



## Grantee Requirements for Reimbursement

This page outlines the information that is required from a NEFA grantee in order to receive their grant funds. Once the grantee has been notified that their project has been awarded, these items must be provided within one month after the funded event.

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.

**NEFA must be notified of any changes in fee paid to the artist(s) as far in advance of the event as possible.** Your grant award is calculated as a percentage of that artistic fee. It should not be considered a one-to-one "matching grant." The amount listed on the contract and in the evaluation **MUST** be the total artistic fee as it appears on your Application Form. If the fee is reduced, you must provide an explanation in writing. **Reduction in the artist(s) fee may result in the reduction or cancellation of your grant award.** Artistic fees do not include in-kind contributions.

**Please comply with the following in order to receive your grant award:**

1. Submit one completed **Evaluation Form** for each grant. To find the evaluation, go to [www.nefa.org](http://www.nefa.org), navigate to the grant program area that funded your application, and access the evaluation through the program specific Grants & Instructions page. The evaluation includes several narrative questions and a final **budget** associated with the presentation. Do not combine figures for more than one grant on a single form. For series/festivals or collaborations, please approximate proportions of audience figures, expenses, etc. for each event for which NEFA funding directly applies.
2. Submit a signed and dated copy of the **contract or letter of agreement** (with printed name and title) between your organization and the artist(s) being presented. The contract must be signed by an authorized representative of the artist(s) and by an authorized representative of your organization, and must include the dollar amount of the artistic fee, the amount agreed upon and terms for housing and transportation of the artist(s) while in your care, if not part of the artistic fee, and the dates of the residency, performance(s), workshop(s) and/or other related events.
3. Send **letters of appreciation** to your federal and/or state legislators. 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.
4. Acknowledge support by **crediting** the New England Foundation for the Arts and additional sponsors on all **program and publicity materials**. 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 flag or highlight the credit line on these materials. If only one page of a brochure has a crediting mention, please remove and send only that page instead of mailing the entire brochure. See the crediting requirements on [nefa.org](http://nefa.org) for appropriate crediting.

Payments for the grant award will be made upon receipt of these materials by NEFA after the event. You **must provide this material within one month of the event** or risk forfeiture of the grant and all pending NEFA grants. **If the performance date is changed or cancelled or if you anticipate a delay in forwarding completed report forms and materials, please contact Elizabeth Bouchard ([ebouchard@nefa.org](mailto:ebouchard@nefa.org)).** Partial funding may be available prior to the event. Contact Adrienne Petrillo ([apetrillo@nefa.org](mailto:apetrillo@nefa.org)) for more information.