



### **2017 Grant Reimbursement Checklist**

Documentation noted below is required for expense reimbursement. Please sign below and check off to signify enclosure of the following items when submitting for grant reimbursement.

The Worcester Arts Council meets the third Tuesday of every month. To ensure inclusion on agenda, items should be received minimum of 24 hours prior to meeting. Processing of payment can take from 2-4 weeks upon final approval by WAC.

- Reimbursement Request Form
- Project Evaluation Form
- Receipts/invoices/proof of payment
- Performance Reviews (when applicable)
- Documentation that grant support was properly credited including both WAC and MCC logos (programs, news clippings, press releases, photos, websites, e-newsletters, invitations, etc.)
- Evidence that grant event information was properly submitted to Worcester Arts Council's online calendar via [www.SocialWeb.net](http://www.SocialWeb.net) (when applicable)

Applicant Name: \_\_\_\_\_

Grant/Project: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/2017  
Date