

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:** Gift

**Date:** March 10, 2020

**Dept:** ASMS

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**Reason:** Required Vote

**Enclosure** yes

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**Background:**

ASMS Gift

I recommend acceptance of a check for \$650.00 from the Franklin Cultural Council for in-house enrichment at Annie Sullivan Middle School as detailed.

**Action Requested of the School Committee:**

I recommend approval.

**Majority vote of the School Committee is required.**

**Vote Tabulator**

A. Bergen: Y / N      T. Keenan: Y / N

J D'Angelo: Y / N      MJ Scofield: Y / N

J Pond-Pfeffer Y / N      D. Spencer: Y / N

E. Stokes: Y / N

Action: \_\_\_\_\_

FEB 25 2020  
KCD-E1

NON-BUDGETED FUNDS DONATION FORM

Date: 2/14/20

Name of Donating Organization/Individual Franklin Cultural Council

\*Type of Donation

- ☐ Field trip  
☒ In-house Enrichment  
☐ Library  
☐ Supplemental Supplies  
☐ Supplemental Curriculum Materials  
☐ Scholarship/Memorial

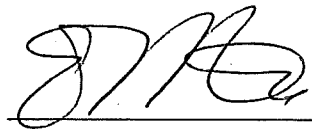
Donation Amount \$650 Account Number \_\_\_\_\_

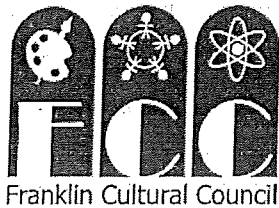
Description (i.e. Third Grade field trip to Plimoth Plantation)

Berkshire Music Academy Performances

\*All gifts, grants and bequests become school district property upon acceptance by the School Committee

Reviewed by Principal or Superintendent

  
(Signature)



Franklin Cultural Council  
355 East Central Street  
Franklin, MA 02038

January 23, 2020

Annie Sullivan Middle School  
c/o Evan Matza  
5 Linbrook Ln.  
Franklin, MA 02038  
evan.matza@emc.com

Dear Evan:

*Congratulations!* The Franklin Cultural Council is pleased to inform you that your application for funding has received approval in the amount of \$650 for your project, *Berkshire Music Academy Performances*.

Grants are made on a reimbursement basis only. Once your program has been completed, please fill out the reimbursement form (found at: [www.massculturalcouncil.org/contracts/lccreim.pdf](http://www.massculturalcouncil.org/contracts/lccreim.pdf)) and send with the following **required** documentation:

- Invoices, receipts, or paid bills for project expenses totaling at least as much or more than your grant
- Evidence that the event took place and was credited as promised (programs, news clippings, press releases, photos, etc.)

Neglecting to include these items will delay your payment. Documentation should be mailed to my attention at the address above. Reimbursement will take approximately 4-6 weeks.

You have one year from the date of this letter to submit a request for reimbursement. Failure to meet that deadline will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council's written permission to make changes to their projects. Project modifications must be requested in writing, and the modification should not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

You are required to acknowledge the financial support of the Franklin Cultural Council *and* the Massachusetts Cultural Council in published materials and announcements about your project. *Please carefully review the credit and publicity requirements posted on the MCC's website here: <https://massculturalcouncil.org/about/contracts/lcc-credit-and-publicity-kit/>.* This credit is **required** by the MCC and failure to comply may jeopardize future funding. According to IRS guidelines, the grant money you receive is considered taxable income. Keep the award letter and check stub as a record of the award for your taxes.

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 FCC must be accessible to persons with disabilities, including the facility or event location and the content of the program.

We wish you success and thank you for your efforts on behalf of our community. **We will be holding a reception for all grant recipients on February 27 at 7pm at the Franklin Historical Museum, and we very much hope you can attend.** Please contact us with any questions.

Best regards,

Kaye Kelly and Lillian Gould  
Co-Chairs  
[franklinculturalcouncil02038@gmail.com](mailto:franklinculturalcouncil02038@gmail.com)