



GRANT REIMBURSEMENT CHECKLIST

Documentation noted below is required for Worcester Arts Council (WAC) reimbursement. Please review carefully, then sign below and check off to signify enclosure of the following items when submitting for grant reimbursement.

WAC meetings are the second Thursday of each month. Reimbursement requests received less than 48 hours before a scheduled meeting may not have enough time for inclusion on the agenda or adequate review, and may not be reviewed by WAC until the following month's meeting. Reimbursements arrive approximately two to four weeks after WAC approval. Neglecting to include any of these required items will delay your payment.

- Reimbursement Request Form
- Project Evaluation Form
- Receipts/invoices/proof of payment
- Performance reviews (if 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 event information was submitted to Worcester Arts Council's online calendar through www.discovercentralma.org (if applicable)

WAC Grant Recipient: _____

Project Title: _____

Submitted by (name, please print): _____

_____/_____/2020
Signature Date