



## Bedford Cultural Council

Jill Butler  
9 Mudge Street  
Bedford, MA 01730

January 7, 2022

Dear Jill,

The Bedford Cultural Council is pleased to inform you that your application for funding has received approval in the amount of **\$925.00** to support the following: **BHS Upgrade**.

The Americans with Disabilities Act (ADA) requires that persons with disabilities have access to public programs or services on an equal basis with the rest of the general public. All events and programs funded by the Local Cultural Councils (LCCs) must be accessible to persons with disabilities, including the facility or event location as well as the content of the program. Please see the [Accessibility Guide](#) on the Mass Cultural Council website for more information about ensuring that your project is accessible.

### **NEXT STEPS**

#### ***Hold A Great Program!***

- We are excited about all of the programs that received grants this year, and we want to support yours. Please see the enclosed **Event Publicity Guidelines** for both required and recommended practices associated with projects that receive Mass Cultural Council funding.
- Let us help publicize your program as well: we want to share announcements, photos, and other materials from your program — both before and after it takes place. Please share with us or get our help with publicizing by emailing [bedfordmaculturalcouncil@gmail.com](mailto:bedfordmaculturalcouncil@gmail.com).

#### ***Or If Your Program Has Already Occurred:***

Please see the enclosed Event Publicity Guidelines and Reimbursement Guidelines and submit your reimbursement request as soon as possible.

## **Request Reimbursement**

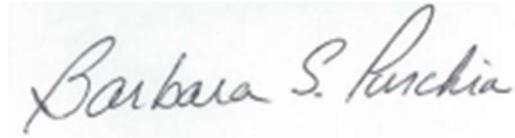
- You have **one year** from the date of this letter to submit a request for reimbursement; however, the BCC recommends that you submit your reimbursement request as soon as possible after the completion of your project.
- Please complete the enclosed **Reimbursement Packet**. The necessary forms, further instructions, and conditions, including how to request an extension, are outlined in this packet. Completed forms and accompanying documentation should be emailed to [bedfordmaculturalcouncil@gmail.com](mailto:bedfordmaculturalcouncil@gmail.com) or mailed to:

Bedford Cultural Council  
Bedford Town Hall  
10 Mudge Way  
Bedford, MA 01730

- Once your forms have been received, you can expect reimbursement in approximately **four to six weeks**.

Congratulations on your award. We wish you success and thank you for your efforts on behalf of our community. Please call if you have any questions.

Sincerely,



**Barbara Purchia**  
**Chair Bedford Cultural Council**  
**781-275-2464**  
**bsrpurchia@aol.com**

Enclosures:

Event Publicity Guidelines

Reimbursement Packet