

LIAISON ROLE

February 2026

This working draft is intended to provide a general understanding of the role of a Liaison

What is a Liaison?

- Liaisons are volunteers (selected or self-selected) from the Marblehead Cultural Council who informally support and encourage the Grantee where appropriate, as well as keep the Council informed of Grantees' creative work, events, dates, times, and any related changes or information throughout the year. This role enhances communication between the Council and Grantees, benefiting both.

How are Liaisons selected?

- After the annual voting meeting, each Grantee is matched with a Council member Liaison/s, taking into account the Council member's interests and preferences and being mindful of Council members' term end-date and Grantee event(s) date.

What does a Liaison do?

- Liaisons are encouraged to review the Grantee's award letter sent by the Chair in late December or January (the Grantee will have already been notified via email by the state.) This letter often provides links and important information for the Grantee such as forms, reimbursement procedures, and publicity requirements.

- After these letters are sent, Liaisons are encouraged to contact the Grantee, introduce themselves, offer congratulations, obtain approximate event schedule and share contact information.

- Liaisons are encouraged to remind Grantees that all events must address ADA compliance.

- Liaisons are encouraged to remind Grantees of the Massachusetts Cultural Council's and Marblehead Cultural Council's required logos and/or acknowledgements. One of these (logo or text) are typically required in all event programs, press materials, social media, and publicity. See our MCC document regarding publicity requirements.

- Liaisons are encouraged to remind Grantees that any significant changes or requests for extensions to their original application must be submitted in writing and approved by the Council. Liaisons may assist with any special circumstances requested by the Council in relation to the grant.

- Liaisons notify and encourage Council Members to attend grantee events where appropriate.

- Liaisons are encouraged to provide an informal recap of Grantee events at a Cultural Council meeting.

- Liaisons are encouraged to invite Grantees to attend the Council's "Grantee Reception" whenever held. Liaisons are encouraged to meet their Grantee at the reception and facilitate introductions to other Grantees and the Council as appropriate.

IMPORTANT:

- Liaisons are encouraged to remind Grantees to submit all reimbursement paperwork via US mail addressed to Marblehead Cultural Council, PO Box 1217, Marblehead, MA 01945 within 2-4 weeks after project completion.

- Grantees should submit a reimbursement form for no more than the full amount of their grant. If less than the full amount the grantee should notify the MHD CC in advance. Sometimes the grantee may miss some expenses or fees for time so they should be encouraged to make sure they have billed everything.

If a Grantee has several dates for events or creative work, paperwork may be submitted immediately after the first event if all grant money has been spent and receipts collected. Grantees should be notified that reimbursement checks typically take a few weeks to process, once the paperwork has been correctly submitted. It is helpful for the Grantee to inform the Liaison when the paperwork has been submitted to enable prompt follow-up.

- Liaisons should refrain from assisting Grantees with publicity, venues, logistics, and tax advice related to reimbursement paperwork.

Last Updated February '26. Contact Chair Jeanie Stahl with any suggestions.