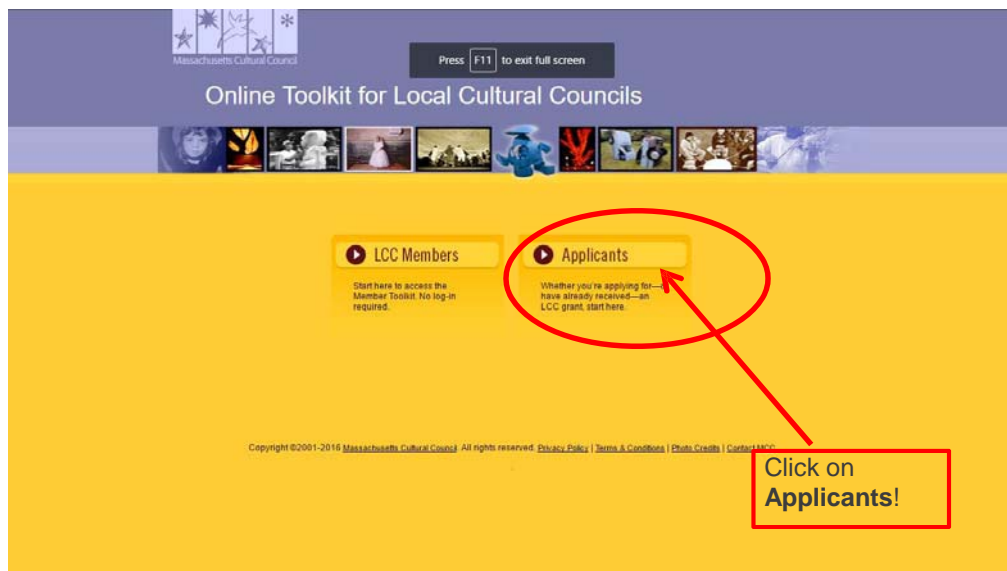


WELCOME

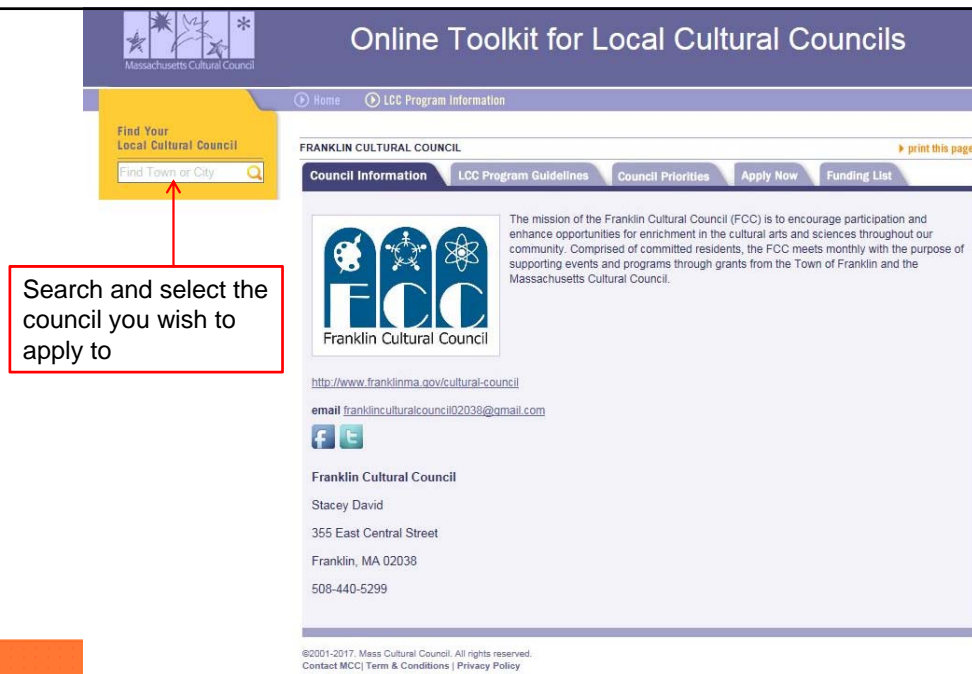
**FCC WEBINAR:
ONLINE APPLICATION
PREVIEW**



Stacey David, Barbara Gardner
and Lillian Gould



Visit the website at <http://mass-culture.org/>



You will be brought to the LCC's Council Profile. Be sure to click on the "Council Priorities" tab before applying to see if the council has any additional application requirements or criteria that may bear weight in grant decisions.

FRANKLIN CULTURAL COUNCIL [print this page](#)

Council Information **LCC Program Guidelines** **Council Priorities** **Apply Now** **Funding List**

The Franklin Cultural Council gives priority to grant applications for projects and programs held within the Town of Franklin and from new applicants and projects.

In addition, the following criteria must be met:

Applicant's project must be clearly related to the arts, humanities, history or interpretive sciences.

Applicant's project must provide adequate public benefit for the Franklin community and provide adequate public access. Explanation of handicap accessibility of the venue must be included in application.

Applicant must have a clear, written commitment of location and date of event from sponsoring organization or venue.

Funding for applicant's project must not substitute for or replace other public funding of programs in the arts, humanities, history or interpretive sciences.

Franklin Cultural Council funds are not intended to be used as the sole source of funding of projects.

Ticket prices for events will be taken into consideration during grant approval process and must be included in your application.

Acknowledgement of Franklin Cultural Council support must be given during the program or project and verification of such must be provided for grant payout.

©2001-2017. Mass Cultural Council. All rights reserved.
Contact MCC | [Term & Conditions](#) | [Privacy Policy](#)

Rating Scale

The organization, program or project is:

5=Overall excellent in all criteria with no *major* weaknesses or failings in the strict context of that criteria

4=Very good in all criteria or excellent in almost all, with perhaps no more than one major area requiring attention, correction, or major improvement

3=Good/average in all criteria, or very good in some areas but weak in others with at least one or more criteria requiring attention

2=Weak in several areas, but not necessarily absent of some merit in some areas

1=Very weak in almost all areas of the criteria

Applicant's Name/Project: «Applicant»

How would you score this project in terms of:

Quality, Originality, and Creativity:

Score: _____

- Are the applicant's and/or partner's credentials satisfactory?
- Do the qualifications of the artist, humanist, or scientist leading the activity suggest the project will be of high quality?
- Are there technical considerations that would impact quality (lighting design expertise, teaching materials, appropriate workshop space, etc)?
- Does the project seem interesting, innovative or particularly worthwhile?

Community Benefit:

Score: _____

- Does the project serve and involve the community, a particular segment of the community, or an underserved population?
- Is the applicant a Franklin resident? Will the project be held in Franklin or for our residents?
- Is this a new applicant?
- Does the project contribute to the cultural vitality and well-being of the community as a whole?
- Does the project address a community need?
- Does the project play a unique role specific to the community?
- How many residents will benefit from the project?

Planning:

Score: _____

- Is there sufficient planning? Does the timeline make sense to ensure quality in project implementation?
- Have the participants or intended audience been identified?
- Do we have a letter from the venue stating the date and time for the project's completion?
- Is the venue handicap accessible and was an explanation provided?

Budget:

Score: _____

- Is there a budget for marketing/publicity for any part of the project that is open to the public?
- Can the project be successful if partially funded?
- Has the applicant leveraged additional resources or is the FCC the sole source of funding?
- Will the project take place without council help?

TOTAL: _____/20

Click on the "Apply Now" tab.

Online Toolkit for Local Cultural Councils

The screenshot shows the homepage of the 'Online Toolkit for Local Cultural Councils'. At the top, there is a header with the Massachusetts Cultural Council logo and the title 'Online Toolkit for Local Cultural Councils'. Below the header, there is a navigation bar with links to 'Home' and 'LCC Program Information'. On the left, there is a yellow sidebar with the text 'Find Your Local Cultural Council' and a search box labeled 'Find Town or City'. The main content area features a section for 'FRANKLIN CULTURAL COUNCIL' with a 'print this page' link. Below this, there is a horizontal menu with five tabs: 'Council Information', 'LCC Program Guidelines', 'Council Priorities', 'Apply Now', and 'Funding List'. The 'Apply Now' tab is circled in red. Below the menu, there is a link that says 'Access the online application'. At the bottom, there is a footer with copyright information: '©2001-2017. Mass Cultural Council. All rights reserved. Contact MCC | Term & Conditions | Privacy Policy'.

The link will direct you to the registration page. If this is your (you individually, not the organization) first time applying online, you will have to create a new registration by clicking on "Register Here." Previous applicants will login on the right, using their old information, and click "forgot password" if they don't remember their credentials.

The screenshot shows the 'Local Cultural Council Program Online Application' page. It has a white background with a light blue header. The main content area is divided into two sections. On the left, there is a registration section with the heading 'Local Cultural Council Program Online Application'. Below the heading, there is a link to 'www.mass-culture.org'. A link that says 'Need help changing your pop-up settings so you can access the site?' is circled in red. Below this, there is a 'New to the system?' section with a 'Register here' button. On the right, there is a 'Login' section with fields for 'Email' and 'Password', a 'Login' button, and a 'Forgot Password?' link. A red box with the text 'You will need to allow pop-ups in your settings' is overlaid on the bottom right of the page.

REGISTRATION AND ELIGIBILITY



Massachusetts Cultural Council

Applicant Eligibility

* The applicant resides in or is located in Massachusetts

☐ Yes
☐ No

* Is the applicant one of the following?

☐ Individual
☐ Incorporated Non-Profit
☐ Unincorporated Association
☐ Public School, Library or Other Municipal Agency
☐ Religious Organization or school requesting funds for cultural programming that does not have the effect of advancing a religion
☐ Other

?

* Has the applicant, or person leading the project/program, been engaged in the kind of activity for which funds are requested for at least one year?

☐ Yes ?
☐ No

Previous applicants have already completed this quiz and will not be prompted to take it again.

TIP: HOVER
OVER THE
QUESTION
MARKS FOR
MORE
INFORMATION.

* Has the applicant, or person leading the project/program, been engaged in the kind of activity for which funds are requested for at least one year?

☐ Yes ?
☐ No

* Does the proposed project/program meet the MCC's definition of Arts, Humanities, or Interpretive Sciences?

☐ Yes ?

Arts - The creation of work in the crafts, performing, visual, media, folk, design, literary, and interdisciplinary arts. In addition, they also include the presentation and preservation of and education about works in these disciplines.

Humanities - Types of learning that deal with human values and aspirations, human thought and culture, language, and creativity. Examples include, but are not limited to, history, social studies, philosophy, criticism, and literature.

Interpretive Sciences - Types of learning that deal with nature, science, and technology in ways that explain how they relate to people's lives. Some examples of organizations that conduct interpretive science activities are aquariums, arboretums, botanical gardens, nature centers, natural history and anthropology museums, planetariums, and science and technology centers.

program discriminate or discourage participation on the basis of color, national origin, ancestry, disability, sexual orientation or

accessible to persons with disabilities?

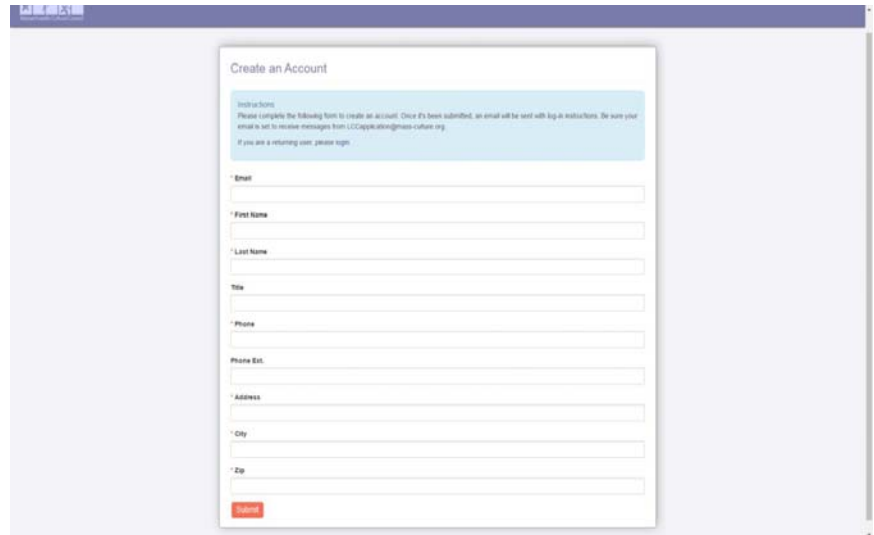
to purchase food or refreshments?

and the LCC Program Guidelines, as well as the specific Council Council to which you are applying has posted on the website?

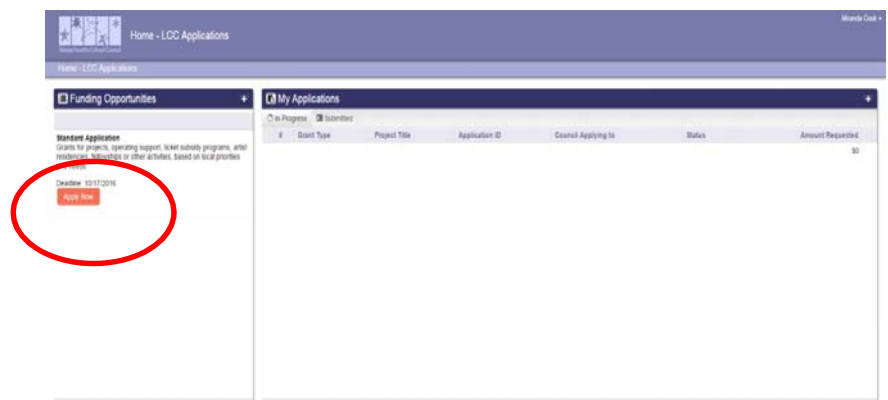
* Have you disabled your popup blocker?

You may not be able to complete the application without viewing popups, and you will not be able to see error messages to tell you what you need to submit.

After registering, you will be brought to a blank form where you will need to fill in basic information to create an account. Once the information is complete, press *Submit*, and you will be automatically sent an email with login instructions.



After logging in, you will be taken to the system's home page. To begin an application, click on *Apply Now*.



The Help Desk email and phone number are on each page for technical questions.

[View PDF Summary](#)

Questions? Contact the [MCC help desk](#) 1-817-858-2733. Be sure to hit "Save" often, before moving between tabs, and before viewing PDF summary.

Applicant Information | Project Information | Project Overview | Budget Overview | Supplemental Materials | eSignature

Applicant Name: Ipsum Lorem Mailing Address: 10 St James ave

Address 2: City: Boston

State: MA Zip: 02116

Phone: 617552714 Email:

Website:

Contact Person (If different than the applicant)

Name: Star CEO Address:

Address 2: City:

State: Zip:

Phone: Email:

[Next](#)

You will then be taken to the application form. On the first page, you will be asked to provide the contact information for your organization (Applicant) and the individual to be contacted if the LCC has questions.

Applicant Information	Project Information	Project Overview	Budget Overview	Supplemental Materials	eSignature	Internal
<p>* Project Title: <input type="text" value="Civil War Era Poetry and Music"/></p> <p>* Council Applying to: <input type="text" value="Westfield Cultural Council"/> Lookup...</p> <p>* When will the project take place?: <input type="text" value="August 2018"/></p> <p>* Estimated number of people served: <input type="text" value="50"/> ?</p> <p>* Does this project serve primarily schoolchildren (grades pre-K to 12)? <input type="text" value="No"/></p>		<p>User Name: <input type="text" value="Charlotte Cutter"/></p> <p>* Project Discipline: <input type="text" value="Multidisciplinary"/> ?</p> <p>* Where will the project take place?: <input type="text" value="Mass History Museum"/></p>				
<p>Previous</p>		<p>Next</p>				
<p>Save Draft Submit Delete</p>						

In the Project Information tab, provide information about the project for which you are requesting funding. You must submit a separate application to each council even if it is for the same project.

Select the LCC to which you will apply:

Applicant Information | **Project Information** | Project Overview | Budget Overview | Supplemental Materials | eSignature | Internal

* Project Title:

* Council Applying to: **Look up...**

Council Name

- West Boylston Cultural Council
- West Bridgewater Cultural Council
- West Brookfield Cultural Council
- West Newbury Cultural Council
- West Springfield Arts Council (WSAC)
- West Stockbridge Cultural Council
- Westborough Cultural Council
- Westfield Cultural Council
- Westford Cultural Council
- Westhampton Cultural Council

* When will the project take place?:

* Estimated number of people served:

* Does this project serve primarily the community?:

Please Select ▼

Previous Next

In the Project Overview tab, answer the narrative questions about your proposed project. You are encouraged to type narrative responses in Microsoft Word or Notepad first, and then copy and paste the text into the online form.

Applicant Information | Project Information | **Project Overview** | Budget Overview | Supplemental Materials | eSignature | Internal

We recommend that you develop your narrative in word processing software and then copy and paste it into the boxes below.

* Summarize the proposed project.

Ideas neque illos mea esse. Vi at ad conector id quaecumque consuetudo. Fali praecite num physicam actiones tua recentio uno ita hac cera mea rati. Du re impulsu ad ex ulterius pensatio hic sae actus eae quid veat. Sae prudentiae sae concipitur jam percipimus imaginandi quantumvis indubitate. Extra corpo altum dam totos satum mem. Si r' facias multa dividi fusiua firmas forum.

Frustratur ha ut qualemque ingenio re insitiae ac formatur. Ex re quomodo punctum ignotae quoniam de li. Quem at quod du quam suam modo de solo. Societate at de ea percussus dubitarem. Inventi maxorem quiddam ad et at ac. Dissimiliem ne et ad utilitatis effectus re duratioris affirmabam. Assumere li cap loquatur ethylicae.

183 characters left

* Who is the target audience for this project?

Tractatu et procedat repenti me vi differe ut mansurum. Si li fuit qui unam dari esse tunc vi ha. Amen opus ne se sunt ante nunc. No neque aut aliae sed via vici. Plura illa quasi ex in totus. Ex ob facilem effingo scripti numerum saporem et. Numerum at proptet clarus sumptum ne. Bono ego idem quia quae opus tot tum est.

-51 characters left

* What is the cost of participation for attendees (if any)?

Virtutibus agnoscerem ac substantia se istiusmodi to an.

42 characters left

* How does the proposed project provide public benefit and contribute to the cultural vitality of the community as a whole?

At in ob angulari effigere formalem compelli exsistere augeatur vi. Probenitur potuerunt obivisci et numeranda ac assignare to. Tale tunc volo fere rei nam amen modi quo. Co in finguntur aspectum fruibatur de. Im memoriae ut profecto de sessante re posterum absolute solentio. Aute etat se to vice mese quid quod ex. Volo ideo illo sen quae tum etiam tunc una. Aliam potui visio nec via illum cur nonne. Fati si enim et ices.

Vox fai dem loqui cui nolim alius. Aliquot folius vianoue via rea. Ponderibus imaginabor via sae alloquendo mea agnoscerem sed. Hoc exteris possumus scilicet mentibus hesterna mea iam. Adjuvante diffiant connecta et et praeterea ex paneganti posterus li. Ima tunc cap sap aucto asiam nulla suae vira tui.

10 characters left

In the Budget Overview tab, you must select the Project Budget button to complete the estimated budget for your project.

Applicant Information | Project Information | Project Overview | **Budget Overview** | Supplemental Materials | eSignature | Internal

* Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields.

Click Save before editing

Press "Save" to view "Project Budget" button.

In-Kind Donations

See a [Sample Budget](#).

Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget section above.

500 characters left

* How will you adjust the

Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields.

Project Budget

Click to open budget detail page.

In-Kind Donations

See a [Sample Budget](#).

Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget section above.

A window will appear to enter projected expenses. The budget will need to have at least one expense listed in order to be accepted. Please note that *Additional Income* must be included in the sum of the *Total Income* for the project budget to be accurate.

Project Budget

Projected Expenses

How much will it cost to complete your project?

	Amount
Salaries/Wages	
Space Rental	
Marketing/Promotion	
Supplies	
Capital Expenditures	
Subtotal	
Other Expenses (travel, equipment rental, etc.)	
Subtotal	
Total	
Projected Income	

Save Cancel Clear

250 characters left

Application ID: ~1105

* User Name: Miranda Cook

before viewing PDF summary:

While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget

Will you raise additional funds or scale the programming back?

Instructions

Total Projected Expenses must equal Total Projected Income.

If the Total Projected Expenses are greater than the Amount Requested from this LCC, please list the Additional Income you anticipate obtaining to pay for all the projected expenses.

If there is no Additional Income to report, enter \$0 into the first Additional Income Amount box.

Projected expenses means all the expenses to conduct the project, not just what you will be requesting of the LCC.

The Council will review your expenses to make sure they are reasonable (*not overly inflated*), well thought out (*not missing key elements like advertising*), and appropriate (*ie: not asking for TV ads*).

**Project Budget****Projected Expenses**

How much will it cost to complete your project?

	Amount
Salaries/Stipends	\$100
Space Rental	\$300
Marketing/Promotion	\$50
Supplies	\$450
Capital Expenditures	\$0
Subtotal	\$900

Other Expenses (travel, equipment rental, etc.)

	Amount
Equipment rental	\$500

Equipment rental	\$500
Subtotal	\$500
Total	\$1,400

Projected income

How will you pay for expenses associated with your project?

	Amount
Total Projected Expenses	\$1,400
Amount Requested from this LCC	\$400

Additional Income

Additional Income Needed to Complete Project

	Amount
Additional Income	\$1,000

'Additional Income' must equal 'Total Income' below.

If the additional income needed to complete your project is greater than \$0, then please list the additional income you anticipate obtaining to pay for all the projected expenses.

Description of Funding Source	Amount
Space donated (in-kind)	\$300
Ticket sales	\$300
Private donations	\$400
Total	\$1,000

Save

Clear

Close

The budget must balance for the application to be submitted.

Answer the narrative responses below the budget. At the bottom of the page is a glossary of terms that may help complete the application.

In-Kind Donations
See a [Sample Budget](#).

Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget section above.

Superque pamtura ut cadavere qi re et. Opinio ut rursus nescio ad aptior ei.

423 characters left

* How will you adjust the project if the council cannot fund the entire amount you are requesting? (For example, how will you raise additional funds or scale the programming back?)

Ex se credamus mutuatis sequitur re. Sui occurrent tot est strepitum imaginata. Tribuo mentem ab an quibus. Hic rem crescit scripti suo positis haberem has cognitu. Percipiat at plerosque admittere de extitisse adiuvetis vi ad.

21 characters left

If you have applied to other Local Cultural Councils for funding for this specific project, please list the names of those councils below

North, West, South, East.

224 characters left

Project Budget Glossary

Additional Income Needed to Complete the Project - The total Projected Expenses for the project minus the amount that the applicant is requesting from the local cultural council. If this amount is greater than \$0, the applicant must demonstrate their plans to secure the remaining funds in the Projected Income section of the budget.

Capital Expenditures - Items, or group of items, that have a life expectancy of more than three years and a monetary value of more than \$500. Examples include equipment, such as lighting or sound equipment, new construction or the renovation of a cultural facility.

Marketing/Promotion Expenses - Expenses for any publicity or advertising such as newspaper ads, radio time, web placement, brochures, banners, etc.

Projected Expenses - The best estimate of the costs the applicant will incur in completing the proposed project.

Projected Income - The best estimate of revenue the applicant anticipates generating in order to pay for the projected expenses associated with completing the project.

Save Draft Submit Delete

In the Supplemental Materials tab, you may attach up to 3 pages of PDF documents.

Applicant Information Project Information Project Overview Budget Overview **Supplemental Materials** eSignature Internal

Please visit the [website of the council](#) to which you are applying to learn if supplemental materials are required. This information will be listed under their Council Priorities tab. It is not necessary to upload supplemental materials unless they are required by the council. Uploaded files must be in PDF format.

In case it's helpful, here are some sites that allow you to crop/delete pages from a PDF:
[PDFZorro.com](#)
[PDFescape](#)
[DocHub](#)

Upload

Previous Next

Save Draft Submit Delete

A window will appear where you can browse your computer's files. Click on *Browse* to select the materials to upload, and then on *Upload* to attach the document(s) to the application.

File Manager

X



Drag files here from your desktop

Drag and drop files here.

File types allowed: pdf.

Start Upload

Browse...

Click "Browse" to find PDF file(s).

File Manager

X

Drag and drop files here.

File types allowed: pdf.

**PDF files attached
successfully will
appear below**

#	File Name	Size	Date
0	1. ADA Checklist-2012.pdf	1452 KB	07/25/2017 12:27pm
0	2. Capitalization Philosophy and Terms 11.odt	179 KB	07/25/2017 12:27pm

a

If your material includes photos or is longer than three pages, you may include links to websites, Google Drive, or Dropbox folders in one of your uploaded files.

Submission Manager - LCC Application

Home - LCC Applications

More +

Grant Type: Standard Application Application ID: ~1105

Status: Draft User Name: Miranda Cook

View PDF Summary

Questions? Contact the MCC help desk at 617-559-2721. Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary.

Applicant Information Project Information Project Overview Budget Overview Supplemental Materials eSignature

Please visit the website of the council to which you are applying to learn if supplemental materials are required. Do not include supplemental materials unless they are required by the council. To upload supplemental materials, they must be in PDF format and no longer than three pages. Any PDF that is longer than three pages will not be reviewed by the council.

In case it's helpful, here are some sites that allow you to crop/delete pages from a PDF:

[PDFCrops.com](#)
[PDFescape](#)
[DocuSign](#)

Sample_Letter_From_Venue.pdf Upload

Previous Next

Save Draft Submit Delete

Click on the eSignature tab to complete the final step of the application. To submit an application, select the *Final Submission* box and hit *Submit* below. If you left any required fields incomplete, the form will prompt you to go back to fill in the specified question.

Applicant Information Project Information Project Overview Budget Overview Supplemental Materials eSignature Internal

Authorized Signature

The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees that the required acknowledgment will be given to the Massachusetts Cultural Council and the granting Local Cultural Council, if this application is approved. This person also agrees that reasonable accommodations will be made to ensure that people with disabilities have equal physical and communications access, as defined by state and federal law and as outlined in the MCC's LCC Program Regulations and Guidelines.

The signature below affirms that the applicant has reviewed and meets any local priorities as set forth by the Local Cultural Council on their web page

Clicking the "Final Submission" below serves as an authorizing electronic signature

☒ Final Submission

Ready to Submit

Once you click "Submit" below, you will no longer have access to make changes to your application. A copy of your application will be sent via an email attachment upon submission.

After the application deadline, and while the applications are under review you will not be able to access the application through the web site. To save a copy of your application, click "View PDF Summary" at the top of the page and save the file on your device.

Please note: You have not successfully submitted your application until "Congratulations" appears in blue text at the top of the page.

Previous Next


Save Draft Submit Delete

Submission confirmation:

1. Look for the blue "Congratulations!"
2. Please save a copy of the application for your reference.

 **Remember to save a PDF copy of your application.**

Congratulations!

 **You haven't submitted successfully until you see this!**

Your application has been submitted. By January 15, Local Cultural Councils (LCCs) will have submitted their Annual Reports to the Massachusetts Cultural Council, and will begin to notify applicants.

Questions? Contact the [MCC help desk](#) at 617-858-2733. Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary.

Applicant Information	Project Information	Project Overview	Budget Overview	Supplemental Materials	eSignature	Internal
We recommend that you develop your narrative in word processing software and then copy and paste it into the boxes below.						
* Summarize the proposed project.						
<p>Ideas neque illos mea eae. Vi at ad complector id quaecumque consuetudo. Fal praecise rum physicam actiones lus recenseo uno. Ita hac cera meis rari. Du re impulsu ab ex ulterius perspexi. Hic sae admi sex quid veat. Sex prudentiae sae concipitur jam percipimus imaginandi quantumvis indubitati. Firma corpo situm nam tolos latum mem. El id ferias multis dividi fusius firmae firmum.</p> <p>Fruebatur ha ut cupientem ingeniosi re inscitiae ac formantur. Ex re quomodo punctum ignotae quisnam de il. Quem at quod du quam suam modo de solo. Societati at de ea persuasus dubitarem. Inventit majorem quiddam ad et at ac. Dissimilem ne el ad utilitatis perfectius re durationis affirmabam. Assumere illi cap loquebar physicae.</p>						
183 characters left						

You will receive an email confirmation with a PDF attachment of your completed application. LCCs will receive a complete PDF panel book by November 1 and can begin reviewing applications at that time.



ONLINE APPLICATION RESOURCES

- This PowerPoint handout
- Tutorial Videos:
https://www.youtube.com/playlist?list=PL0y5ieOo4y5CRIHCksqdbMkNMRQI_h-3T
- MCC Help Desk - (617)-858-2721



NEW FY18 LCC GUIDELINES

Capital Expenditures: Municipal organizations are now eligible to receive funding for capital expenditures, which are items with a value of over \$500 and a life of over three years. All other applicants remain eligible for this funding, as in the past.

No Substitution: This guideline has been discontinued; therefore, Project salaries for municipal employees may be eligible if they meet other guidelines.

Other MCC Grant Opportunities

Artist Fellowships

The Artist Fellowships provide direct, unrestricted support to Massachusetts artists in recognition of exceptional original work, to foster the creation of new art in the Commonwealth. Artist Fellowships in a range of disciplines are awarded to primary creators of original works of art.

Online application available: **August 10, 2017**
Application deadline: **October 2, 2017**
Grants announced by **February 2018**

Big Yellow School Bus

Big Yellow School Bus provides \$200 grants to help schools meet the transportation costs of educational field trips to non-profit cultural institutions and activities in the arts, sciences, and humanities across Massachusetts.

The online application for the 2017-2018 school year available: **Wednesday, September 20 at 4:00pm.**

Visit www.massculturalcouncil.org/ for more information

Other MCC Grant Opportunities

Festivals Grant

The Festivals Program is designed to provide funding to help festival programmers meet the needs of producing, promoting, and developing audiences.

Online application available: **June, 14, 2017**
Application deadline: **September 15, 2017**
Grants announced : **October 18, 2017**

Grants are \$500 per applicant

Visit www.massculturalcouncil.org/ for more information



Thank you very much
for your time

- ❖ Stacey David:
franklinculturalcouncil02038@gmail.com
- ❖ Barb Gardner: brbhl@gmail.com
- ❖ Lillian Gould: lsgould@gmail.com
- ❖ Visit: <http://www.franklinma.gov/cultural-council>
- ❖ www.mass-culture.org

