

# Local Cultural Council Grant Writing Workshop

Heather Rockwood, Chair, ACC

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# Welcome and Introductions

## Council Members:

Errol Forde

Douglas Greene

Kenneth Hayes

Vyju Iyengar

Diane Keenan

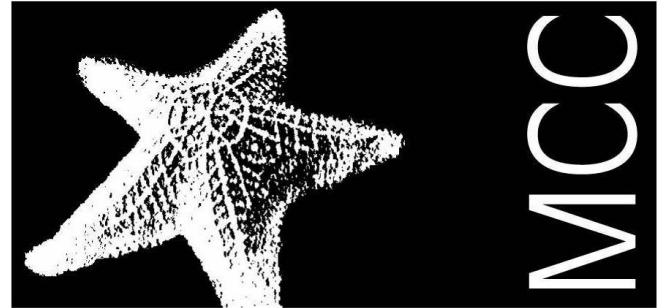
Ann Kingman - Treasurer

Jennifer Rathbun

Jennifer Keating - Secretary

Heather Rockwood - Chair

attleboro cultural council



# Massachusetts Cultural Council

State Criteria and Eligibility

Granting Opportunities <https://massculturalcouncil.org/>

STARS Residencies for schools

Festivals & Projects

Cultural Recovery Grants for Individuals and Organizations

Local Cultural Councils

Many more online!

## Attleboro Cultural Council

Local Guidelines and Priorities

Application Timeline

Come to our Meetings!

Application process is online

要以您的母语体验此网站，请单击下方。 [Close](#)



Artists & Art Youth Communities Organizations About Culture Now

Search Translate

The Road to Diversity and Understanding	Abolition Day Celebration	\$350
Mass Audubon South East Region	Nature in Your Neighborhood	\$1,060
Fullerton, Sean	Acoustic Memories For Seniors	\$250
Roundabout Productions, Inc.	Summer Musical: Be More Chill	\$2,500

Apply Now

[Review Complete LCC Program Guidelines](#)

Mass Cultural Council publishes any updates as they become available. Last update was made on September 11, 2022 at 05:31 PM UTC



[Back to Top](#)

https://massculturalcouncil.smartsimple.com/s\_Login.jsp



## Login

Email

Password

Login

[Forgot Password?](#)

New to the System?

Register

## Welcome to Mass Cultural Council's Grants Management System

Login to:

- Complete an application for our grants and programs
- Get details about an existing grant
- Fulfill reporting requirements
- Register as a panelist

[Details on all of our grants, programs, and services](#) can be found on the Agency's website.

[Join our email list.](#)

[Need help with login?](#)

## Welcome Heather Rockwood

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Current Opportunities

329

Apply to a Local Cultural Council



My Profile

Update your own profile and if you've applied for grants, view them here.



Organization Profile



Change Password

## Applications

Please find your applications below.



Home



# Apply to a Local Cultural Council

Local Cultural Councils serving every city and town in Massachusetts offer grants to projects benefiting their community. [Learn More](#)

The deadline is **October 17, 2022**.

×

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< >

Organization	Opportunity Details
Abington Cultural Council	<a href="#">Apply Now</a>
Acton-Boxborough Cultural Council	<a href="#">Apply Now</a>
Acushnet Cultural Council	<a href="#">Apply Now</a>
Agawam Cultural Council	<a href="#">Apply Now</a>
Alford-Egremont Cultural Council	<a href="#">Apply Now</a>
Amesbury Cultural Council	<a href="#">Apply Now</a>



Home



Ashfield Cultural Council

Apply Now

Ashland Cultural Council

Apply Now

Athol Cultural Council

Apply Now

Attleboro Cultural Council

Apply Now

Auburn Cultural Council

Apply Now

Avon Cultural Council

Apply Now

Ayer Cultural Council

Apply Now

Barre Cultural Council

Apply Now

Becket Cultural Council

Apply Now

Bedford Cultural Council

Apply Now

Belchertown Cultural Council

Apply Now

Bellingham Cultural Council

Apply Now





# New Grant



**i** Click on Save Draft before beginning.

## Eligibility

\* Does the proposed project meet the Mass Cultural Council's definition of arts, humanities, or sciences?

**Arts** refer to the creation of work in the crafts and performing, visual, media, folk, design, literary, and inter-disciplinary arts. The presentation and preservation of and education about works in these disciplines are also included.

**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.

**Sciences** are 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.

Please Select ▾

\* Does the proposed project provide public benefit by contributing to the community as a whole, rather than only benefiting a single individual or specific group?

Please Select ▾

\* Does the applicant reside in or is the applicant located in Massachusetts?

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## FY23-LCC-27528

### \* Does the proposed project meet the Mass Cultural Council's definition of arts, humanities, or sciences?

**Arts** refer to the creation of work in the crafts and performing, visual, media, folk, design, literary, and inter-disciplinary arts. The presentation and preservation of and education about works in these disciplines are also included.

**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.

**Sciences** are 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.

Yes

### \* Does the proposed project provide public benefit by contributing to the community as a whole, rather than only benefiting a single individual or specific group?

Yes

### \* Does the applicant reside in or is the applicant located in Massachusetts?

Yes

### \* Are you applying for a grant on behalf of a religious organization or group with a religious affiliation?

No

### \* Does the proposed project/program discriminate or discourage participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation or age?

Save Draft

✓ Check Eligibility



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Notes

\* Does the applicant reside in or is the applicant located in Massachusetts?

Yes

\* Are you applying for a grant on behalf of a religious organization or group with a religious affiliation?

No

\* Does the proposed project/program discriminate or discourage participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation or age?

No

\* Is proposed project/program accessible to persons with disabilities?

Yes

\* Will LCC grant funds be used to purchase food or refreshments?

No

\* Have you read and understood the LCC Program Guidelines, as well as the specific Council Priorities of the Local Cultural Council to which you are applying?

To review them, [visit your LCC's public web page.](#)

Yes

Save Draft

✓ Check Eligibility





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Notes

 You have successfully completed the eligibility quiz. Click on the Proceed button to begin the application.

Save Draft

Proceed



## FY23-LCC-27528



- Please complete the mandatory questions below. Mandatory questions are marked with a red asterisk.
- Some of the information below is copied directly from your user profile and/or organization profile and will appear in a read-only state within this form.
- If the information displayed is not current, please update your user profile or organization profile prior to completing and submitting this form.
- To ask a question or communicate with Mass Cultural Council program staff, you can use the **Notes** feature on the left.

Application To: Attleboro Cultural Council

Application Summary

APPLICANT INFORMATION

PROJECT INFORMATION

PROJECT OVERVIEW

BUDGET

ADDITIONAL MATERIALS

ACKNOWLEDGEMENT

### Applicant Organization Information

Review the applicant information. If you need to update the Organization Information, use the Note feature on the left to contact a Mass Cultural Council staff person for help.

Legal Name: Jewelry City Steampunk Festival, Inc.

Doing Business As:

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Submit

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Notes

# FY23-LCC-27528

Application Summary

APPLICANT INFORMATION

PROJECT INFORMATION

PROJECT OVERVIEW

BUDGET

ADDITIONAL MATERIALS

ACKNOWLEDGEMENT

## Applicant Organization Information

Review the applicant information. If you need to update the Organization Information, use the Note feature on the left to contact a Mass Cultural Council staff person for help.

**Legal Name:** Jewelry City Steampunk Festival, Inc.  
**Doing Business As:**

**Physical Address:**

**Address 1:** [Redacted]

**Address 2:**

**City:** Attleboro

**State:** MA

**ZIP:** 02703-3909

**Mailing Address (if different):**

**Mailing Address 1:**

**Mailing Address 2:**

**City:**

**State:**

**ZIP:**

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Notes

APPLICANT INFORMATION **PROJECT INFORMATION** PROJECT OVERVIEW BUDGET ADDITIONAL MATERIALS ACKNOWLEDGEMENT

**\* Amount Requested**

\$200

**\* Project Discipline**

Please Select

- Please Select
- Dance
- Music
- Opera/Musical Theatre
- Theatre
- Visual Arts**
- Design Arts
- Crafts
- Photography
- Media Arts
- Literature
- Interdisciplinary
- Folk/Traditional Arts
- Humanities
- Multidisciplinary
- Science

Individuals that you predict will participate in or benefit from this project.

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Notes

APPLICANT INFORMATION **PROJECT INFORMATION** PROJECT OVERVIEW BUDGET ADDITIONAL MATERIALS ACKNOWLEDGEMENT

\* Amount Requested

\$200

\* Project Discipline

Interdisciplinary

\* Project Title

Jewelry City Steampunk Festival

\* When will the project take place?

April 29, 2023

\* Where will the project take place?

Downtown Attleboro - Attleboro Public Library, Attleboro

\* Estimated number of people served

Number of People Served - Estimate of the number of individuals that you predict will participate in or benefit from this project.

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Notes

APPLICANT INFORMATION **PROJECT INFORMATION** PROJECT OVERVIEW BUDGET ADDITIONAL MATERIALS ACKNOWLEDGEMENT

Interdisciplinary

\* Project Title

Jewelry City Steampunk Festival

\* When will the project take place?

April 29, 2023

\* Where will the project take place?

Downtown Attleboro - Attleboro Public Library, Attleboro

\* Estimated number of people served

Number of People Served - Estimate of the number of individuals that you predict will participate in or benefit from this project.

3,000

\* Does this project primarily serve schoolchildren (grades pre-K to 12)?

No  
Please Select  
Yes  
No

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Best Practices: Copy each question and the word count into a Word doc - write there.



Application To: Attleboro Cultural Council

Application Summary

APPLICANT INFORMATION PROJECT INFORMATION **PROJECT OVERVIEW** BUDGET ADDITIONAL MATERIALS ACKNOWLEDGEMENT

\* Summarize the proposed project or program.

Empty text box for summarizing the proposed project or program.

900 characters left

\* Who is the target audience for this project?

Target Audience: The specific individuals you are hoping to attract to attend or participate in a project. These individuals may be defined by age, economic status, geographic location, interests, etc.

Empty text box for target audience description.

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Notes

APPLICANT INFORMATION PROJECT INFORMATION **PROJECT OVERVIEW** BUDGET ADDITIONAL MATERIALS ACKNOWLEDGEMENT

\* Who is the target audience for this project?

Target Audience: The specific individuals you are hoping to attract to attend or participate in a project. These individuals may be defined by age, economic status, geographic location, interests, etc.

Empty text input area for target audience description.

250 characters left

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

Empty text input area for cost of participation.

100 characters left

◀ BACK the proposed project provide public benefit and contribute to the cultural vitality of the community as a whole?

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APPLICANT INFORMATION PROJECT INFORMATION **PROJECT OVERVIEW** BUDGET ADDITIONAL MATERIALS ACKNOWLEDGEMENT

Empty text box for project overview.

250 characters left

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

Empty text box for cost of participation.

100 characters left

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

Public Benefit: Local council funds may only be used to support activities that contribute to the cultural vitality of the community as a whole, rather than benefitting any private individual or group. However, this does not mean that a large crowd of people needs to participate in order to satisfy the public benefit requirement.

Empty text box for public benefit description.

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Notes

APPLICANT INFORMATION PROJECT INFORMATION **PROJECT OVERVIEW** BUDGET ADDITIONAL MATERIALS ACKNOWLEDGEMENT

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

Public Benefit: Local council funds may only be used to support activities that contribute to the cultural vitality of the community as a whole, rather than benefitting any private individual or group. However, this does not mean that a large crowd of people needs to participate in order to satisfy the public benefit requirement.

Text input area for public benefit description.

750 characters left

**\* Please describe the qualification of key artists, humanists, interpretive scientists or organizations involved with leading the cultural component of this project.**

Text input area for qualification of key personnel.

750 characters left

any other individuals or organizations that will be involved in the project as planners, partners, or collaborators, please list them below. If applicable, distinguish between those who have made a firm commitment to the project and those with tentative or potential involvement

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**\* Please describe the qualification of key artists, humanists, interpretive scientists or organizations involved with leading the cultural component of this project.**

750 characters left

If there are any other individuals or organizations that will be involved in the project as planners, partners, or collaborators, please list them below. If applicable, please distinguish between those who have made a firm commitment to the project and those with tentative or potential involvement.

500 characters left

**\* How are you planning to promote the project to the community and your target audience?**

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**\* Please describe the qualification of key artists, humanists, interpretive scientists or organizations involved with leading the cultural component of this project.**

750 characters left

**If there are any other individuals or organizations that will be involved in the project as planners, partners, or collaborators, please list them below. If applicable, please distinguish between those who have made a firm commitment to the project and those with tentative or potential involvement.**

500 characters left

**\* How are you planning to promote the project to the community and your target audience?**

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Notes

APPLICANT INFORMATION   PROJECT INFORMATION   PROJECT OVERVIEW   **BUDGET**   ADDITIONAL MATERIALS   ACKNOWLEDGEMENT

Click on the "Project Budget" button to enter your expenses.

Project Budget

Click "Save Draft" to update the budget displaying below after editing your budget in the pop up window.

## Project Budget

**\* Projected Income:** Please briefly describe the other sources of projected income needed to complete this project.

500 characters left

◀ BACK   **port:** If applicable, please briefly describe any in-kind support you are getting for this project.

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# Project Budget



## Project Budget

Cash Expenses	Description	Amount
		\$0.00

+  
Add Row

Save Close



## Project Budget



- Please Select
- Salaries/Fees: Artists/Humanists/Scientists
  - Salaries/Fees: Administrative
  - Salaries/fees: Contractors
  - Production/Technical Costs
  - Space Rental
  - Travel/Transportation
  - Supplies and Materials
  - Marketing/Promotion
  - Communications
  - Fundraising/Development
  - Equipment Rental
  - Equipment Purchase
  - Ensuring Access (ex: costs for ASL interpreter)
  - Other (please describe)

F

Please Select



Amount

\$0.00



Save

Close

## Project Budget

### Project Budget

Cash Expenses	Description	Amount
Salaries/Fees: Artists	Performers - Names if you have them	\$3,000.00
Equipment Rental	Rentals - Port a johns, chairs, tents, tables	\$1,500.00
Marketing/Promotion	Facebook Ads, Banners, Signs	\$1,000.00
Equipment Purchase	Stanchions, clothing displays	\$3,000.00
Supplies and Material	Kid's area - art supplies, games	\$500
		\$8,500.00

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APPLICANT INFORMATION PROJECT INFORMATION PROJECT OVERVIEW **BUDGET** ADDITIONAL MATERIALS ACKNOWLEDGEMENT

### Project Budget

\* Projected Income: Please briefly describe the other sources of projected income needed to complete this project.

500 characters left

In-Kind Support: If applicable, please briefly describe any in-kind support you are getting for this project.

500 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?)

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Notes

APPLICANT INFORMATION PROJECT INFORMATION PROJECT OVERVIEW **BUDGET** ADDITIONAL MATERIALS ACKNOWLEDGEMENT

500 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?)

Text input area for project adjustment response.

250 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.

Text input area for listing other Local Cultural Councils.

250 characters left

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Application To: Attleboro Cultural Council

Application Summary

APPLICANT INFORMATION   PROJECT INFORMATION   PROJECT OVERVIEW   BUDGET   **ADDITIONAL MATERIALS**   ACKNOWLEDGEMENT

**Supplemental materials are limited to a total of three (3) printed pages. All pages must be in PDF file format.**

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.

Up to three files may be submitted, if the PDFs are all one page documents. In case it's helpful, here are some sites that allow you to crop/delete pages from a PDF:

[PDFZorro.com](#)

[PDFescape](#)

[DocHub](#)

Additional Material File



Upload  
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## FY23-LCC-27528

APPLICANT INFORMATION PROJECT INFORMATION PROJECT OVERVIEW BUDGET ADDITIONAL MATERIALS **ACKNOWLEDGEMENT**

### 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 website. 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 you see the following message: "Congratulations - You have successfully submitted your application. Click on the Home button to return to your home portal."**

**Authorized Signature:** I certify that all the information contained in this application, including all supporting documents and materials, is true and correct to the best of my knowledge. I certify that the required acknowledgment will be given to Mass Cultural Council and the granting Local Cultural Council, if this application is approved. I certify 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 LCC Program Guidelines.

Clicking "submit" below serves as an authorizing electronic signature.

### \* Authorized Signature

☒ I agree

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✓ Submit

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# Grant Cycle/Process

Application is due October 17, postmarked by October 15

After the grant closes the ACC reviews the grants and has a voting meeting in November

We send out disapproval letters to orgs and individuals

They have 15 days to request appeal from the MCC

The MCC will notify the ACC of any adjustments needed

## Approved!

Fill out and return your Grant Terms Acknowledgement Sheet

Communicate with us!

Credit the ACC and MCC on EVERYTHING

## Reimbursement

Fill out your reimbursement form

Gather promotional materials, pictures, news articles, programs, etc

Email, mail, or drop off materials to the ACC

Have patience! We have to review, get signatures, and submit to City Hall



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# Questions?

Follow us on Instagram and Facebook @attleboroculturalcouncil