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September 14, 2012

Joseph A. Curtatone, Mayor  
City of Somerville  
City Hall  
93 Highland Avenue  
Somerville, MA 02143-1794

Dear Mayor Curtatone:

Congratulations! We are pleased to inform you that Somerville Arts Council has been awarded a Massachusetts Cultural Council (MCC) grant of \$5,000 in the Partners category of the Cultural Investment Portfolio (CIP) for FY13 (Grant #FY13-CI-PAR-0449).

The enclosed Contract Package contains award instructions and reporting requirements. Please review the contract very carefully and return the required paperwork to Cyndy Gaviglio, Contracts Coordinator at the MCC by Friday, November 9, 2012. This will help us process the award as quickly as possible. For questions about the contract, please contact Cyndy at 617/727-3668, ext. 332 or [Cyndy.Gaviglio@art.state.ma.us](mailto:Cyndy.Gaviglio@art.state.ma.us).

Please make note of the following key reporting requirements for FY13:

1. Report on two advocacy activities and demonstrate compliance with the Credit & Publicity Agreement by May 1, 2013.
2. Generate an MCC Funder Report through the Cultural Data Project by the end of September, the deadline chosen by Somerville Arts Council. The Funder Report should include "Review Complete" Data Profiles for FY10-FY12.
3. Host a Site Visit before July 31, 2013. Participate on two Site Visit Team by July 31, 2013.

Please review Attachment A for a full list of deadlines specific to your organization. To read a complete description of Cultural Investment Portfolio requirements and guidelines, please visit our website: [http://www.massculturalcouncil.org/applications/partners\\_guidelines.asp](http://www.massculturalcouncil.org/applications/partners_guidelines.asp).

If you have any questions about CIP program requirements, please contact Kalyn King, CIP Program Coordinator, at 617/727-3668 ext. 354 or [Kalyn.King@art.state.ma.us](mailto:Kalyn.King@art.state.ma.us).

Sincerely,

Ira S. Lapidus  
Chair

Anita Walker  
Executive Director

Enclosures



cc: Alexis Kochka, Chair, Somerville Arts Council