



Procedure and Checklist

Request for Payment or Reimbursement for funds from the Vernon Arts Commission to support cultural arts programming.

Note ~

Funding is issued with a check from the Town of Vernon in one of two ways:

1. Paid directly to hired Performer / Presenter / Artist
2. Reimbursement paid to the Sponsoring Organization

Once all the documents listed below are submitted to the Town of Vernon Finance Department, it will take between 4 – 6 weeks to receive payment for a program /event.

APPLICATION

_____ Submit *Application for Funding* form to the Vernon Arts Commission for approval.

The Vernon Arts Commission meets monthly (1st Monday), at which time

Application for Funding requests are reviewed for approval.

Applicants will be notified of the VAC's decision through email and /or telephone call.

Upon approval, other documents are needed (see below) in order to receive payment.

DOCUMENTS

Upon approval of *Application for Funding* by the Vernon Arts Commission,
PROVIDE the VAC the following documents:

_____ Bill or Invoice from the Performer / Presenter / Artist stating the performance fee

_____ Contract between Performer/Artist and Sponsoring Organization

_____ W-9 tax form from the Performer / Presenter / Artist

MAIL

_____ Documents to: Lisa Ouellette
Vernon Arts Commission ~ Treasurer
57 Hany Lane
Vernon, CT 06066

QUESTIONS? Contact: Lisa Ouellette
Commissioner / Treasurer
(860) 872-6180
Lisa.Ouellette58@att.net