

### **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**

1. Page two information is specifically for the person or organization that will be paid. Again this can be for the grant receipt or a third party vendor. If a third party vendor submits their own invoice, this is fine or have them fill out and sign this second page.

Again, contact information and payment request **MUST** accompany a matching W-9.

## **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). You may want to include samples copies of your work or copies of any press you may have garnered.

## **ACKNOWLEDGMENT OF GRANT/DOCUMENTATION OF WORK**

You must acknowledge your grant publicly. This can be done through published materials or announcements related to your grant. *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 listserve. 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.

## **OTHER ITEMS**

### **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.

### **QUESTIONS?**

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

# SOMERVILLE ARTS COUNCIL LCC GRANT RECEIPT AWARD FORM

**To:** Somerville Arts Council, 50 Evergreen Avenue, Somerville, MA 02145

**FROM:** (INDIVIDUAL OR ORGANIZATION WHO RECEIVED THE GRANT)

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Name

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Address

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City/State/Zip Code

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Daytime phone

**FOR:** Somerville Arts Council Grant # \_\_\_\_\_ (This # was on your award letter)

**This payment is for:**

A.  a progress payment

or

final payment

B.  for the grant award recipient above

or

for a third-party vendor

(complete name, address, service, and amount must be on next page or on  
invoice from vendor)

Are you a City of Somerville/School employee?  no  yes

(Which department or school) \_\_\_\_\_

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Signature of grant awardee/organizational contact

Date

# SOMERVILLE ARTS COUNCIL LCC GRANT INVOICE FORM

**DATE:**

**To:** Somerville Arts Council, 50 Evergreen Avenue, Somerville, MA 02145

**FROM:** (INDIVIDUAL OR ORGANIZATION WHO WILL RECEIVE PAYMENT)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Daytime phone

**Re:** (please provide a short sentence/statement about the service provide for the grant; if a fellowship describe the community benefit)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total due:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

|  |   |   |
|--|---|---|
| <b>Print or type<br/>See Specific Instructions on page 2</b> | Name (as shown on your income tax return)   |   |
|  | Business name, if different from above  |   |
|  | Check appropriate box: <input type="checkbox"/> Individual/<br>Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... |   |
|  | <input type="checkbox"/> Exempt from backup withholding   |   |
|  | Address (number, street, and apt. or suite no.)   | Requester's name and address (optional) |
|  | City, state, and ZIP code   |   |
| List account number(s) here (optional)                       |   |   |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

|                               |  |  |  |  |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|--|--|--|--|
| <b>Social security number</b> |  |  |  |  |  |  |  |  |  |
|                               |  |  |  |  |  |  |  |  |  |

**OR**

|                                       |  |  |  |  |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|--|--|--|--|
| <b>Employer identification number</b> |  |  |  |  |  |  |  |  |  |
|                                       |  |  |  |  |  |  |  |  |  |

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,