

PROCESS MEMORANDUM

To: Cultural Facilities Fund Capital Grantees
From: Massachusetts Development Finance Agency
Re: Accessing Your Cultural Facilities Fund Grant

Congratulations! In order to obtain the Grant funds, please use this Process Memorandum as a guide:

1) Seek your matching funds certification from Mass Cultural. Please contact Jay Paget at Mass Cultural, Jay.Paget@state.ma.us. Mr. Paget will provide you with information about the documentation that needs to be submitted to him for the matching funds certification. Matching funds in the amount of your Grant Award must be certified as available and segregated for use or demonstrated as already spent on the portion of your project to which the Grant will contribute. Exhibit A of the enclosed sample Grant Agreement contains templates for this matching funds certification process. Once Mass Cultural has everything that they need to certify the matching funds, Mass Cultural will send a signed certification to MassDevelopment. **The deadline for the matching funds certification is May 12, 2024.**

When MassDevelopment has received the Matching Funds Certification from the Council, Lillian Muñoz, Cultural Facilities Fund Portfolio Manager for MassDevelopment, can answer any questions you may have as you assemble the documentation needed for MassDevelopment to tailor a Grant Agreement for your project. Ms. Muñoz can be reached at lmunoz@massdevelopment.com.

2) Provide the following documentation to Ms. Munoz at MassDevelopment:

a) Evidence that you have filed a **Project Notification Form** (“PNF”) with the **Massachusetts Historical Commission** (“MHC”). A copy of the PNF cover letter showing the date you filed and a copy of a certified mail receipt from the MHC will be considered sufficient evidence of filing. MassDevelopment has no obligation to advance funds for your Grant until the MHC’s process is complete. Please see the website of the MHC for information about the MHC’s process. **We suggest that you file the Project Notification Form with the MHC as soon as possible.**

b) An **updated budget** for the project described in your Grant application showing how the matching funds and the Grant will be spent on your project, or the portion of your project that is achievable with your combined matching funds and Grant. An example of an updated budget is included in Exhibit B of the enclosed sample Grant Agreement. Cultural Facilities Fund monies may only be used for costs eligible under the Fund’s enabling legislation, Massachusetts General Laws Chapter 23G, Section 42, and the Fund’s Program Guidelines. Please see Article I Use of Award in the enclosed sample Grant Agreement for details about eligible and ineligible costs. Receipt of an award does not mean that every item in your original budget is eligible for reimbursement and some may be rejected for inclusion in your final budget.

c) If you desire to have your Grant funds wired to you, provide **wire instructions** which will be incorporated in your Grant Agreement as Exhibit E.

When Ms. Muñoz has received this documentation, MassDevelopment will prepare a Grant Agreement specific to your project and send it to you for signature. **The deadline for entering into the Grant Agreement with MassDevelopment is November 30, 2024.**

3) Disbursements. The process and rules for payment of funds from your Grant are described in Article IV Disbursements of Grant Funds in the enclosed sample Grant Agreement. Exhibit C and Exhibit D of the enclosed sample Grant Agreement contains the forms that you will use when you request payment of funds from your Grant. Requests for payment with attached invoices using Exhibit C should be sent by email to Lillian Muñoz at lmunoz@massdevelopment.com. Exhibit D should be sent along with your final invoices once you have completed your project and can demonstrate that the full amount of both the matching and grant funds has been contributed to the Project. **Funds will not be paid for invoices for work done prior to September 1, 2021, as stated in the Cultural Facilities Fund Program Guidelines for Round 14.**

4) Reporting. The Grantee shall provide the Council with a pipeline report on its anticipated capital needs when requested by the Council and not later than November 30th of each year. The Grantee also agrees to provide information about the Project and the Grantee when and if requested by MassDevelopment or the Council in order to assess the economic impact of the Cultural Facilities Fund grants, as well as any information MassDevelopment or the Council may require for the Fund's annual report to the Legislature.

5) Availability of Funds. Please be aware that monies in the Fund are not segregated for specific Grants and your Grant is subject to the availability of monies in the Fund at the time of each disbursement request. The Fund is supported by annual commitments in the Commonwealth's five-year capital investment plan.

If you have any questions, comments, or concerns, please contact Lillian Muñoz, by phone at 617-330-2066 or email at LMunoz@MassDevelopment.com.