



Andover Cultural Council Meeting
14, January, 2026 7:00 P.M.
Robb Center Conference Room
30 Whittier Court, Andover, MA 01810

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TOWN OF ANDOVER, MA

MEETING NOTICE

AGENDA

1. Call to order
2. Welcome new potential members:
 - a. Tianisha Torres
 - b. Felipe Machado
 - c. Brianna Anderson
3. Farewell and thank you to Raveena Girdhari - wrap-up pending business
 - a. Logo design
 - b. MEVA advertising opportunity
4. Northeast School of Ballet FY2025 funding question resolution
5. Voting FY2026 funding amounts
 - a. We have already voted the grants being funded and those being denied
 - b. Discuss any reconsiderations that come up by 1/14
 - c. Voting funding amounts
6. Grant approval letter copy review
7. Check-in on grant reception options
8. Adjourn

Pursuant to S.2475 "An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency," which was enacted into law on June 16, 2021, and which was extended by legislation enacted on March 29, 2023, this meeting of the Andover Cultural Council will be conducted in person, but with a remote option. Members of the public who wish to watch the meeting may use the following Microsoft Teams link -

[Join the meeting now](#)

Meeting ID: 299 937 403 881 19

Before joining, please register in advance by emailing CulturalCouncil@andoverma.us. Please send us your full name, email address and home address before the meeting in order to be admitted to the virtual meeting room. Questions or comments to be discussed at the meeting may be sent to the Andover Cultural Council at CulturalCouncil@andoverma.us in advance of the meeting or during it by the public.

Any member of the public wishing to attend this meeting who requires special accommodations in accordance with the Americans with Disabilities Act should contact the Town Manager's Office at 978-623-8210 or manager@andoverma.com.

DRAFT FY2026 GRANT APPROVAL LETTER

Dear Grantee,

We are happy to share that you have been approved for a 2026 grant from the Andover Cultural Council! We had many applicants this year, and our grantees' work to support the arts, culture, humanities, and sciences, as well as the quality of life in our communities, is deeply appreciated.

To claim your grant

The Andover Cultural Council offers direct grants through the Massachusetts Cultural Council's [Local Cultural Council program](#). Funds are issued through the Town of Andover.

Our program provides direct grants, so you can receive funds before you complete your project rather than be reimbursed. Send us the following forms and you should receive your funding approximately 6-8 weeks after receipt:

1. [Grant agreement form](#): This form is your promise to complete your project as specified and comply with other requirements of the program.
2. [W-9 tax form](#): The Town of Andover needs this tax form from you in order to issue your payment.

Complete and sign the forms, and either:

- Mail them to the town offices, at:

Andover Cultural Council
Andover Town Offices
36 Bartlet Street
Andover, MA 01810

- Email them to CulturalCouncil@andoverma.us.

Requirements to remember

The program guide contains full requirements for the grant program, but we wanted to highlight two in particular:

Crediting and grant acknowledgement

To receive your grant you must agree to follow the Massachusetts Cultural Council's grant acknowledgement rules. This includes **a requirement to use the Massachusetts Cultural Council logo**, or a specified line of copy crediting them, in a variety of promotional, digital, educational, or exhibition materials.

Full information on where and how to include this credit is available from their [Credit & Publicity Kit](#).

Crediting the Andover Cultural Council and including our logo in your promotional, educational, digital or exhibition materials is optional, but we appreciate it.

Grantees that do not hold to the grant agreements on crediting and acknowledgement risk forfeiting their grants, so please review the rules.

Final reports

Your grant agreement also commits you to sending a brief final report to the Andover Cultural Council once your project is complete. This should include:

- [Your completed final report form](#)
- Invoices or receipts for expenses the grant paid for
- Proof you completed your projects as specified
- Proof you complied with the credit and publicity rules

Common material to enclose in your final report includes copies or digital files of programs, advertisements or other promotional materials, or photographs of your event.

Event details & photos

To ensure maximum visibility for your event, please share your event dates, fliers, and any other relevant information with us in advance (CulturalCouncil@andoverma.us). This will allow us to effectively promote your event on our website and social media platforms. We would also greatly appreciate receiving photos from your event for inclusion on our website and social media channels. These materials will help us showcase the impact of your work and inspire others to get involved. Please also tag us in your social media posts (Instagram: @andovercultural, Facebook: @andoverculturalcouncil).

Due dates

To receive your grant, you must file your grant agreement by December 31, 2026, but we suggest you do it much sooner so you can receive your funding.

You must then complete your project and file your final report by January 16, 2027. Funding not claimed in this way will be reallocated in new grants for 2027.

Important program notices

Grantee venues and content must be accessible to persons with disabilities. Resources for this are available on the MCC [accessibility website](#).

Grant funds may be considered taxable income. Keep this email and other payment documentation for your records. We aren't tax advisors, so with tax questions for your situation please consult a professional.

For further assistance

Please feel free to email CulturalCouncil@andoverma.us for assistance.

Also, any council member who served as a point of contact to you through the grant process will remain available to assist you through the year.

You can also reach out to our Program Officer at the Massachusetts Cultural Council, Greg Torrales, who serves more than 70 communities in our state and is highly knowledgeable, at greg.torrales@mass.gov.

Thank you

We are always grateful for the hard work, inspiration, intelligence, and spirit of our practitioners in the arts, culture, humanities, and science. You are part of our social fabric and you elevate and educate on our shared experience and imagination.

We wish you a successful and prosperous year, and we are grateful to be part of it.

Sincerely,

The Andover Cultural Council

<NAMES>

Enclosures (linked): [Grant agreement form](#), [W-9 tax form](#), [Final report form](#)