

Sent: Tuesday, August 29, 2023 12:40 PM
To: Gregory Jenkins
Subject: FY24-CI-CIP-56011 Application Revisions Requested

Dear Gregory Jenkins,

Congratulations on Somerville Arts Council's grant of \$18,400 for your FY24 CIP Portfolio application (FY24-CI-CIP-56011).

Earlier today, you received an email about the Commonwealth's updated Contractor Authorized Signatory Listing (CASL) form, which now requires electronic signatures for the Contract Authorized Signatory AND the Contract Authorized Officer.

Due to the changes made by the Commonwealth, there is an important first step you must take before we can begin the new e-signature contracting process.

To make these Requested Revisions, please log in to Mass Cultural Council's Grants Management System [MassCulturalCouncil.smartsimple.com](https://www.massculturalcouncil.org/GrantsManagementSystem).

* From your portal page, go to the Application section, and click In Progress.

* Look for this application FY24-CI-CIP-56011 in the status of Request Revisions, then click Open.

* There are specific instructions from program staff at the top of your application about what you need to do.

* After entering this information, click Submit Revisions.

Please complete your revisions before September 22, 2023.

Once you do this, you will receive a confirmation email with a PDF of your updated application summary. We will review the revised information you submitted and contact you if additional information is needed.

If you have questions about the Request Revisions process, please contact Timothea Pham at 617.858.2721 or timothea.pham@mass.gov.

Best regards, Mass Cultural Council

Gregory Jenkins
Executive Director
Somerville Arts Council
617.625.6600 ext. 2985
www.somervilleartscouncil.org
City of Somerville
Mayor Katjana Ballantyne