

Hello,

Please see responses below in red. Should you require anything further, please advise.

Thank you.
Best regards,
Linda

Linda Dubuque
Treasurer & Collector
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Somerville, MA 02143
ldubuque@somervillema.gov
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From: Cultural Equity and Access (ART) <CulturalEquityandAccessART@mass.gov>
Sent: Wednesday, December 20, 2023 11:44 AM
To: Linda Dubuque <ldubuque@somervillema.gov>
Subject: Information Required – FY24 Mass Cultural Council Grant

Dear Somerville Official,

Congratulations! Mass Cultural Council is pleased to inform you that the **Somerville Arts Council** is eligible to receive an FY24 allocation of \$53,200 through the [Local Cultural Council Program](#).

This fiscal year brings two **UPDATES** to our grant payment process:

- We've shifted to **electronic contracts** with DocuSign.
- The Commonwealth Comptroller's office has **revised** the Contractor Authorized Signatory Listing (**CASL**) **Form**.

For some helpful information, check out our updated [contract instructions](#) or the new [Frequently Asked Questions \(FAQs\)](#).

To set up your FY24 LCC Program Contract we need some additional information. **Please respond to this email by Thursday, December 28 with the following information:**

- **Primary Contact** – Point person for all reminders and updates regarding this grant. The Primary Contact can also serve as EITHER the Contract Authorized Signatory OR the Contract Authorized officer, but not both.
 - Name: **Greg Jenkins**
 - Title: **Executive Director, Somerville Arts Council**
 - Email: **GJenkins@somervillema.gov**
 - Phone: **617 625-6600 x 2985**

- **Contract Authorized Signatory** – Someone with the legal authority to sign contracts and submit required contract documents. The Signatory will receive two (2) DocuSign forms from the MA Office of the Comptroller (W-9 and EFT) and one (1) from Mass Cultural Council’s DocuSign account containing the Standard Contract Form and attachments.
 - Name: **Linda Dubuque**
 - Title: **Treasurer & Collector**
 - Email: **ldubuque@somervillema.gov**
 - Phone: **617 625-6600 x-3510**
- **Contract Authorized Officer** - Someone who can confirm that the Contract Authorized Signatory has the right to sign on behalf of the organization. The Officer CANNOT be the same person as the Signatory. The Officer will receive one (1) DocuSign email containing the CASL Form after the Signatory signs.
 - Name: **Kim Wells, City Clerk**
 - Email: **kwells@somervillema.gov**

Thank you for your attention, cooperation and support of your Local Cultural Council and local creative community. Please don’t hesitate to let me know if you have any questions.

With Appreciation,
Cheyenne Cohn-Postell
Mass Cultural Council

PS: Funding Opportunities! Applications are now being accepted for the [Gaming Mitigation Fund](#) (deadline Feb. 1) FY24 grant round.

Cheyenne Cohn-Postell
she/her/hers
Program Officer
Cultural Equity & Access Initiatives
Mass Cultural Council
617.858.2704
10 St. James Avenue, 3rd Fl.
Boston, MA 02116

Power of culture

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