

From: MassCultural_noreply@smartsimple.com
To: [Gregory Jenkins](#)
Subject: Action Required: FY26 Cultural Council Allocation for Somerville Arts Council
Date: Monday, September 15, 2025 1:31:05 PM

Dear Gregory Jenkins,

Congratulations! Mass Cultural Council is pleased to inform you that **Somerville Arts Council** has been approved for an allocation of **\$54,400** (FY26-LC-LCC-2560).

Mass Cultural Council looks forward to celebrating this important public investment in the Commonwealth's cultural sector, and Somerville Arts Council will be listed in our Agency's publicity materials. Please refer to our [Credit and Publicity Kit](#) for information on how you can share your great news!

We are preparing the contract materials for Somerville Arts Council's allocation. Based on our records, we have some of the necessary documentation on file including:

- W-9 and Electronic Funds Transfer (EFT) Form — a DocuSign document
- Contractor Authorized Signatory Listing (CASL) Form — a DocuSign document

If the documents we have on file are up to date, you will not need to complete them again. If there have been changes, we will send new forms. **Please log into the grants management system no later than November 1 to confirm/update CASL information and answer two questions** about the W-9 and Electronic Funds Transfer (EFT) Form:

1. [Log into our grants management system](#). (If you have not logged in before or have forgotten your password, click Forgot Password to set/reset your password)
2. Scroll down to the **In Progress** section. If you do not see an In Progress section on your Home Screen, click "Funding Opportunities" on the top right corner of the screen and then scroll down.
3. Look for the following application in **Draft** status: **FY26-LC-LCC-2560**
4. Open the record and **update your CAS/CAO if necessary and answer the two required questions**.
5. Click **Submit**

Due to the high volume of contracts we will not be able to look up prior documents for you. If you are unsure how to answer either question, please select the option that includes "Not able to confirm" and new forms will be sent.

Please complete this necessary step as soon as possible to ensure we can pay your grant in a timely fashion. If you have any questions, [email our finance team](#).

Best regards,

Mass Cultural Council