

Attleboro Cultural Council Grant Writing Workshop

9.15.2022 6:00 PM Attleboro Public Library, Tech Lab, second floor

Lead speaker: Heather Rockwood, Chair, ACC

Questions: attleboroculturalcouncil@gmail.com

1. Welcome and Introductions
2. Massachusetts Cultural Council (MCC): A government agency that receives funding from the state budget. They then give out funding the Local Cultural Councils to provide local cultural funds for programs and events.
3. State Criteria and Eligibility - Handout
4. MCC Granting Opportunities, full list: [Programs A-Z – Mass Cultural Council](#)
 - a. Stars Residencies for schools: [STARS Guidelines Available for 2022-23 School Year – Mass Cultural Council](#)
 - b. Festivals & Projects: <https://massculturalcouncil.org/communities/festivals/festivals-toolkit/>
 - c. Cultural Recover Grants (Covid relief grants)
 - i. For Individuals: <https://massculturalcouncil.org/artists-art/cultural-sector-recovery-grants-for-individuals/>
 - ii. For Organizations: <https://massculturalcouncil.org/organizations/cultural-sector-recovery-grants-for-organizations/>
 - d. Local Cultural Council Programs: That's US!
<https://www.massculturalcouncil.org/communities/local-cultural-council-program/>
5. Attleboro Cultural Council
 - a. Local Guidelines and Council Priorities
 - b. Application Timeline – Due October 17, 2022, Post Office stamp date of October 15, 2022
 - c. Next Meeting, Public is invited! Wednesday, October 12, 2022, 7pm at the Attleboro Public Library, Tech Lab, Second Floor.
 - d. Application process is online: <https://massculturalcouncil.org/communities/local-cultural-council-program/application-process/>
 - e. Powerpoint to go process of application, best practices, word count, answering questions
6. My grant was not approved. How do I appeal?
 - a. You have 15 days from date on disapproval letter to appeal to lcc@art.state.ma.us
 - b. Include
 - i. The disapproval letter from the ACC.
 - ii. The applicant's reason for requesting reconsideration, stating how the LCC failed to follow published state or local guidelines and regulations.
 - iii. cc attleboroculturalcouncil@gmail.com in your appeal for reconsideration.
 - c. The MCC will make the final decision.
7. Approved! Now What?
 - a. Fill out and return your Grant Terms Acknowledgement Sheet ASAP
 - b. Communicate with us – let us know when your event is happening and if we can come. We'll post it on Facebook!

- c. Make sure to credit the MCC and ACC on **EVERYTHING**. All marketing, press releases, social media, signs, banners, and speeches. MCC Credit and Publicity kit:
<https://massculturalcouncil.org/about/contracts/lcc-credit-and-publicity-kit/>
 - d. INCLUDE BOTH the sentence *“This program is supported in part by a grant from the Attleboro Cultural Council, a local agency which is supported by the Mass Cultural Council, a state agency.”* AND the logos found on the website above.
8. Reimbursement
- a. Process – You email, mail or drop off the below items. It will be reviewed by the ACC Treasurer, signed off by two Council Members, then submitted to the city for payment.
 - i. Attelboroculturalcouncil@gmail.com, Attleboro City Hall, ATTN: Attleboro Cultural Council, 77 Park Street, Attleboro MA 02703 or at the mailboxes on the first floor – ask anyone at City Hall if you can’t find them.
 - b. Filled out Reimbursement Form, which will be sent with your approval letter and is available online here: <https://massculturalcouncil.org/documents/lccreim.pdf>
 - c. Supporting documentation such as copies of programs, press, invoices, cancelled checks, and receipts, as required by the Local Cultural Council for payment.
 - i. Marketing must have the required sentence and/or logo. Both is better
 - ii. If an individual artist is applying for reimbursement, please include a letter from the host venue confirming that the event occurred.
9. Questions?

Eligibility

Application deadline. All applicants must submit completed applications by the statewide deadline, **October 17**. **Late applications cannot be accepted.**

Types of grants. A Local Cultural Council may approve grants for a broad range of projects and programs, such as operating support, ticket subsidies, field trips, artist residencies, public art, fellowships, community events/programs, site specific projects, and other activities, based on local priorities. Each Local Cultural Council determines its own local eligibility requirements based on a community engagement process.

Program eligibility. Applicants may apply for grants for programs that take place during an 18-month window of eligibility from July 1, preceding the application deadline in October, through December 31 of the following year. This means that applicants may apply for projects that have already happened or which happen prior to grant announcements, with the knowledge that funding is not guaranteed. Local Cultural Councils are authorized to establish a smaller window of eligibility; if they do so, they must publish the eligible dates in their council guidelines.

Applicant eligibility. Applicants must reside or be located in Massachusetts. Local Cultural Councils may accept applications from anyone included in the following list:

- **Individuals.** Individual applicants must show that a public benefit results from the project for which they are applying. A public presentation of an individual's work may provide the needed public benefit. Individual members of Local Cultural Councils may apply for funding from a Local Cultural Council but must observe all conflict-of-interest laws and regulations in the granting process. Local Cultural Councils may also establish their own rules regarding applications from council members as long as these are consistent with the state's conflict of interest laws (see Appendix B).
- *Incorporated private nonprofit organizations.*
 - **Unincorporated associations that can establish a nonprofit objective.** A group of individuals coming together with a common purpose (e.g., local community band, theater group) that do not have nonprofit status.
- *Public schools, libraries, other municipal agencies, and the Local Cultural Council itself.*
 - **Religious organizations.** Religious organizations or groups with a religious affiliation are eligible to apply for funding for cultural programming that is available to the general public. LCCs can only approve applications that are primarily cultural in their intent and do not have the effect of advancing religion.

Criteria

The first three rules listed below must be followed in the review of all funding decisions by Local Cultural Councils. All three rules are equally important. Additionally, councils have the option of developing local review criteria and may decide how to weigh their importance:

1. Arts, Humanities, and Sciences
2. Public Benefit
3. Non-Discrimination
4. Local Criteria

Arts, Humanities, and Sciences. Local Cultural Council funds may only be used to support programs in the arts, humanities, and sciences in Massachusetts. This definition includes the study, pursuit, performance, exhibition, and appreciation of cultural activities in the broadest sense.

How does Mass Cultural Council define the arts, humanities, and sciences?

- **Arts** refer to the creation of work in the crafts and performing, visual, media, folk, design, literary, and inter-disciplinary arts. In addition, they also include the presentation, preservation of, and education about works in these disciplines.
- **Humanities** are 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.
- **Science** is limited to its cultural, interpretive, and educational expression and refers to types of learning that deal with nature, science, and technology in ways that explain how they relate to people's lives. Some organizations that conduct this type of activity include aquariums, botanical gardens, nature centers, natural history museums, planetariums, and science centers.

Public Benefit. Local Cultural Council funds must be used to support activities that contribute to the cultural vitality of the community rather than benefiting any private individual or group. However, this does not mean that a large crowd of people needs to participate to satisfy the public benefit requirement. Whenever possible, activities funded by Local Cultural Councils should be available to the public or community by exhibit, performance, demonstration, reading, or other means. Programs do not need to be in-person to provide public benefit. Virtual and remote programming are also effective ways to make programming available to the public while supporting efforts to maintain and promote public health. In looking at the requirement of applicants to offer public benefit to a community, LCCs should look towards responses from their community engagement process to better inform their council priorities.

Non-Discrimination. In accordance with state law, Local Cultural Councils may not discriminate against applicants and/or programs on the basis of age, ability, ethnicity, race, religion, sexual orientation, gender identity or expression, nationality, geographic origin, or immigration, military, or socio-economic status. Nor may Local Cultural Councils fund projects that discriminate based on these attributes.

The Americans with Disabilities Act (ADA) requires that persons with disabilities have access to public programs or services on an equal basis with the rest of the public. Furthermore, federal law mandates that any programs or services that receive federal or state funding must be accessible to persons with disabilities and there must be reasonable accommodation made to provide an accessible environment. All events and programs funded by the LCCs must consider access for persons with disabilities, including the facility or event location, as well as the content of the program. To ensure equitable access, an applicant's first step is a candid assessment and identification of barriers (physical, virtual, cultural, communication) followed by a bold and innovative plan for improvement.

If an applicant puts forward a proposal for a project with strong potential for public benefit, but the Local Cultural Council has concerns about access for persons with disabilities, the council may choose to award a conditional approval (see the "Grant Provisions" section). This would allow the applicant the opportunity address the concerns and improve access as a condition of receiving the grant.

For further information on ensuring accessible programming, please refer to the Accessibility page for LCCs at <https://massculturalcouncil.org/>.

Local Criteria.

Local Cultural Councils are authorized and encouraged to develop additional criteria based on their mandatory annual community input process and may give different weight to their criteria to reflect local concerns and community cultural needs. Councils should formulate council priorities that ensure funding is broadly available to the widest range of diverse community needs.

Council priorities must be posted to the LCC's Council Profile by **August 31** each year in order to be used as criteria for granting decisions.

Because of the impact COVID-19 continues to have on the cultural sector, LCCs are strongly encouraged to review their local criteria to ensure that they are responsive to the ongoing crisis and uncertainty artists and organizations face. Based on community input and community need Local Cultural Councils could consider:

- Encouraging applications for operating support to allow organizations more responsive, flexible support.

- Loosening local requirements for a set date and set venue at the time of application given the uncertainty applicants face in planning at this time.
- Encouraging applicants to apply for costs associated with moving to virtual programming.
- Describing what your council will be looking for in online/virtual programming to ensure it benefits your community.
- Prioritizing funding for communities most severely impacted by COVID-19 including BIPOC (black, indigenous, and people of color) communities, individuals with disabilities, low-income communities, and individual artists.

Grant Restrictions

Refreshments. Grant funds received from a Local Cultural Council may not be used to purchase food or beverages.

Scholarships. Although individual students are not eligible to apply for scholarships, an organization may apply to an LCC to sponsor a scholarship, provided the council feels the scholarship program provides sufficient public benefit and meets all other state and local criteria.

FY23 Local Priorities

Statement of Purpose

The Attleboro Cultural Council (ACC) is a grass-roots organization, funded by the Massachusetts Cultural Council, to promote culture in the City of Attleboro, Massachusetts. Working through the arts, humanities, and sciences, culture is a dynamic force for enriching communities, growing the economy, fostering diversity and inclusion, and igniting creativity.

The ACC oversees the distribution of Massachusetts Cultural Council grant funds to support programs that promote and maintain the vitality of local cultural resources, and ensures that these resources are shared within the diverse Attleboro community. The ACC is composed of a group of local volunteers, who are appointed by the mayor, and approved by the City Council, to help support and promote activities and the arts in Attleboro.

ACC members annually review applications from individuals, schools, and organizations to fund programs such as concerts, performances, lectures, workshops, art experiences and community celebration/festivals.

ACC goals include:

- * Creating an environment for a vibrant and sustainable arts and culture ecosystem.
- * Cultivating a city where all cultural traditions and expressions are respected, promoted, and supported.
- * Integrating arts and culture into all aspects of civic life.
- * Mobilizing likely and unlikely partners, and collaborating across institutions and sectors.

The Attleboro Cultural Council gathers input from the community yearly and develops funding priorities based on this feedback. This year the Attleboro Cultural Council will give priority to:

- * Projects that serve families
- * Projects that focus on community gatherings, building community, and/or active community participation.
- * Projects that are free or very low cost to participants.
- * Projects that include an element of active participation for individuals attending the event.
- * Projects that take place in Attleboro or have Attleboro resident participation.

* Applicants that have secured a local venue or have a letter of support from a host venue.

FY23 Local Guidelines

In addition to the state criteria, applications will be evaluated using the following review criteria:

- * How well the program meets our local priorities
- * Community support and involvement
- * Ability to address the diverse cultural needs of our community's underserved populations or support diverse forms of cultural activities
- * Financial need
- * Proposed projects are well-planned and organized
- * Evidence of track record and dedication of the applicant if they have been awarded grants in a previous cycle
- * Projects with an admission cost to the public must clearly indicate how grant monies will be used and why they are necessary.
- * Proposed programs must take place in calendar year 2023
- * Transportation/bus costs, administration, or fundraising expenses will not be funded with grant monies unless there are extenuating circumstances that are clearly explained in the grant application

Applicants can be:

- * Arts, humanities, or interpretive science organizations
- * Individuals including artists, science educators, historians, musicians, writers or other humanists, parents, community members, etc.
- * Community organizations, including but not limited to: schools, social service organizations, civic groups, neighborhood centers, youth, senior and family associations, etc.
- * Incorporated organizations must be nonprofit; unincorporated associations must have a nonprofit purpose.

Timeline

- * Completed applications must be postmarked no later than the October 15th deadline stipulated by the Massachusetts Cultural Council.
- * The ACC reviews all grant applications and determines which projects to fund in November.
- * Notification of disapproved (not funded) applications are sent by early December.

* The approval letters announcing the award of grant money are generally sent in January.

The Attleboro Cultural Council requires applicants to apply through the Massachusetts Cultural Council website's grant management system. To learn more about the application process, set up a user account and profile in the grants management system, and apply, go here:

<https://massculturalcouncil.org/communities/local-cultural-council-program/application-process/>

Grantees are requested to communicate with the ACC throughout the year by email at attleboroculturalcouncil@gmail.com to keep us updated on planning and progress. As the grantee's project approaches, the ACC should be notified so as to ensure the event can be promoted on the ACC's social media pages and the ACC members can attend.



Grant Writing Tips

Grant evaluators need all the information that you can provide. They are looking for clear, concise information that describes the project in detail: who, where, when, and how much it will cost.

Getting Started

- Read the LCC Application Guidelines, review all online tutorials of the application walk-through, and your LCC's local council priorities. This will inform you of the specific criteria they are looking for.
- If you have any questions, please [contact you LCC](#) or [Mass Cultural Council staff contact](#).

Below are some of the questions they ask in a grants review:

Project Description

- What is the project? Clearly state how the funds received from this grant will be spent.
- Where will the project take place? When you plan to do it? Be sure to give projected dates, times, and locations for the event.
- Do you need to submit a letter from your venue confirming your project date and time with your grant materials?
- How many people are involved and how many do you anticipate will be served?
- What makes this project unique?
- Can you demonstrate community support for the project?
- If targeted participants include an undeserved population, then how will these participants be selected? State your selection criteria.
- How will you reach your intended audience? What are your plans for promotion and outreach?

Planning

- Who is involved in the planning process for this project (list specific names, organizations and what they contribute to the project).
- Who is responsible for overseeing the project? (Include resumes with the proposal)
- Does the community it will serve support this project?
- If targeted participants involve an underserved population, then how will these participants be selected? (state your selection criteria)

Funding

- Detailed Budget: Include all out-of-pocket costs and in-kind donations (i.e. free use of space or donated services) in your budget statement. Include all expenses including space rental, project supplies and fees.
- Do you have matching funds for the project? (This is sometimes required by the granting source.) Grant committees look kindly upon those that are not solely dependent on their funds.
- If the project is only partially funded, can it be modified and completed successfully?

Evaluation

- How will you know if the project has successfully accomplished its goal? State how you plan to evaluate the project (i.e., audience survey, attendance, evaluations).

Here are some last tips to wrap up your application process:

Before Submitting

- It is always encouraged to get feedback from another person to read a draft of your grant application before submitting.
- Don't miss the deadline! Each LCC grant cycle always has a hard deadline, so please be mindful of that fact.

Instructions for Reconsideration

The Local Cultural Council Program Guidelines and Regulations state, “An applicant may request reconsideration of an LCC decision on his or her application if the applicant can demonstrate that the LCC failed to follow published state and local guidelines and priorities and regulations.

Dissatisfaction with the denial of an award or with the amount of an award does not constitute grounds for reconsideration.”

Reconsideration requests must be made in writing and emailed to Mass Cultural Council at lcc@art.state.ma.us within 15 days of the notification date on the disapproval letter from the LCC.

The request should include:

- The LCC's disapproval letter to the applicant
- The applicant's reason for requesting reconsideration, stating how the LCC failed to follow published state or local guidelines and regulations.

A cc of the request should also be sent to the LCC. Within 15 days of receiving a reconsideration request, Mass Cultural Council will determine if the applicant has grounds for reconsideration and will notify both the applicant and LCC of its decision in writing via email.

If Mass Cultural Council determines that the applicant has grounds for reconsideration, the LCC must convene a quorum of members and review the application, as if for the first time. Following all published state and local guidelines and regulations, the LCC must decide whether to approve or deny the grant request and must notify the applicant of the final determination.

PLEASE RETURN THIS SIGNED PAGE WITHIN ONE WEEK OF RECEIPT. MAIL COMPLETED FORM TO:
Attleboro City Hall, Attn: Attleboro Cultural Council, 77 Park Street, Attleboro, MA 02703.

GRANT TERMS ACKNOWLEDGEMENT SHEET

****READ CAREFULLY - SOME TERMS HAVE CHANGED****

In order to accept your grant and receive reimbursement funds, the Attleboro Cultural Council (ACC) asks that you carefully review and endorse the grant terms. Please carefully review the terms and please only sign if you have no further questions. Any questions can be sent via email to attleboroculturalcouncil@gmail.com.

TERMS OF GRANT ACCEPTANCE

****PLEASE REMEMBER TO CREDIT THE "ATTLEBORO CULTURAL COUNCIL AND MASSACHUSETTS CULTURAL COUNCIL" IN MARKETING MATERIALS OR COMMUNICATIONS. PLEASE INCLUDE PROOF OF CREDIT ALONG WITH YOUR REIMBURSEMENT DOCUMENTS. ANY GROUP THAT DOES NOT PROVIDE ADEQUATE CREDIT WILL NOT BE ELIGIBLE FOR REIMBURSEMENT. IMPORTANT: PLEASE SIGN AND RETURN THIS ACKNOWLEDGEMENT SHEET TO ACCEPT GRANT.****

In addition to your reimbursement form, please review the following requirements and conditions. Please initial each item: (Contact initials/Prepayor initials)

- Reimbursement or extension request must be submitted one (1) year from the date of your grant letter. _____
- Funds cannot be allocated to transportation without prior consent from the ACC. _____
- Receipts, paid invoices, and canceled checks must be included and must meet or exceed reimbursement request total. _____
- Evidence that the event took place must be included (programs, news clippings, press releases, photos, etc.) _____
- Evidence of your acknowledgement of the financial support of the ACC AND Massachusetts Cultural Council (MCC) in published materials and announcements about your project must be included.* _____
- You may be contacted and asked to provide a W9; failure to submit the W9 when requested will jeopardize your reimbursement. W9 form must be mailed to: Attleboro City Hall, 77 Park Street, Attleboro, MA 02703, when requested. _____
- Neglecting to include any of these items will delay your payment and may jeopardize reimbursement. Reimbursement will take approximately two (2) months after submission. _____

More Information:

* In order to acknowledge the ACC and MCC financial support, please access the Credit and Publicity Kit at <https://massculturalcouncil.org/about/contracts/lcc-credit-and-publicity-kit/>. This credit is required by the MCC and failure to comply may jeopardize future funding.

Please turn over to fill in your information and endorse before mailing.

**PLEASE RETURN THIS SIGNED PAGE WITHIN ONE WEEK OF RECEIPT. MAIL COMPLETED FORM TO:
Attleboro City Hall, Attn: Attleboro Cultural Council, 77 Park Street, Attleboro, MA 02703.**

Grantee (name on grant application) _____

Application # _____

Project Title _____

Total award amount \$ _____

APPLICANT ENDORSEMENT - By endorsing below, parties agree to uphold the terms of the grant reimbursement and will jeopardize reimbursement if criteria is not met fully at the discretion of the Attleboro Cultural Council.

Contact information - To be completed by applicant Contact Person, the person responsible for conducting event and communications:

PRINTED NAME: _____

SIGNED NAME: _____

DATE SIGNED: _____

Prepayor information: To be completed by Prepayor or group providing funds to cover expenses of event (PTO, School Department, Accounting Department, whoever pays out cash to cover event expenses - not needed for individual Artists):

PRINTED NAME: _____

SIGNED NAME: _____

DATE SIGNED: _____

Grant Event Notification Reminder Sheet

We understand that events are not always firmly scheduled at the time of grant application, however, we kindly ask for you to inform the members of the Attleboro Cultural Council when your event has been scheduled and remind members when it is about to take place. Please fill out this form and mail or email it to us when your event is scheduled, and again four (4) weeks before your event will take place. If scheduling takes place close to the time of the event, please only send one form in. When we receive notification that your event is about to take place, we will promote your event on our social media platform, reference your event, and plan to attend it if your event is open to Cultural Council members.

We appreciate your dedication to the Attleboro community and look forward to your event!

UPON SCHEDULING, PLEASE COMPLETE AND RETURN THIS FORM VIA MAIL TO:
Attleboro City Hall, Attn: Attleboro Cultural Council , 77 Park Street, Attleboro, MA 02703 or email us this form at attleboroculturalcouncil@gmail.com.

Our group _____

has finalized our event titled _____

to be held on the date of _____

at the location of _____

and the application number was _____.

Attleboro Cultural Council Members _____ (may or may not) attend. The cost for

a Cultural Council Member to attend is _____.

Comments:

Mail completed form to Attleboro City Hall, Attn: Attleboro Cultural Council, 77 Park Street, Attleboro, MA 02703 or email to attleboroculturalcouncil@gmail.com



LOCAL CULTURAL COUNCIL PROGRAM REIMBURSEMENT FORM

For Council Use: Application #

Grantee
Contact Phone
Contact Email
Project Title
Total award amount \$ Amount to be paid now \$

Please attach supporting documentation such as copies of programs, press, invoices, cancelled checks, and receipts, as required by the Local Cultural Council for payment.

This request is: 1. [] a progress payment 2. [] for the applicant
[] final payment [] third-party vendor

MAKE CHECK PAYABLE TO:

NAME
ADDRESS
CITY/TOWN STATE/ZIP
TAX ID/ FED EMPLOYEE ID/SOCIAL SECURITY #

"As grantee for the project as detailed above, I certify that the statements made herein are true and that the funds requested to be disbursed fulfill the purpose indicated in the approved application, and that I have fulfilled the credit policy requirements outlined on the Mass Cultural Council website."

[If your grant was approved with a CONDITION]: "I further testify that the condition imposed on the project has been met."

Signed under the pains and penalties of perjury:

Signature of grantee or officer of grantee organization with legal authority to bind and execute this certification Date

FOR LOCAL CULTURAL COUNCIL USE ONLY: Must be completed and signed by at least two Cultural Council members.

Please check:

The LCC has notified the grantee of the credit policy outlined in the LCC Program Regulations and Guidelines.

The grantee has completed all or part of the project described in the original proposal approved, and has submitted appropriate supporting documentation regarding how funds were used.

LCC Member Signature Print Name Date

LCC Member Signature Print Name Date

Once processed, please obscure the recipient's Social Security or Tax ID number.