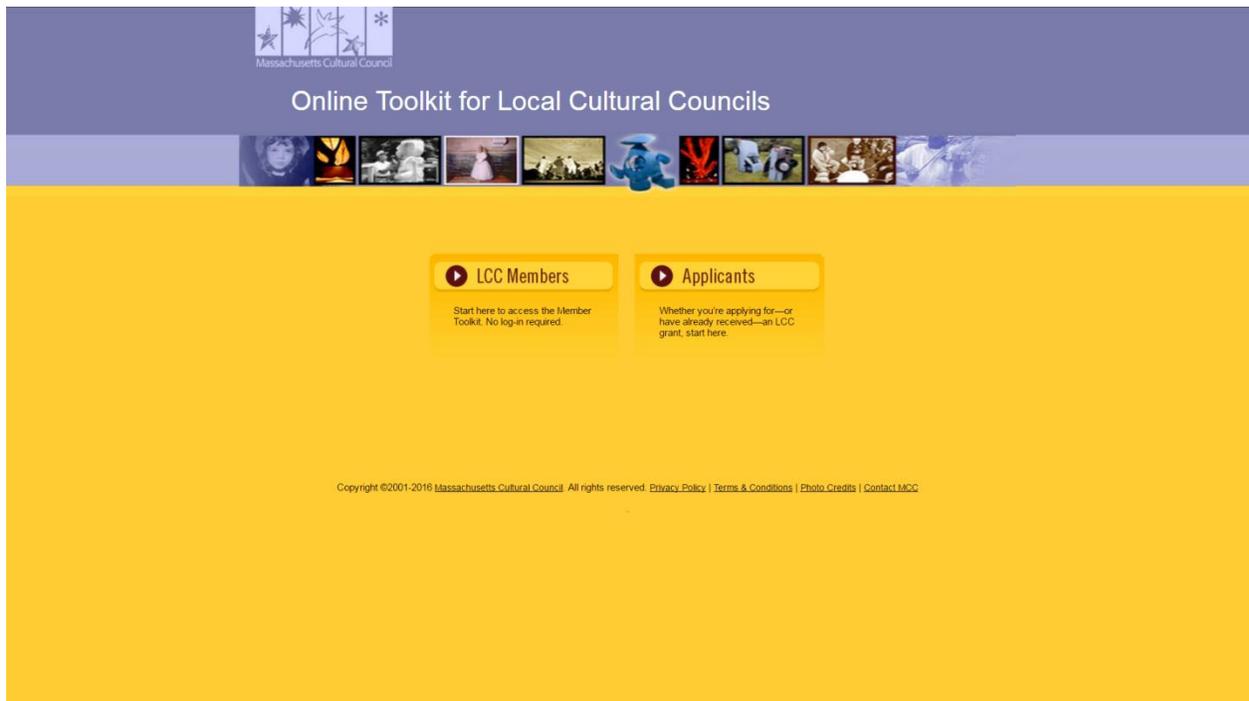
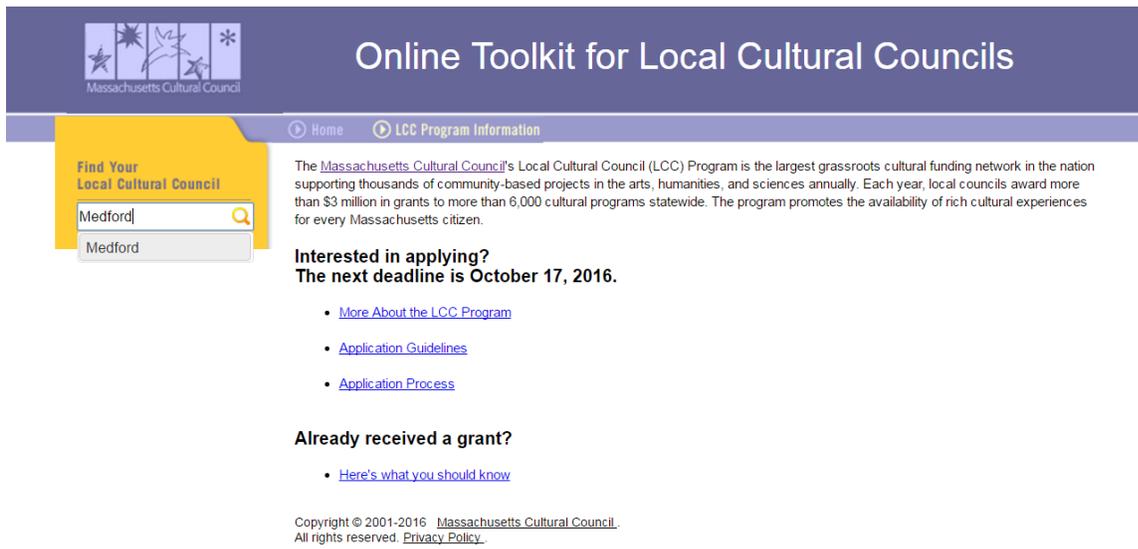


Online Application for LCCs

Start by visiting the website at <http://mass-culture.org/>. Click on “Applicants”



Search and select the council you wish to apply to in the top left corner.



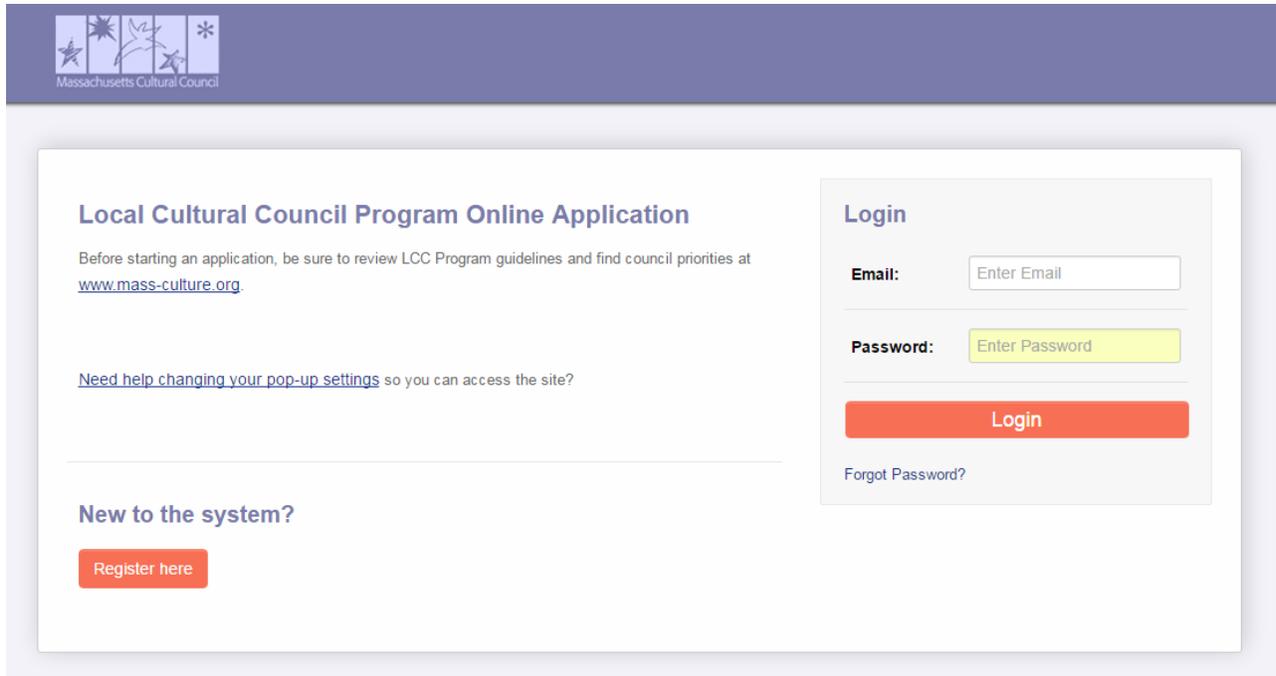
You will be brought to the LCC's Council Profile. Be sure to visit the "Council Priorities" tab before applying to see if the council has any additional application requirements, or criteria that may bear weight in grant decisions.

The screenshot shows the "Online Toolkit for Local Cultural Councils" website. At the top left is the Massachusetts Cultural Council logo. The main header is "Online Toolkit for Local Cultural Councils". Below the header are navigation links for "Home" and "LCC Program Information". On the left, there is a yellow box titled "Find Your Local Cultural Council" with a search input field labeled "Find Town or City". The main content area is for the "MEDFORD ARTS COUNCIL" and includes a "print this page" link. A navigation bar below the council name has tabs for "Council Information", "LCC Program Guidelines", "Council Priorities", "Apply Now", and "Funding List". The "Council Information" tab is active, displaying the Medford Arts Council logo and a detailed description of the council's mission and activities. Below the description are links for the website (<http://www.medfordartscouncil.org>) and email (chair@medfordartscouncil.org). Contact information for the Medford Arts Council is listed: Medford City Hall, Medford, MA 02155-3299, and phone number 815/301-8949.

Click on the "Apply Now" tab. The link to the online application will be available starting **September 1st**.

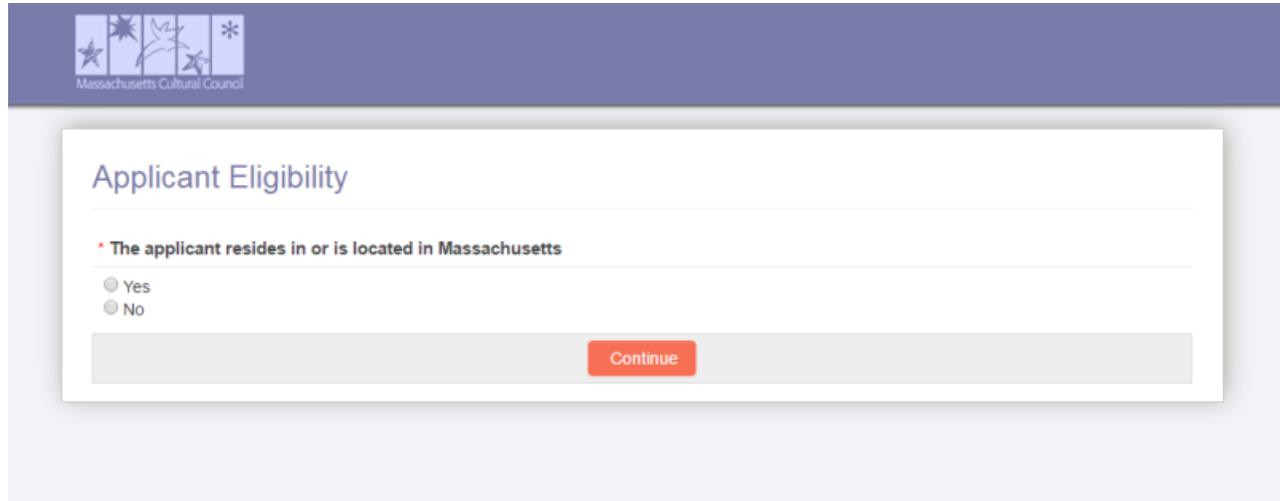
This screenshot is similar to the one above but highlights the "Apply Now" tab in the navigation bar. Below the navigation bar, a message states: "An online application will be available September 1." At the bottom of the page, there is a copyright notice: "©2001-2016. Massachusetts Cultural Council. All rights reserved. Contact MCC | Term & Conditions | Privacy Policy".

The application link will bring you to the online system's login page. Click on "Register" to create an account to apply.



The screenshot shows the login page for the Local Cultural Council Program Online Application. At the top left is the Massachusetts Cultural Council logo. The main heading is "Local Cultural Council Program Online Application". Below this, there is a paragraph of text: "Before starting an application, be sure to review LCC Program guidelines and find council priorities at www.mass-culture.org". A link is provided: "Need help changing your pop-up settings so you can access the site?". On the right side, there is a "Login" section with two input fields: "Email:" with a placeholder "Enter Email" and "Password:" with a placeholder "Enter Password". Below these fields is a red "Login" button and a link for "Forgot Password?". On the left side, under the heading "New to the system?", there is a red "Register here" button.

You will need to attest that the applicant resides in Massachusetts.



The screenshot shows the "Applicant Eligibility" form. At the top left is the Massachusetts Cultural Council logo. The heading is "Applicant Eligibility". Below the heading is a horizontal line. A red asterisk is followed by the text: "The applicant resides in or is located in Massachusetts". There are two radio button options: "Yes" and "No". At the bottom of the form is a red "Continue" button.

You will be brought to a blank form where you may fill in basic information about yourself. Once the information is complete, hit "Submit," and you will be automatically sent an email with login instructions.

Create an Account

Instructions
Please complete the following form to create an account. Once it's been submitted, an email will be sent with log-in instructions. Be sure your email is set to receive messages from LCCapplication@mass-culture.org.
If you are a returning user, please login.

* **Email**

* **First Name**

* **Last Name**

Title

* **Phone**

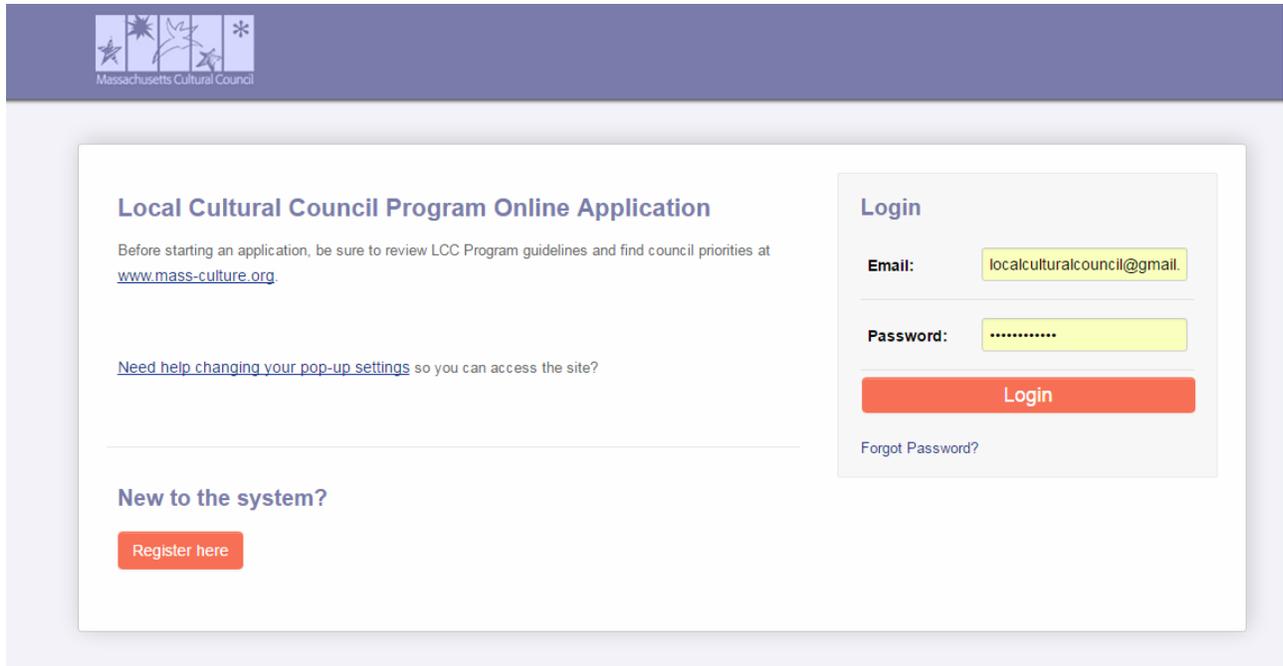
Phone Ext.

* **Address**

* **City**

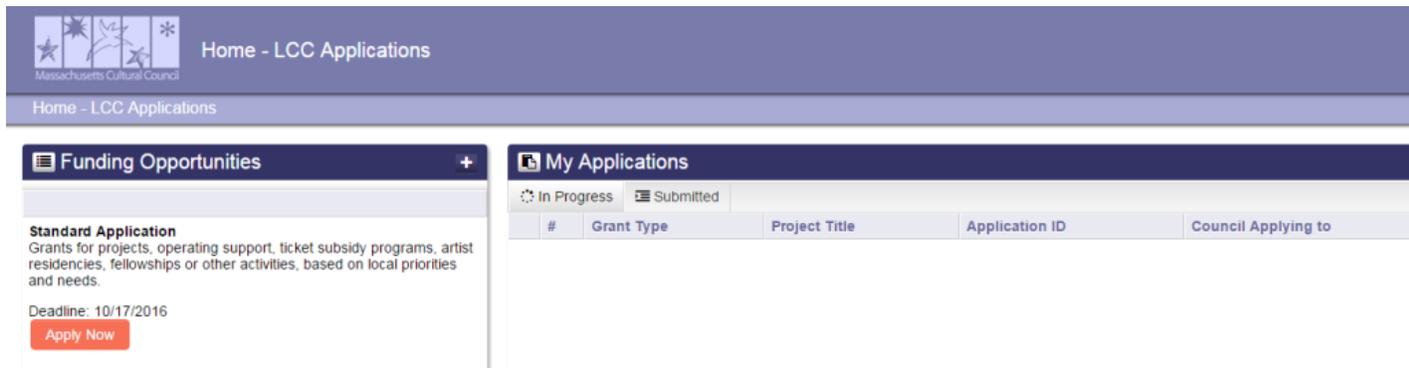
* **Zip**

Return to the landing page, and login. After your first login, you will be prompted to change your password. Be sure to disable your browser's pop-up blocker!



The screenshot shows the landing page for the Local Cultural Council Program Online Application. At the top left is the Massachusetts Cultural Council logo. The main heading is "Local Cultural Council Program Online Application". Below this, there is a paragraph of text: "Before starting an application, be sure to review LCC Program guidelines and find council priorities at www.mass-culture.org." A link is provided: "Need help changing your pop-up settings so you can access the site?". A section titled "New to the system?" contains a red "Register here" button. On the right side, there is a "Login" section with an "Email:" field containing "localculturalcouncil@gmail.", a "Password:" field with masked characters, a red "Login" button, and a "Forgot Password?" link.

You will arrive at the home page. To begin an application, click on "Apply Now."



The screenshot shows the "Home - LCC Applications" page. At the top left is the Massachusetts Cultural Council logo. The page title is "Home - LCC Applications". Below the header, there are two main sections: "Funding Opportunities" and "My Applications".

Funding Opportunities

Standard Application
Grants for projects, operating support, ticket subsidy programs, artist residencies, fellowships or other activities, based on local priorities and needs.
Deadline: 10/17/2016
[Apply Now](#)

My Applications

In Progress Submitted

#	Grant Type	Project Title	Application ID	Council Applying to
---	------------	---------------	----------------	---------------------

You will be taken to the eligibility quiz. You must meet the criteria in order to be eligible for state funding. Be sure to hover over the underlined questions for more information. Once you are finished, click on “Submit.”

 Submission Manager - LCC Application
Home - LCC Applications

Standard Eligibility Quiz

* 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

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

- Yes
- 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?

- Yes
- No

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

- Yes
- No

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

- Yes
- No

* Will LCC grant funds be used to pay salaries or stipends for employees of the school system, library, parks department or municipality?

- Yes
- No

* Will LCC grant funds be used on capital expenditures for schools, libraries, Local Cultural Councils, other municipal agencies, or religious organizations?

- Yes
- No

Have you read and understood the local guidelines and criteria that the Local Cultural Council to which you are applying has posted on the [website](#)?

If you selected all correct answers, congrats! You may click on “Proceed” to begin filling out the application form. If you did not answer all of the questions correctly, you will need to hit “Delete” to take the Eligibility Quiz again.

 Submission Manager - LCC Application
Home - LCC Applications

Congratulations!

You have passed the eligibility quiz, you may proceed.

You will then be taken to the application form. Be sure to toggle through all six tabs to see all of the questions in the application.

On the first page, you will be asked to complete some basic information about the applicant.

Be sure to hit "Save Draft" often and before moving between tabs. Your work will not save automatically so this is an important step,



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 617-858-2721. 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

* Applicant Name: <input type="text"/>	* Mailing Address: <input type="text"/>
Address 2: <input type="text"/>	* City: <input type="text"/>
* State: <input type="text" value="▼"/>	* Zip: <input type="text"/>
* Phone: <input type="text"/>	* Email: <input type="text"/>
Website: <input type="text"/>	

Contact Person (If different than the applicant)

Name: <input type="text"/>	Address: <input type="text"/>
Address 2: <input type="text"/>	City: <input type="text"/>
State: <input type="text" value="▼"/>	Zip: <input type="text"/>
Phone: <input type="text"/>	Email: <input type="text"/>

In the "Project Overview" tab, you will need to fill in basic information about the project you are requesting funding for.



Submission Manager - LCC Application

Home - LCC Applications

More ▾ 1 of 1 < >

*** Grant Type:** Standard Application **Application ID:** 1107

*** Status:** Draft *** User Name:** Dawn Heinen

[View PDF Summary](#)

Questions? Contact the [MCC help desk](#) at 617-858-2721. 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

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.**

test

746 characters left

*** Who is the target audience for this project?**

test

146 characters left

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

test

96 characters left

Project Overview tab, cont.

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

test

496 characters left

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

test

496 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.

test

496 characters left

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

test

196 characters left

Previous

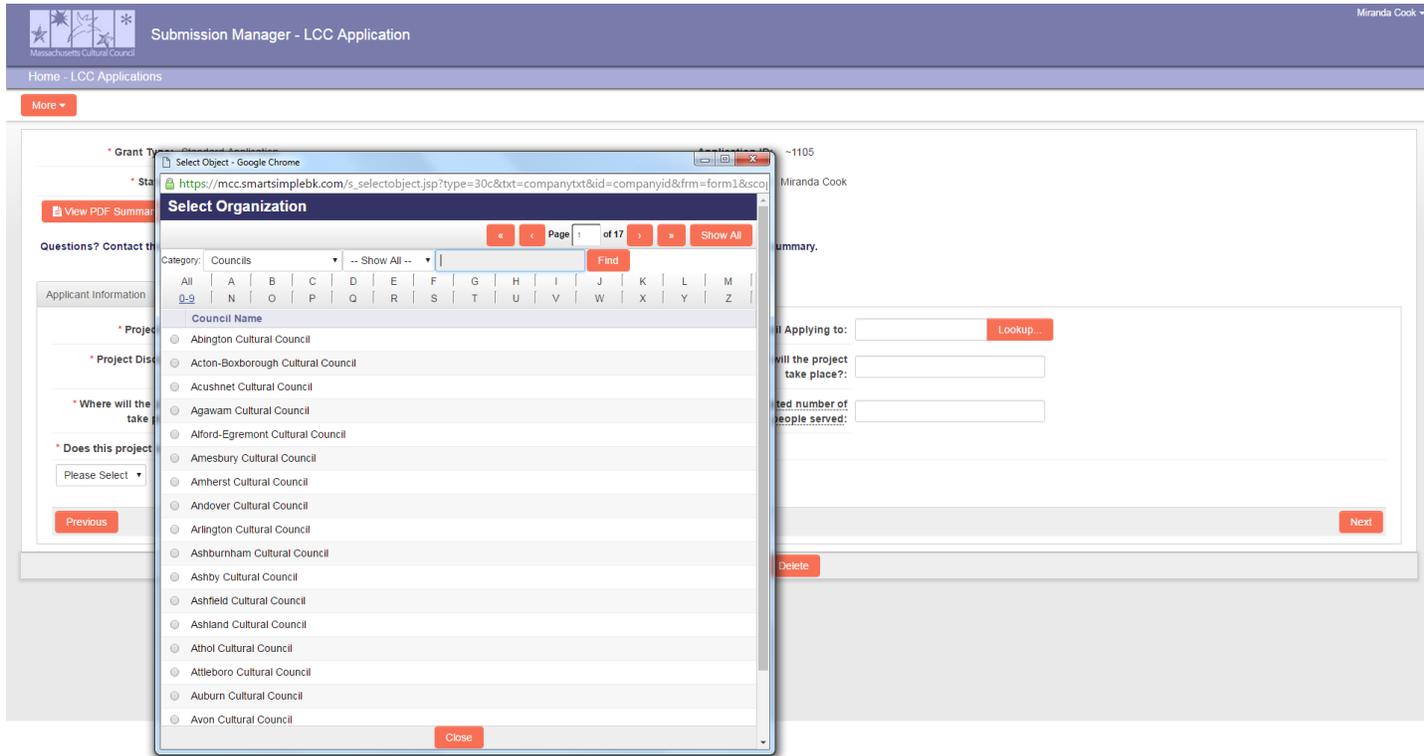
Next

Save Draft

Submit

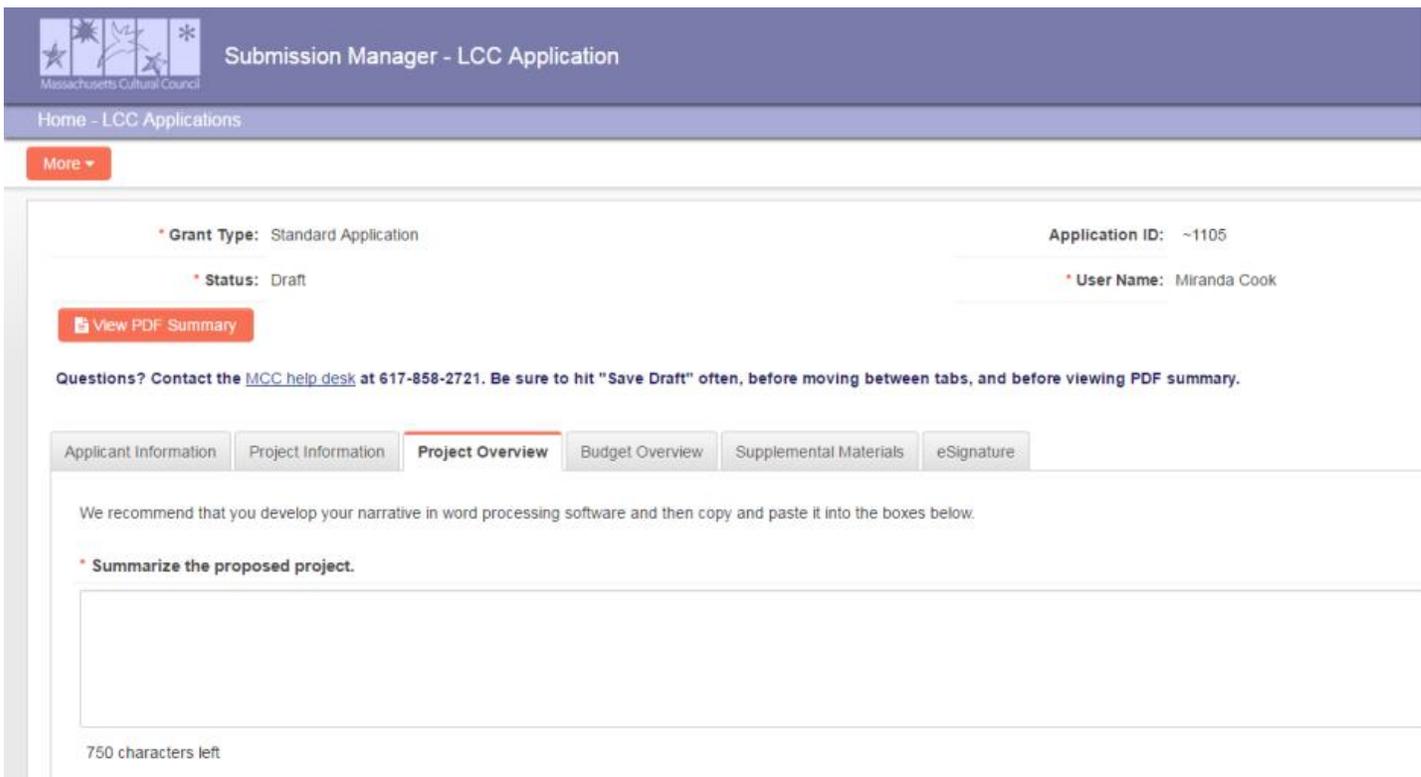
Delete

In the top right corner of the form, click on “Lookup,” and a window will appear where you can search and select the council to which to wish to apply. Please note that you will need to fill out a separate application form for each council you intend to apply to!



In the “Project Overview” tab, you will need to answer narrative questions about your proposed project. It may be helpful to type up your narrative responses in Microsoft Word or Notepad, and then copy and paste your text into the online form.

Be sure to hit “Save Draft” before you proceed.



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

Be sure to hit “Save Draft” before you proceed.

The screenshot shows the 'Submission Manager - LCC Application' interface. At the top, there is a navigation bar with the Massachusetts Cultural Council logo and the text 'Submission Manager - LCC Application'. Below this, a breadcrumb trail reads 'Home - LCC Applications'. A 'More' dropdown menu is visible. The main content area displays application details: 'Grant Type: Standard Application', 'Application ID: ~1105', 'Status: Draft', and 'User Name: Miranda Cook'. A 'View PDF Summary' button is present. A message states: 'Questions? Contact the MCC help desk at 617-858-2721. Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary.' A tabbed interface shows 'Applicant Information', 'Project Information', 'Project Overview', 'Budget Overview' (selected), 'Supplemental Materials', and 'eSignature'. A note says: '* Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields.' Below this is a 'Project Budget' button. The 'In-Kind Donations' section includes a link to 'Sample Budgets' and a text area for listing in-kind goods or services, with a 500-character limit.

A window will appear where you can enter in your projected expenses. Your budget will need to have at least one expense listed in order for your budget to be accepted. Once your projected budget is complete, remember to hit “Save” and “Close.”

The screenshot shows the 'Project Budget' form. It features a header with the Massachusetts Cultural Council logo and the text 'Project Budget'. Below this is a section titled 'Projected Expenses' with the question 'How much will it cost to complete your project?'. The form is organized into two main sections, each with a table structure. The first section is for 'Projected Expenses' and includes a table with columns for the expense type and 'Amount'. The expense types listed are Salaries/Stipends, Space Rental, Marketing/Promotion, Supplies, and Capital Expenditures. A 'Subtotal' row is provided for this section. The second section is for 'Other Expenses (travel, equipment rental, etc.)' and also includes a table with columns for the expense type and 'Amount'. This section has five rows for individual expenses and a 'Subtotal' row. A final 'Total' row is located at the bottom of the form.

Budget Overview tab, cont.

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 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?)**

246 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

250 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.

Salaries/Stipends - Compensation to an individual in return for work performed.

Supplies - Project supplies that are consumable. For example: art supplies such as paint, paper, canvas, etc. However, food and beverages are not eligible for LCC funding and should not be included under Supplies. Items or groups of items that have a life expectancy of over 3 years and a total cost of over \$500 should be treated as Capital Expenses and should not be listed under Supplies.

Previous

Next

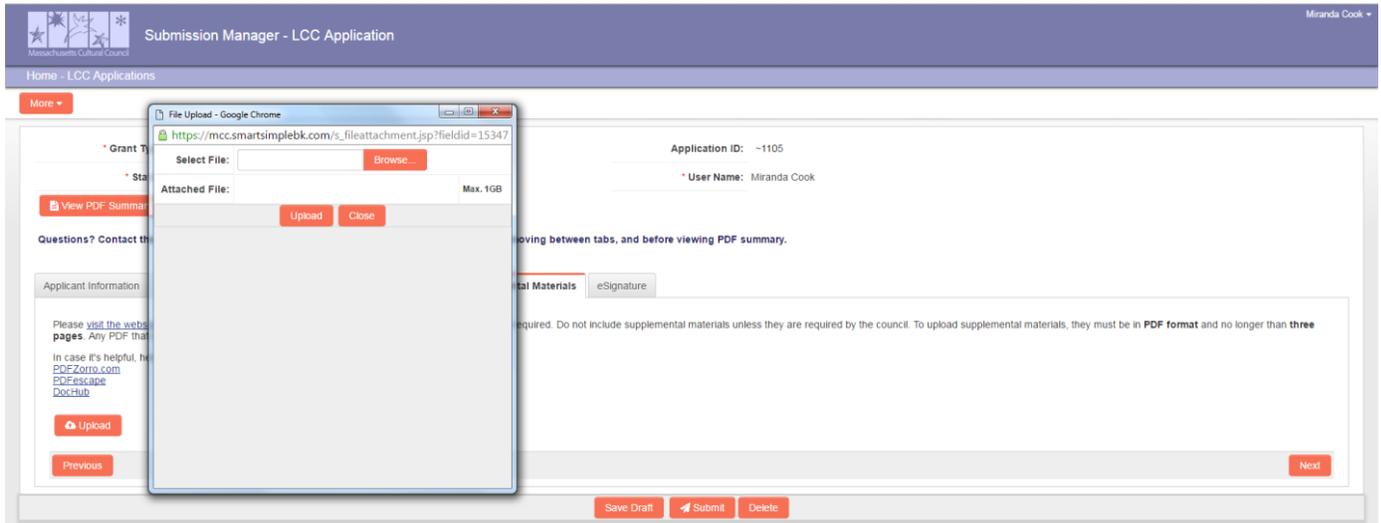
Save Draft

Submit

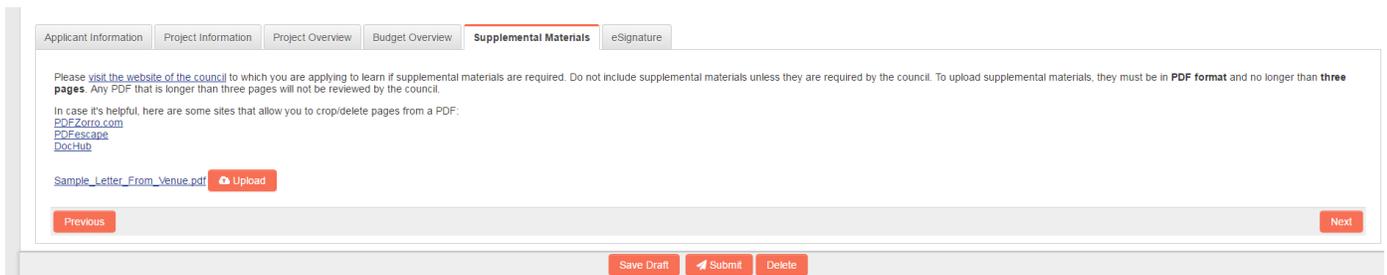
Delete

In the “Supplemental Materials” tab, you may attach a PDF document up to three pages long to your application. There are three helpful and free websites listed here that you can use to crop your document or convert it to PDF format. To attach your materials to the application, click on “Upload”.

A window will appear where you can browse your computer’s files. Click on “Browse” to select the materials you would like to upload, and then on “Upload” to attach the document to your application. Please keep in mind that you will not be able to submit an application with supplemental materials longer than three pages!



You will see your attached document uploaded onto the form. To delete the document, click again on “Upload,” where you can select to delete the attachment. Keep in mind that if an applicant has content housed online that they would like to include in their application, they may link to it in an attached PDF document.



Click on the “eSignature” tab to complete the final step of your application. To submit your application, you must 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**

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 MCO's LCC Program Regulations and Guidelines.

* 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

[Previous](#)