

# Westport Cultural Council



## CHECKLIST FOR 2011

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, 2011.

Work must be completed before April 1, 2012.

Wherever appropriate, please include the following acknowledgment in advertising, posters, etc.:

*"This program is supported by the Westport Cultural Council through a grant from the Helen Ellis Charitable Trust administered by Bank of America."*

When your project is complete, send your project report and completed reimbursement form and receipts by May 1, 2012 to:

Westport Cultural Council  
Attention: Elizabeth Collins, Treasurer  
Westport Town Hall  
816 Main Road  
Westport, MA 02790

The project report should include:

- One-paragraph summary of your project.
- Copies of any announcements, news clippings, and photographs for inclusion in the Council's year-end report and future exhibits.
- Feedback from some of the people who were 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, a dance, or a community event.)

Reimbursement is contingent upon the Westport Cultural Council receiving your project report along with your reimbursement form and receipts. Reimbursement of funds takes approximately three to four weeks.

**GOOD LUCK ON YOUR PROJECT!**