

SAMPLE CONGRATULATIONS LIAISON LETTER FOR GRANTEES

Name of Grantee,

Happy New Year! Congratulations on your Marblehead Cultural Council grant.

My name is xx and I'm excited to be your Council liaison. My job is to provide you with support where I can, make sure the publicity credit requirements are met and keep the Council up-to-date on your program. Please let me know once you confirm dates and details.

Meanwhile, here are just a few reminders for you:

1. The Americans with Disabilities Act (ADA) requires that people with disabilities have equal access to public programs or services as the general public. All LCC-funded events and programs, including the facility or event location and the program content, must be accessible to people with disabilities.
2. Any event handouts, press materials, social media, or publicity need to include the Massachusetts Cultural Council and Marblehead Cultural Council logos or required text. Please refer to the Publicity Guidelines online at the Massachusetts Cultural Council Website. I have also attached the guidelines and links to download logos.
3. If there are any significant changes to your original proposal as you put your program together, you'll need to submit them in writing to the Council for approval
4. Once your program is completed, please submit all your reimbursement paperwork via US mail to: Marblehead Cultural Council, PO Box 1217, Marblehead, MA 01945. We ask that all the reimbursement documents be completed and submitted within a month of the program's completion.

Finally, the Council will be hosting a reception for all our grant recipients later this year. I'll keep you posted on the time and place and look forward to meeting you in person there.

My contact info is below. Don't hesitate to reach out if you have any questions or if I can assist you with anything.

Congratulations again!

Your Name and contact info

Attachment: Credit Requirements