

# Westport Cultural Council



## CHECKLIST FOR 2014

Please pick up any supporting materials you may have submitted with your application at the Town Clerk's office. They will be kept no later than June 1, 2014.

Work must be completed before April 1, 2015.

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, 2015 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.