



# WAYLAND CULTURAL COUNCIL

January 13, 2010

Jennifer Riley  
Wayland Wellhead Protection Committee  
41 Cochituate Road  
Wayland MA 01778

Dear Ms. Riley:

The Wayland Cultural Council is pleased to inform you that your application for funding has received final approval in the amount of \$500 for "The River Comes Out of Your Faucet" event to be held in June 2010.

A copy of your application is enclosed. If there is a change in your project, written permission from the Council is needed before proceeding. You have one year from the date of this letter to complete your project and submit a request for payment. Requests for an extension must be made in writing, explaining the need for additional time. These requests are reviewed on a case-by-case basis and are not automatically granted.

Grants are made on a reimbursement basis only. Invoices, receipts or paid bills must accompany the enclosed reimbursement request form. Please send your completed form and documentation to Wayland Cultural Council, c/o Town Building, 41 Cochituate Road, Wayland, MA 01778. Reimbursement will take approximately two weeks.

In all published materials and announcements regarding the activities supported by LCC funds, the sponsoring group or individual must acknowledge this support with a written and/or verbal credit statement or by using the MCC logo. The credit statement is *"This program is supported in part by a grant from the Wayland Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency."* The logo is available at the MCC's web site: [www.massculturalcouncil.org](http://www.massculturalcouncil.org). You can also request the logo from the MCC on a camera-ready slick sheet or on a diskette (Mac or PC). This credit is required by the MCC and failure to comply may jeopardize future funding.

According to IRS guidelines the grant money you receive is considered taxable income. You will not, however, receive a W-2 or 1099 form from the Wayland Cultural Council due to the nature of the appropriation of funds the grant is being paid from. Keep the award letter and check stub as a record of the awards for your taxes.

There were many worthwhile applications for funding and only a select few were funded during this grant cycle. We wish you success and thank you for your efforts on behalf of our community. Please call if you have any questions.

Sincerely,

Kathryn Welter  
Secretary, Wayland Cultural Council  
(508) 276-1011  
(508) 653-3910

Enclosures: Copy of signed application, reimbursement form, instruction sheet for publicity and reimbursement.



Massachusetts Cultural Council

Wayland Town Building  
41 Cochituate Road  
Wayland, MA 01778  
USA

PHONE (508) 653-3910  
FAX (508) 276-1011  
E-MAIL [cfelz@gis.net](mailto:cfelz@gis.net)  
WEB SITE <http://massculturalcouncil.org>

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