

## Gregory Jenkins

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**From:** Simmons, Lisa (ART) <lisa.simmons@state.ma.us>  
**Sent:** Wednesday, August 25, 2021 2:18 PM  
**To:** Gregory Jenkins  
**Subject:** Allocation Amount and Account Forms



August 25, 2021

Dear Matthew Erik Kaliner,

The Mass Cultural Council and its Communities Initiative team are deeply appreciative of the incredible work you do to promote and support arts and culture in your community. Today the Agency's governing Council approved Mass Cultural Council's FY22 Spending Plan, and I am pleased to relay that your FY22 Allocation has been approved and is now listed on your council page.

**To access the amount of your allocation** in the SmartSimple grant system, follow these steps:

1. [Login to the system](#)
2. Go to Council Profile
3. Click on Cycles which appears on left hand brown navigation bar (It may be slow to load)
4. Click on Open
5. Click on the Internal Tab and scroll down. Here you should see the FY22 cycle record here along with past allocations.

In addition, on September 1 you will be able to access the Financial Report section where you will input the information needed to calculate the amount available for the FY22 Grant Cycle.

Please know that the **LCC Account Form has been sent to your Municipal Fiscal Officer**. As you know, this is a summary financial report which must be completed to fulfill the annual reporting requirement stated in M.G.L. Chapter 10 Section 58. Completion of this form ensures that all LCCs have a clear and current accounting from their municipality before any local grant decisions are made

### **Reviewing the LCC Account Form and preparing your Annual Report:**

1. **You are responsible for meeting with your Municipal Fiscal Officer and reviewing the completed LCC Account Form.** The information is based on the Local Cultural Council's account activity over the specified fiscal year. We have asked that the form be completed by early September and that a meeting between the LCC and the fiscal officer take place **by September 30<sup>th</sup>**.
2. The contact information we have on file for the Municipal Fiscal Officer is listed below. If this information is no longer correct, please let us know so we can get the form out to the right individual.

Council:Somerville Arts Council  
Municipal Fiscal Officer: Ed Bean  
**FY21** State Revenue:45200 (for annual report purposes)

3. Meet with the Municipal Fiscal Officer the LCC should:
  - a. Compare figures and work out any discrepancies.
  - b. Sign the completed LCC Account Form.
4. The LCC keeps the original, signed LCC Account Form.
5. The LCC is responsible for submitting the information from the LCC Account Form in the financial reporting section of the Annual Report by October 15, 2021. ***You do not need to email or submit the LCC Account form to the Mass Cultural Council.***
6. You can use the [Municipal Prep Sheet](#) to prepare for your meeting with the fiscal officer.
7. Please review the [Annual Report webinar](#) to input your financial information into the new grant management system.

Please don't hesitate to reach out to your Program Officer about the financial reporting and then Annual Report in the new grant system.

One last thing, **if you have not yet updated your council priorities**, please do so by logging in to the new grant system by September 1 or the priorities listed from last year will be used for assessing applicants in this new grant round.

We are grateful for your service and your contributions to the LCC program. Please don't hesitate to call or email with questions.

Sincerely,

Lisa Simmons  
Communities Initiative Program Manager