



10 St. James Avenue  
Boston, MA 02116-3803  
617.727.3668  
800.232.0960 Toll Free  
617.338.9153 TTY  
617.727.0044 Fax  
mcc@art.state.ma.us E-mail  
www.massculturalcouncil.org Web

September 22, 2011

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 Partner category of the Cultural Investment Portfolio (CIP) for FY12 (Grant #FY12-CI-PAR-0326).

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 **November 10, 2011**. This will help us process your 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).

Here are some important reminders regarding program requirements for Cultural Investment Portfolio Colleague and Partner organizations that must be fulfilled to be eligible to receive your full FY13 allocation:

• **Cultural Database Project Reporting Requirement**

You must submit a Data Profile for your most recently completed fiscal year to the Cultural Database Project (CDP) by the last day of September, the month you selected. For that profile, you must reach "Review Complete" status and submit a Funder Report to the MCC.

• **Advocacy Requirement**

It is vital that CIP recipients interact with members of the Legislature and/or Administration whenever possible in order to demonstrate the impact of the state's investment in the sector. Your organization must participate in advocacy.

To read a complete description of CIP guidelines, go to the following link:

[http://www.massculturalcouncil.org/applications/partners\\_guidelines.asp](http://www.massculturalcouncil.org/applications/partners_guidelines.asp)

If you have any questions, please contact Eric at 617/727-3668 ext. 261 or [Eric.DAlessandro@art.state.ma.us](mailto:Eric.DAlessandro@art.state.ma.us).

Ira S. Lapidus  
Chair

Anita Walker  
Executive Director

Enclosures

