



Expeditions Planning Grant Evaluation Form: Instructions for Requesting Payment

We are delighted that your project has been awarded a planning grant from the New England Foundation for the Arts. Because our funding sources are numerous and include both state and federal agencies, we are obligated to keep carefully documented records. We, in turn, require the grantee to fulfill certain requirements before we are able to make payment on the grant. You must comply with the following in order to receive your grant award:

1. A completed **EVALUATION FORM** must be submitted for each grant, which includes a narrative evaluation and a final accounting for expenditures associated with the planning process.
2. A completed **BUDGET** must be submitted. Do not combine budget figures for non-planning project-related activities. In the budget portion of the Evaluation Form please list all actual expenses and revenue, and use the notes section to explain any major differences from the estimated budget in the Application Form. You may attach no more than one page of additional budget explanations if necessary.
3. Please retain all **DOCUMENTATION** for expense items in a file should questions arise or an audit be necessary. Documentation may include receipts, consultant and/or artist contracts, cancelled checks, invoices, etc.
4. All **PROGRAM AND PUBLICITY MATERIALS** must acknowledge support from the New England Foundation for the Arts and additional sponsors. Please provide a copy of these materials to NEFA showing the required acknowledgment of the funding support as described in the grant award letter. Please highlight the credit line on these materials. See award letter for appropriate crediting.
5. **LETTERS OF APPRECIATION** must be sent to the your state senator or representative as outlined in your award letter. This is to inform them about the purpose of this award, and the impact it will have on your organization's activities and service to the community. Please send one copy of each of these letters to NEFA with your Evaluation Form.

Payments for each grant award will be made upon receipt of these materials by NEFA, or you may request up to 75% of your grant award in writing after June 1 following the award notification. In your request letter please provide an explanation of why you need to receive funds before the project planning activities are complete.

Please note that you must mail this material within three weeks of the conclusion of the planning activities but no later than May 1 of the year following the award announcement. If you anticipate a delay in forwarding completed report forms and materials within this time period, please contact Adrienne Petrillo at 617/951-0010. In the event the project planning ceases the grant award will be withdrawn.

Thank you for your cooperation in helping us meet our obligations to our funding agencies. Good luck with your planning activities!