



2011 Grant Reimbursement Checklist

Documentation noted below is required for expense reimbursement. Please sign below and check off to signify enclosure of the following items when submitting for grant reimbursement.

The Worcester Arts Council meets the last Thursday of every month. To ensure inclusion on agenda, items should be received minimum of 24 hours prior to meeting. Processing of payment can take from 2-4 weeks upon final approval by WAC.

- Reimbursement Request Form
- Project Evaluation Form
- Bills/invoices/proof of payment
- Performance Reviews
- Evidence that grant was properly credited (programs, news clippings, press releases, photos, websites, newsletters, invitations, etc.)
- Evidence that grant event information was properly submitted to Worcester Arts Council's online calendar via www.SocialWeb.net

Applicant Name: _____

Grant/Project: _____

Signature

_____/_____/2011
Date