



Power of culture

COUNCIL MEETING BOOK

ONE HUNDRED AND FORTY-FOURTH MEETING

OF

MASS CULTURAL COUNCIL

TUESDAY, AUGUST 27, 2019

COMMUNITY MUSIC SCHOOL OF SPRINGFIELD
SPRINGFIELD, MASSACHUSETTS

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ONE HUNDRED FORTY-FOURTH MEETING OF
MASS CULTURAL COUNCIL
TUESDAY, AUGUST 27, 2019

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ONE HUNDRED AND FORTY-FOURTH MEETING OF MASS CULTURAL COUNCIL

TUESDAY, AUGUST 27, 2019: NOON TO 3:00 PM

COMMUNITY MUSIC SCHOOL OF SPRINGFIELD
127 STATE STREET
SPRINGFIELD, MASSACHUSETTS

LUNCH: NOON
COUNCIL MEETING: NOON to 3:00 P.M.
RECEPTION: 3:00 P.M.

AGENDA	VOTE
1. Welcomes	
2. Minutes of the One Hundred and Forty-Third Board Meeting	X
a. Chairman's Report	
i. Calendar of Upcoming Meetings	
ii. Committee Assignments	
b. Executive Director's Report	
i. Presentation regarding Health Initiative with invited guests	
3. Agency Updates (including links to FY19 grants not previously reported)	
4. Financial Report	
a. PowerPoint Presentation	
b. FY20 Budget and Spending Plan	X
i. FY20 Budget Spreadsheet	
5. FY20 Grant Recommendations: Conflict of Interest Notifications	
6. FY20 Grant Recommendations: Cultural Investment Portfolio (CIP)	X
a. Portfolio Memo & Funding List	
b. CIP Gateway Memo & Funding List	

- c. CIP Projects Memo & Funding List
 - d. Capacity Accelerator Network (CAN) Stipends
 - e. Media Partnerships
7. FY20 Allocation and Grant Recommendations: Community **X**
- a. Local Cultural Councils
 - b. Compact Grants
 - c. Cultural Districts /Fair Saturday
 - d. ArtWeek
 - e. Festivals
 - f. Audience Lab
8. FY20 Grant and Program Recommendations: Creative Youth Development (CYD) **X**
- a. YouthReach
 - b. SerHacer
 - c. Amplify
 - d. Instrument Program
 - e. Music Educator/Teaching Artist Training (META)-Original
 - f. META Expansion
 - g. Western Massachusetts DCF Pilot
9. FY 20 Grant and Program Recommendations: Education **X**
- a. STARS
 - b. Big Yellow School Bus
 - c. Creative Minds Out of School
 - d. Early Education & Childcare
 - e. Massachusetts History Day
 - f. Poetry Out Loud
 - g. Holyoke Arts Education Task Force
10. FY20 Grant Recommendation: Health Initiative Grants **X**
11. FY 20 Grant and Program Recommendations: Artist Fellowships **X**
12. FY 20 Grant and Program Recommendations: UP **X**
13. FY 20 Grant Recommendation: MassHumanities Partnership **X**
14. FY 20 Grant Recommendation : NEFA Project Grant **X**
15. FY 20 Grant Recommendation: JFK Library Foundation **X**
16. FY 20 Grant Recommendation: Network of Arts Administrators of Color **X**
17. FY 20 Grant Recommendation: SMU Data Arts **X**
18. Revision to Financial Policies re Out of State Travel/Approvals **X**
19. Cultural District Renewals **X**
20. Winchester Cultural District Designation **X**

**ONE HUNDRED FORTY FOURTH MEETING OF
MASS CULTURAL COUNCIL**

TUESDAY, AUGUST 27, 2019

**COMMUNITY MUSIC SCHOOL OF SPRINGFIELD
SPRINGFIELD, MA**

RESOLUTIONS

Section 2- Minutes

RESOLVED: To approve the minutes of the One Hundred Forty-Third Meeting of the Mass Cultural Council

Section 4- FY20 Budget and Spending Plan

WHEREAS, the General Court of the Massachusetts State Legislature has appropriated a budget of \$18,180,000 (including earmarks) to the Massachusetts Cultural Council (the "Council") for FY 20 and the Governor duly signed said budget;

WHEREAS, Council staff presented a draft FY20 budget and spending plan (the "Plan") to the Executive Committee at its meeting on August 13, 2019;

WHEREAS, the Executive Committee reviewed said plan and recommended that it be forwarded to the Council for approval;

WHEREAS, Council staff presented the Plan to the Mass Cultural Council at its meeting on August 27, 2019 (the "Council Meeting").

NOW THEREFORE, it is hereby

RESOLVED: To approve the Plan as reviewed by the Executive Committee on August 13, 2019 and as presented at the Council Meeting and attached hereto, subject to the further approvals of the individual grant and program recommendations to be considered and voted upon the Council later in this meeting.

Section 6-17 Grant Recommendations

WHEREAS, Council staff presented the grants portion of the Plan to the Grants Committee at its meeting on August 13, 2019 ("Grants Committee Meeting"), in connection with recommended grant allocations;

WHEREAS, the Grants Committee recommended to the full Council the allocation of the grants presented at the Grants Committee Meeting;

WHEREAS, the Grants Committee reviewed procedures of grant allocations and recommended that the Council approve the same;

NOW, THEREFORE, it is hereby

RESOLVED: To approve grant allocations to the Cultural Investment Portfolio, CIP Gateway and CIP Projects, Capacity Accelerator Network Stipends and Media Partnerships (collectively, the "CIP Programs") for a total of \$6,170,000 as recommended by the Grants Committee;

RESOLVED: To approve a grant allocation to the Local Cultural Councils totaling \$4,154,000 and \$30,000 to Compact Grants, up to \$285,000 in Cultural District/Fair Saturday grants, \$20,000 to Art Week, \$110,000 to the Festivals Program and \$20,000 to grants under the Audience Lab program as recommended by the Grants Committee;

RESOLVED: To approve grant allocations to YouthReach and SerHacer and Amplify, continued funding of the Instrument Library in the combined amount of \$1,428,500 and the continuance of the Klarman Family Foundation- Funded original META program, \$50,000 to the META expansion and \$20,000 to the Western Mass DCF Pilot Program as recommended by the Grants Committee;

RESOLVED: To approve the following Education grant allocations, \$1,150,000 to the STARS program, \$150,000 to the Big Yellow School Bus Program, \$40,000 to the Creative Minds Out of School program, \$5,000 to the Early Education & Childcare Pilot, \$20,000 in support of Massachusetts History Day, \$17,500 in support of the NEA-funded Poetry Out Loud program, and \$5,000 to the Holyoke Arts Education Task Force as recommended by the Grants Committee;

RESOLVED: To approve the allocation of \$55,000 in grants under the Health Initiative as recommended by the Grants Committee;

RESOLVED: To approve the recommended Artist Fellowship program grant allocations totaling \$652,500 as recommended by the Grants Committee;

RESOLVED: To approve the continuation of the UP Program with grants in the amount of \$70,000 as recommended by the Grants Committee;

RESOLVED: To approve a grant to MassHumanities totaling \$679,397 as recommended by the Grants Committee;

RESOLVED: To approve a grant to NEFA totaling 60,000 provided that Mass Cultural Council does not provide more than the other New England states provide to NEFA as recommended by the Grants Committee;

RESOLVED: To approve a grant allocation of \$35,000 to the John F. Kennedy Library Foundation for its "Driving While Black" Library Forum as recommended by the Grants Committee;

RESOLVED: To approve a grant allocation of \$25,000 to ArtsBoston acting on behalf of the Network Arts Administrators of Color as presented as recommended by the Grants Committee; and

RESOLVED: to approve a grant to SMU Data Arts to provide the Cultural Data Profile tool as recommended by the Grants Committee.

Section 18- Revised Financial Policies/Travel Approvals

RESOLVED: To approve the revised Council financial policies in the form presented to the Council, the delegation of the power to pre-approve of out-of-state travel as required by Section 2, Line Item 0640-0300 of Chapter 41 of the Massachusetts Acts of 2019 to the Executive Committee as contemplated by such revised policies and to approve the out-of-state requests presented to the Council Meeting and to ratify all actions taken by the Executive Committee in its actions approving out-of-state travel at its July 22 meeting.

Section 19- Cultural District Renewals

RESOLVED: To approve the renewal and re-designation of the following seven previously-designated cultural districts:

1. Orleans Village

2. Cottage Street, Easthampton
3. Central Square, Cambridge
4. Essex River
5. Marlborough Downtown Village
6. Glass Town, Sandwich
7. Harbortown, Gloucester

in accordance with the memorandum presented to the Council Meeting.

Section 20- Winchester Cultural District

RESOLVED: To approve the designation of a cultural district in Winchester, Massachusetts in accordance with the memorandum presented to the Council Meeting.



Power of culture

**MINUTES OF THE ONE HUNDRED FORTY-THIRD MEETING
OF
MASS CULTURAL COUNCIL**

TUESDAY, MAY 21, 2019

**JACOB'S PILLOW
PERLES FAMILY STUDIO
358 GEORGE CARTER RD
BECKET, MASSACHUSETTS**

Chair Nina Fialkow called the meeting to order at NOON

Council Members Present

Nina Fialkow, Chair
Barbara Schaffer Bacon
Troy Siebels
Karen Barry
Susan Leff
Matthew Keator
Marc Carroll
Allyce Najimy
Karen Hurvitz
Kathy Castro
Cecil Barron Jensen
Jo-Ann Davis

Staff members present were Anita Walker, David Slatery, Greg Liakos, Jen Lawless, Ann Petruccelli, Angelina Lupini, Sara Glidden, Michael Ibrahim, Kalyn King and Kelly Bennett. Many guests were also present and will be referred to throughout these written minutes.

Prepared on 8/19/19

Nina Fialkow opened the meeting and welcomed everyone and introduced Pam Tatge, Director of Jacob's Pillow.

Pam welcomed and thanked the Council for its support of Jacob's Pillow over the years- noting especially recent Cultural Facilities Funds grants and listing the improvements that had resulted from such grants.

Pam stated that Mass Cultural Council Executive Director Anita Walker is a true inspiration to the field and fuel for our work in western Massachusetts and a thought leader. She explained Jacob's Pillow is an 87-year old dance festival in motion and described the creative landscape for dance that had been developed in Becket. The institution attracts hundred thousand visitors each summer and runs a very selective school for dance. Also, this location contains a very important set of dance archives.

Jacob's Pillow is undertaking a Vision 2022 strategic planning process and is working to develop the facility to strengthen the field. The facility is used in the winter for development activities and community engagement.

Nina thanked Pam for her words and for hosting the Council today. Nina then brought to the Council's attention a recent *US News & World Report* article highlighting the Boston Literary Cultural District which had been designated by the Council a few years ago. Nina also pointed out the members a list of upcoming events to which all Council members are invited to participate.

Minutes and Reports

The Chair then called for a vote on the 142nd Council Meeting minutes. Upon motion duly made and seconded, it was

VOTED: To approve the minutes from the one hundred and forty-second Council Meeting of the Massachusetts Cultural Council, in the form submitted to this meeting.

Nina then asked Anita for the Executive Director's report.

Anita thanked the Council Members for traveling to this very special place for today's meeting. Jacob's Pillow is a place that needs to be seen.

Anita referred to the Agency Updates contained in the Meeting Book and also referred to a list of upcoming events which had been distributed to Council members and encouraged Council members to attend. She then mentioned recent initiatives that we had been undertaking in Western Massachusetts. We are launching collaborative efforts with other state agencies and have been talking with social workers and have discussed whether there are any opportunities for collaboration around the issue of children in foster care. One of things that was mentioned was the issue of family and sibling reunions, which are a big part of the social workers' job, and it was specifically noted that there are not a lot of great locations for these except in state offices which are basically utilitarian and functional workspaces and can often have bad associations for the children involved. We arranged with several cultural organizations to offer up their venues for these types of meetings. We are thinking of this as a pilot program based in Western Massachusetts. Anita asked the Council Members for their thoughts on the initiative.

Matthew Keator asked if this was related to the EBT Card to Culture initiative. Anita indicated the relationships we established with the Department of Children & Families (DCF) around the EBT Card program opened up the opportunity for broader collaboration. She also noted that foster families do not necessarily have EBT cards so this initiative would be reaching a broader audience. Troy Siebels asked how we will know if this program is successful. Anita indicated that trying it out on a small scale as a pilot will allow us to identify issues that may arise and determine if, in fact, social workers find it useful and actually take advantage of the opportunity to make use of the cultural organization locations and find out what the foster families think about it. We will work with the cultural organizations on questions such as should additional programming be offered beyond making the space available. Frequent review and evaluation will be needed which is why we are starting small.

Cecil Barron Jensen mentioned that the nonprofits on Nantucket had something like this- a "dignified space" program which is similar and thinks this program would be a natural outgrowth for it and she will mention it to them.

Karen Hurvitz asked what requirements there would be for organizations to participate. Anita mentioned issues of accessibility and hours of availability. Allyce Najimy asked if the Wonderfund could get more involved in this effort and Nina indicated that we could look into that further.

Anita stated that in other countries, arts have been considered a healthcare option and mentioned the concept of “social prescribing” in the United Kingdom which we became aware of in discussions with the Royal Theater of Plymouth (England) which has been active in the Mayflower 400 discussions. Arts engagement is considered a strategy for dealing with issues of isolation and loneliness.

Anita related a recent meeting with Commonwealth’s Secretary of Health and Human Services (HHS), Marylou Sudders, about expanding the EBT Card to Culture program to the Commonwealth’s health insurance program. She indicated that would be a large undertaking and they may look at next year, but the Secretary was interested in the meantime in expanding the card to culture program to the Mass Health Connector Card (which serves about 210,000 people). This would be a win-win for both HHS and our program- Mass Health Connector wants more members and to publicize its services and adding the card to culture program makes it better known and attractive while at the same time publicizing our existing program to a greater population and emphasizing the arts-health connection publicly.

Susan Leff thought this was an excellent fit and asked about metrics and mentioned other programs which are focusing on the idea of healthier outcomes- specifically the Vermont Social Innovation Fund, the Boston Healthy Neighborhoods Initiative (working with the Mass Housing Investment Corporation and the Conservation Law Foundation) and the Boston Medical Center- and these organizations’ experiences, though not focused on arts & culture, could be helpful to our efforts.

Jo-Ann Davis mentioned that at Bay State Health, the focus was more on overall population health beyond clinical measurements and described it as a more holistic approach.

Anita recognized Program Officer Kalyn King’s work on behalf of the EBT Card program.

Anita then detailed her travel around the state since the March meeting noting the most recent event was a site visit with the Pioneer Valley Ballet in Easthampton and related a story of a Marine veteran who had advised to come to ballet for medical issues and found he loved the athleticism involved and had been attending adult classes for over a decade. Barbara Schaffer Bacon related similar story of a local postman

who came to the organization as a result of medical conditions and has now been performing in productions for years.

Anita then referred to our new revised Diversity Equity and Inclusion (DEI) Statement contained in the Meeting book. Staff had presented a draft at the March meeting and asked the Council members for input. The general tenor of those comments was to make it shorter and to the point which we believe we took to heart in the new draft. Barbara asked how the statement would be used. Operations Director Jen Lawless replied that it was to be used as a framing statement around the agency's larger DEI plan and work. Greg indicated it would be included on our website and in communication materials.

Financial Report

Nina then asked Deputy Director, Dave Slatery to give the Financial Report. Dave referred to the memo contained in the meeting materials, noting that the agency is near the end of the fiscal year and is at or near target in most accounts. Dave also presented a copy of the agency's financial policies which were based on the policies from the Executive Branch adopted by the Council last August and which had been discussed and developed with the assistance of the Council's Financial Task Force consisting of Nina, Troy and Sandy Dunn. These policies are part of a larger redraft of all of our personnel policies and effort to put all of our policies in one document and the financial policies were the preliminary focus of that effort.

Advocacy Report.

Nina asked Greg to give the Advocacy Report. Greg reported that currently we were in the middle of the Senate FY 20 Budget process. Our line item had come out of the Senate Ways & Means Committee with a \$17 million appropriation (a \$1 million increase from FY 19) and language requiring a specified percentage of the appropriation be spent on grants. We are working with Senator Ed Kennedy of Lowell, the Senate Chair of the Joint Committee on Tourism, Arts and Cultural Development on an amendment which would increase the appropriation to \$18 million and modify the language to more accurately reflect the way Mass Cultural Council supports the field (also mentioning that Anita and Dave had spoken to Senate Ways & Means staff about this). Approximately half of the Senate has signed on to these amendments. Greg thanked MASSCreative and the Council members for contacting their senators and thanked Barbara in particular for reaching out to some western legislators. Anita explained that, as to the language amendment, we

need to present the case that while Mass Cultural Council is a grant-maker- equally as important is its role as a provider of services to the cultural field. Dollars spent on services would not have counted as "grants" under the Senate Ways & Means language and we worked with Senator Kennedy on alternative language that would address this. We also proposed language providing that we would deliver a report on our grants and services and spending plan to the legislative committees so that they could be better informed on our practices.

Greg also thanked Marc Carroll for his observations and insights on the information pieces we were preparing in aid of our advocacy efforts.

Amongst a general discussion on this issue: Barbara noted that it was important for the field to convey the message to the legislature that it was important for Council staff to be out in the field meeting with constituents and not just in the office in Boston (this is in reference to language in the House version of the line item which banned spending funds on travel). Matthew Keator opined that the language amendment was almost more important than the money amendment. Karen Barry emphasized the importance of transparency and was glad that the agency had proposed language providing for reporting on its spending plan and practices to the legislature.

Barbara also noted that it was important to mention how much we were collaborating with other state agencies and mentioned how deleterious it would be if Mass Cultural Council were subsumed into an Executive Department (As was attempted many years ago).

Matthew asked if we were getting our message out to the media and Greg indicated we were, mentioning an upcoming editorial board meeting scheduled for Anita with the Boston Globe.

FY19 Artists Fellowships- Round Two

Nina noted that Victoria Marsh, Chair of the Grants Committee, could not be with us today although she was listening in on a phone (and under Council policy re remote participation, could not officially participate or vote). In Victoria's absence, Nina asked Jo-Ann Davis to give the report of the Grants Committee. Jo-Ann reported that the Grants Committee had met at a meeting chaired by Victoria on May 7, and had voted to recommend the staff recommendations described in the meeting materials for Round Two of the FY19 Artists Fellowships for approval by the Council. Jo-Ann also noted for the record that Victoria, as Grants Chair,

had, due to a pre-existing business relation of her employer (WGBH) with the following persons recommended by staff for fellowship or finalist awards in the Film & Video- Margo Guernsey, Tracy Strain and James Rutenbeck, had abstained from any recommendation of awards for these persons. Nina asked that the minutes reflect Victoria's abstentions.

Jo-Ann then called on Program Officers Kelly Bennett and Dan Blask to give a presentation on the recommendations for Round Two in the fields of Film & Video, Music Composition, and Photography.

First Dan and Kelly generally explained the program and that, unique among Council programs, the Artists Fellowship was an anonymous blind-judged program based purely on artistic quality, which has been in existence for more than 40 years. They then presented examples and descriptions of the recommended 18 fellows (\$15,000 awards) and 17 Finalist (\$1000 awards) for Round Two. The Council members asked questions about how the program was publicized and inquired it reached all of the areas of the state. Dan and Kelly explained the process and time periods for publicity. Anita stated we would send a special notification to the Council members alerting them to as key dates in the program- call for submissions, deadlines, dates of panel review etc.....

Upon motion duly made and seconded, it was

VOTED: To approve the FY19 Artist Fellowship grant awards in the disciplines of Film & Video, Music Composition and Photography as recommended by the Grants Committee at its May 7, 2019 meeting.

Greg reminded the Council that the annual Artists Breakfast to be held on June 11 at the State House and encouraged all Council members were encouraged to attend.

Media Partnerships

Nina asked Greg for a report on our Media Partnerships program. Greg gave the history of the program explaining that media organizations (public TV and radio) used to be considered along with other cultural organizations in operating support program (called the Cultural Investment Portfolio (CIP) which you will hear more about later in this meeting). However they did not really fit in with the rest of cultural organizations in terms of evaluation. About 10 years ago, the Council

decided to approach non-profit media organizations in a different way- by buying advertising spots for an amount roughly equivalent to the amount of a CIP grant and then using those spots to promote agency programs and grantees. Dave pointed out that the approximately \$120,000 we spend on media organizations would not count as "grants" under the current language contained in the Senate Ways & Means budget. Greg then played a sample thirty second ad. Greg then introduced Jerry Norton from New England Public Radio who spoke about the value of Mass Cultural Council support.

Cultural Investment Portfolio.

Nina then asked Anita to introduce the Agency's CIP staff- Sara Glidden, Program Manager and Supervisor and Program Manager Michael Ibrahim and Program Officer Kalyn King. Anita explained that the CIP team had given a presentation over a year ago but that now we were looking at making some adjustments to the program in FY20 and believed a deep dive into the program for the Council was warranted. Sara went through a detailed history of the program and summarized a number of the new features- all contained in a detailed PowerPoint presentation, copies of which are available upon request. Several representatives of cultural organizations in Western Massachusetts were also present to speak as to various aspects of the program. The first of these was

- **Laurie Norton Moffat** from the **Norman Rockwell Museum**-who spoke as to the 50th anniversary of her museum (and how Rockwell's "Four Freedoms" works will be featured as part of the upcoming 75th anniversary of D-Day) and thanked the Mass Cultural Council for its work and support. Laurie has enjoyed working with Mass Cultural Council and was excited to hear from Anita today about the arts & health care initiatives, mentioning a partnership the museum has with a psychiatric hospital around work related to de-stigmatizing mental health issues. She thanked the Council for being "stewards of culture" and mentioned how the interactions with other cultural organizations as required by CIP- i.e. participating as a site visitor to Peabody Essex Museum and PAAM on the other side of the Commonwealth had allowed her to speak with and observe peers dealing with similar issues and these communications helped her in her own work at the Rockwell Museum.. She emphasized the convenings and professional development and the sharing of ideas offered by the CIP program

and staff really helps to provide information otherwise only available at conferences.

Michael spoke a bit about how the program had moved from grant panels and evaluative awards to formula funding with an emphasis on site visits and communication and services. Michael spoke about the various webinars, tools and workshops the program provided. In effect, Mass Cultural Council acts as a free consultant to many organizations. He then introduced the following guests-

- **Tracy Wilson, Berkshire Music School** who talked about the benefit her organization received from various tools such as a recent “emergency preparedness” workshop for cultural organizations, courses in how to implement Universal Participation principles and using the agency’s capacity-building tool. She believes these all helped and were useful in helping the school obtain a CFF grant.
- **Margaret Keller, Community Access To the Arts** who talked about how the capacity-building tool and one-on-one discussion with Council staff about issues such as development were benefits that supplemented the dollars provided by the basic grant. She also mentioned that the personal consultations and podcasts were very helpful.

Michael explained how the podcasts and direct consultations had helped build trust with the field over the years. He explained that this year, we were looking at seeing if we could help organizations where there were warning signs of potential financial trouble. We looked into reviewing the years of financial data that have been supplied by CIP organizations to develop a way to identify “stressed” organizations that might benefit from greater attention. To that end, we publicly procured (in accordance with the Council’s FY 19 approved budget and spending plan) a financial consultant-

- **Nicole Curtain, Nonprofit finance Fund (NFF)** was the consultant retained and she explained that upon being retained by Mass Cultural Council, devised a test to look through the finances of the grantee organizations and had identified 36 organizations that could benefit from greater attention based on a set of objective financial criteria. These organizations were contacted and asked if they wanted to participate further

- **Chip Blake, Orion Magazine** was one of the stress-tested organizations that was contacted, and he expressed his appreciation for receiving the “gift of consultancy” to help them address and understand some issues.
- **Kate Maguire, Berkshire Theater Group** gave a paean to Anita and the Mass Cultural Council staff for the work they put in to help the organization with some major issues.

Kalyn at this point indicated that we had run out of time, but that staff would be available afterwards to answer questions.

Nina thanked the team and the guests for their very informative presentations. Matthew announced he had to leave but wanted the minutes to reflect that he would have voted in favor of the next item on the agenda- the designation of the Lenox Cultural District and left.

Lenox Cultural District. Nina then called for the presentation of a new cultural district. Anita stated before the Council was a recommendation for the approval of the Commonwealth’s 47th Cultural District in Lenox. While a slide show ran showing sites in the newly proposed district (copies of which are available upon request), Anita narrated the impressions and review of the district. Anita then recognized several guests in attendance with connections including Representative Smitty Pignatelli, Lenox Selectperson Ed Lane, Christopher Ketchen, Lenox Town Manager Laura Brennan, Senior Planner, Berkshire Regional Planning Commission and Beth Gamble, Lenox Cultural Council

Anita asked Representative Pignatelli to make a few remarks. He started off by congratulating the town and mentioning how much the people of western Massachusetts appreciated the fact that Mass Cultural Council staff had come out and visited (Anita referenced nearly 100 visits over the recent past) and he would work to persuade his colleagues so that nothing would prevent that in the future. He mentioned how Lenox had transformed itself over his lifetime to become such a destination. This cultural district is the next chapter in the renaissance and renewal of Lenox

Nina then called for a vote. After a motion duly made and seconded, it was

VOTED: To approve the designation of a cultural district in Lenox, Massachusetts in accordance with the memorandum presented to the Council Meeting.

There being no more business to come before the Council, Nina as Chair then reminded the Council members that there would be a reception and then adjourned the meeting.

Mass Cultural Council
Council Meetings/Exec and Grants Committee Meetings, Retreat

2019-2020

Retreat	1:00 to 4:00	Tuesday, October 15
Grants	10:00	Tuesday, January 7
Executive	11:00	
<i>Mass Cultural Council</i>		
Council Meeting	1:00 to 4:00	Tuesday, January 21
Executive	11:00	Tuesday, March 3
<i>Mass Cultural Council</i>		
Council Meeting	1:00 to 4:00	Tuesday, March 17
Executive	10:00	Tuesday, May 5
Grants	11:00 to 1:00	
<i>Mass Cultural Council</i>		
Council Meeting	1:00 to 4:00	Tuesday, May 19
Executive (Prelim Budget Meeting)	11:00	[July__]
<i>Mass Cultural Council</i>		<i>Subject to State Budget Schedule</i>
Executive	11:00	[Tuesday, August 4]
<i>Mass Cultural Council</i>		<i>Subject to State Budget Schedule</i>
Grants	10:00	[Tuesday, August 11]
<i>Mass Cultural Council</i>		<i>Subject to State Budget Schedule</i>
Council Meeting	1:00 to 4:00	Tuesday, August 25

**Mass Cultural Council
Committee Membership as of August 2019
(Based on current information)**

Historically, committees of the Mass Cultural Council, consisting of Council Members, have been constituted and designated by the Chair of the Council and chairs of each committee have been appointed by the Chair of the Council. The Committees are best described as an informal grouping of Council Members designed to provide advice, discuss or review certain specific tasks or issues and, although subject to the open meeting law, are not in and of themselves, official governmental decision-making bodies. Only the full Council has such authority although the Council may, under the Council's Enabling Act, delegate certain duties to committees.

There are currently three permanent Council committees and their functions and current membership and are described and listed below. Ad hoc and event committees are also occasionally formed as needed. At the August meeting each year, the Chair selects the Committee chairs and then solicits interest from the members in serving on the Grants, Advocacy and Events or ad hoc Committees and makes committee assignments based on interest. It is hoped that each Council member serves on at least one of these committees.

Executive Committee.

This committee consists of the Chair and Vice Chair of the Council as well as the Chairs of the Advocacy & Grants Committee and such other members as the Chair may select. It reviews the agenda for the full Council Meetings, preliminarily reviews the annual budget and spending plan and reviews other matters at the request of the Chair.

Proposed Meeting Schedule- four to five times per year (sometimes due to the lateness of the state budget being finalized, the July and August meetings are combined):

1. July (Preliminary Budget review- shortly after state budget finalized)
2. August (Detailed Spending Plan-At least two weeks prior to August Council Meeting)
3. Early January (two weeks prior to January Council Meeting)
4. Early March (two weeks prior to March Council Meeting)
5. Early May (two weeks prior to May Council Meeting).

Additional meetings can be scheduled as and when deemed necessary by the Chair.

Current Executive Committee Members

Nina Fialkow (Chair)
Marc Carroll (Vice Chair)
Victoria Marsh (Chair Grants)
Troy Siebels (Co-Chair Advocacy)
Sherry Dong (Co-Chair Advocacy)
Jo-Ann Davis (Member At Large)

Grants Committee.

The Grants Committee meets to preliminarily review staff grant recommendations and to recommend them to the full Council Meeting.

Proposed Meeting Schedule- three times per year:

1. Mid-August (depending on finalization of state budget, approximately two weeks prior to August Council Meeting for the bulk of the grant programs)
2. Early January (two weeks prior to January Council Meeting for Round One of the Artist Fellowship Grants)
3. Early May (two weeks prior to May Council Meeting for Round Two of the Artist Fellowship Grants).

Additional meetings can be scheduled as and when deemed necessary by the Grants Committee Chair.

Current Grants Committee Members

Victoria Marsh (Chair)
Sandy Dunn
Barbara Schaffer Bacon
Jake Brennan
Karen Barry
Kathleen Castro
Jo-Ann Davis
Lillian Do
Cecil Barron Jensen
Karen Hurvitz

Advocacy Committee.

The Advocacy Committee meets to coordinate the Agency's advocacy strategy and efforts around the state budget request for the upcoming fiscal year and, when applicable, other legislative initiatives.

Meetings are scheduled as and when deemed necessary by the Committee Chairs, usually around the time the legislature begins considering the annual budget..

Advocacy Committee Members

Victoria Marsh
Susan Leff
Troy Siebels (co-chair)
Matthew Keator
Ann Murphy
Sherry Dong (co-chair)
Allyce Najimy

Events and Ad Hoc Committees/Task Forces.

These committees exist to assist the Mass Cultural Council in terms of either planning, assembling resources and fundraising for events such as the Commonwealth Awards (to recognize achievement in the arts, humanities and sciences in February of every odd-numbered year), the UP Awards, the Creative Youth Development Summit (and related events) and other Mass Cultural Council events which may arise or to address a specific need identified by the Council (such as the Financial Task Force established in FY19). We anticipate that Council members on these committee would “opt in” to serve to assist with specific events as they occur and would meet and confer as and when needed.

Committee Members

Appointed as needed

Please also note as per past practice, that whether or not named as members, the Chair and the Vice Chair may attend any committee or task force meeting.



Power of culture

The Art and Science of Health and Wellness

The following initiatives seek to improve the health and wellness of people in Massachusetts, lower health care costs and strengthen the cultural sector with new audiences.

Electronic Benefits Transfer (EBT) Card to Culture

Since 2017, over 200 generous cultural organizations have partnered with the Mass Cultural Council and the Department of Transitional Assistance to provide EBT card holders free or discounted admissions to the Commonwealth's museums and cultural institutions. For a complete list of organizations and for more information go to www.mass.gov/cardtoculture.

Health Connector

Drawing on the success of the EBT program, Mass Cultural Council is launching a new partnership with the Mass Health Connector to connect health and cultural sectors at a systemic level. For those with incomes less than 300% of the federal poverty level, Connector Care card holders will be able to access cultural institutions at a free or reduced-price beginning January 2020. This partnership will increase cultural participation of families, young professionals, and new immigrants in Massachusetts, who are the primary Health Connector clients. It is also a goal to increase the number of people with health insurance by offering cultural access as a benefit to policyholders.

The Social Prescription Pilot Program

This pilot program in western Massachusetts will introduce the prescribing of cultural experiences in the arts, sciences, and humanities as a treatment option for patients in identified Community Health Centers. The program will involve educating medical professionals as to the opportunities and impacts of these experiences, prescribing the experiences, making them logistically feasible, and assessing their impact.

Department of Children and Families (DCF) Pilot Program

This pilot program is focused on connecting western Massachusetts DCF-involved youth and families with cultural opportunities in their communities. Working with four area DCF offices, social workers will be introduced to available cultural activities in their areas and will connect with identified staff at cultural organizations to connect clients with those opportunities.

Through formative and summative evaluations, MCC will focus on lessons learned through these partnerships, identifying health and wellness indicators and the benefits for organizations, families, individuals and providers.



Power of culture

Social Prescription of the Arts and Culture

Background

Health care costs are currently 40% of annual budget for the Commonwealth of Massachusetts and this number continues to rise. There is broad consensus socially, politically, and economically that this is not a sustainable path. As a result, new approaches to health care in policy and practice are focusing on prevention and wellness. The Robert Wood Johnson Foundation, a leader in this approach, is working to flip the funding model for health care completely upside down. Currently, approximately 20% of health care spending goes toward prevention while 80% goes toward clinical medical care. The vision for the future of health care is that 80% of spending and resources are focused on prevention and wellness and only 20% is focused on clinical care.

The arts and culture fall broadly under the umbrella of Social Determinants of Health, which are defined as the economic and social conditions that influence individual and community health.¹ For more

¹ Health Benefits of Cultural Participation

- People who attended a cultural event or place in the last 12 months are 60% more likely to report good health
- A higher frequency of engagement with the arts and culture is associated with a higher level of subjective wellbeing
- Studies highlight the benefits of dance for reducing loneliness and alleviated depression and anxiety among people in social care environment
- A study involving more than 50,000 adults in Norway found that participation in arts and culture was significantly associated with good health, satisfaction with life and low anxiety and depression.
- Cultural participation reduces social isolation
- Experiencing calming cultural engagement decreases anxiety
- Cultural participation increases optimism, hope and enjoyment (cont...)

than 25 years the Mass Cultural Council has seen and supported the impact that high quality experiences in the arts can have on young people through our internationally recognized work in Creative Youth Development. Supporting young people to make a successful transition to adulthood is, however, not the end of the capacity of the arts to be a vehicle for change – it is the beginning.

The evolving story: From the EBT Card to Social Prescription

In August 2017 the Mass Cultural Council launched the EBT Card to Culture program. In just two years we've tracked more than 350,000 admissions to more than 200 cultural organizations for people on public assistance. That work was a first step in bringing new audiences into organizations throughout the Commonwealth and supporting them to use those experiences in an empowering way. In the Spring of 2019 we also launched a pilot program to connect DCF youth and families in Western Massachusetts to cultural programming in the region.

This fall, we will be launching a new partnership with the Mass Health Connector that will be the first step in connecting the health and cultural sectors at a systemic level. Mass Health Connector provides subsidized health insurance to people at 300% of the poverty level and below. The program will seek to improve the health and wellbeing of people in Massachusetts, lower health care costs and strengthen the cultural sector with new audiences by:

- Increasing cultural participation of families, young people, and new immigrants in Massachusetts
- Increasing the number of people with health insurance by offering cultural access as a benefit to policyholder
- Lowering health care costs through increased Health Connector enrollment, particularly by younger, 'invincible' people.

-
- Cultural participation increases inspiration and opportunities for meaning-making
 - A wealth of research indicates that escaping to a neighborhood park, hiking through the woods, or spending a weekend by the lake can lower a person's stress levels, decrease blood pressure and reduce the risk [asthma, allergies, diabetes and cardiovascular disease](#), while boosting mental health and increasing [life expectancy](#). Doctors around the world have begun [prescribing time in nature](#) as a way of improving their patients' health.
 - Veterans who "write through" traumatic experiences by participating in playwriting, poetry or story-telling workshops experience less PTSD
 - Adolescents struggling to navigate their way to adulthood are more successful when they participate in Creative Youth Development programs

This program will be the first step in connecting health and cultural sector at a systemic level.

The Arts and Health in Massachusetts

Programming that focuses on health and wellness is widespread, and disconnected, in Massachusetts. In a six-month landscape analysis in Western Massachusetts, we found that no less than 25 organizations have existing programming currently focused on health and wellness and, in one case six organizations are beginning to discuss the potential of their collective impact in the space in Berkshire County. We have also seen local models of successful partnership between cultural organizations and health care centers, with examples being found everywhere from Raw Art Works and Lahey Health in Lynn, the to the MFA and resident doctors throughout the Longwood hospital area in Boston.

The Mass Cultural Council has the capacity to be a catalyst for systemic change in the relationship between arts and health. Our deep relationships to the cultural sector together with our work in state government put the council in a unique position to connect and catalyze new, essential opportunities for our field. More importantly, the Council will deepen its commitment to its mission of creating vibrant, healthy communities throughout the Commonwealth.

The Social Prescription Pilot Program

The pilot program in Springfield and North Adams will introduce the social prescription of cultural experiences as a treatment option for patients in established Community Health Centers. The program will involve educating medical professionals as to the opportunities and impacts of these experiences, prescribing the experiences, making them logistically feasible, and evaluating their impact. The program design and funding will fall into four broad categories:

- a. **Training** – Engaging with medical professionals, from doctors to community health workers, to provide information about cultural opportunities. Costs include staff time for training from the Community Health Center and from MCC staff.
- b. **Social Prescription** – Medical professionals will prescribe cultural experiences for patients as they see fit. Examples may include participation in musical ensembles as a treatment for loneliness, dance as a treatment for balance

and strength problems in seniors, and museum visits as a treatment for social isolation caused by language barriers or social isolation. The Mass Cultural Council will reimburse the participating cultural organizations for costs incurred in these experiences with specific amounts detailed ahead of the prescription.

- c. **Evaluation** – Drawing on a base of existing research the experiences and impact will be evaluated by experienced researchers in the medical field, including on site research support at the Community Health Center as well as external evaluators. The focus will assess the value of the experience, health impacts, and cost savings from traditional treatments both to insurance companies and to patients.

Timeline

A broad timeline is provided below. There are two key areas of work, both developed in the Fall of 2019 and fully deployed beginning in January 2020. Include:

Launching the brand – Mass Health Connector Card Rollout

Fall 2019 Development Activities

- Enroll cultural organizations
- Develop best practices for welcoming organizations
- Train organizations in best practices
- Develop and launch marketing initiative
- Drive constituents to Health Connector

January 2020 Implementation

- Launch the Mass Health Connector Card Benefit
- Track increases in the number of enrollments at Health Connector
- Continue to grow the number of organizations in program

Bringing Social Prescription to Massachusetts

Fall 2019 Development Activities

- Begin provider training education with doctors, nurses, and community health workers.
- Enroll cultural partners at prescription destinations
- Train cultural organizations in best practices
- Develop on-site programming options for Health Center

January 2020 Implementation

- 6 Month Pilot
- Begin prescription services
- Collect data at monthly intervals around number of prescriptions/locations
- Work with evaluator throughout to track impacts from patients and providers

Responsibilities

Mass Cultural Council will:

- Recruit cultural organizations to provide prescribed cultural experiences
- Provide training and professional development for participating organizations
- Compile, deliver and facilitate training information to health professionals
- Administer reimbursements to the health center for prescribed experiences in the program, including:
 - Transportation costs
 - Overhead administration and coordination expenses
- Administer reimbursements to cultural organizations for prescribed activities, including:
 - Admission fees
 - Staff time
 - Any material costs associated with experience
- Coordinate research and evaluation work between partners external to the health center and the research team within the health center.

The Community Health Center will:

- Provide opportunities for training of medical professionals and related staff
- Distribute information regarding cultural opportunities
- Invoice the Mass Cultural council for prescribed experience transportation expenses
- Maintain relationship between identified points of contact at each organization
- Collaborate with external researchers and Mass Cultural Council staff on monitoring and evaluation of the work.
- Participate with Mass Cultural Council at promotional events



Power of culture

To: Mass Cultural Council
Fr: Staff
Dt: August 27, 2019
Re: Agency Updates

EXECUTIVE AND COMMUNICATIONS

Committees. The Executive Committee met on July 22 at Mass Cultural Council's office on the day after the legislature released the FY20 state budget and it reviewed the elements of the Agency's line item and then met again three weeks later on August 13 to review a preliminary draft of staff's recommended FY20 Spending Plan and approve the agenda for today's Council meeting. The Grants Committee met immediately after the Executive Committee on August 13 to review and recommend staff's grant and program recommendations based upon the plan in advance of today's Council meeting. Minutes of these meetings will be posted online within 30 days of the date of the meetings.

FY 20 Budget. As is detailed in other materials presented for today's meeting, we were successful for the second year in a row in getting Mass Cultural Council's state budget allocation increased by more than \$2 million after three previous years of flat funding. Thanks to all Council Members who assisted in the advocacy effort with the legislature.

Council Membership. Council Member Marc Carroll has been appointed to the post of Vice Chair of the Council. This post had been vacant since Barbara Grossman's term ended in February.

Upcoming Dates/Website. We have just added to our website an "Agency Dates" page at <https://massculturalcouncil.org/culture-now/agency-dates/> the last of our new website's features to go live. Here we will have a single page from which to share our most pertinent dates. (And it's a nice supplement to our [Programs A-Z](#) page.)

On the “Programs” side is a list of grant application open dates and deadlines and on the “Events” side is where a list of the agency’s various webinars, info sessions, pop-up events, regional meetings, etc., will appear. While staff will continue to alert Council Members as to upcoming events, we wanted the Council to be aware of this new resource.

On other website matters, we are halfway through our first year of having an agency blog. Our [Power of Culture blog](#) is a staff-wide endeavor. Through this channel we are able to share more details about our work and the workings of our sector, and to better document our public value. We share details on our programs and services, as well as amplify trends and information for the field.

Gaming Mitigation Program. Our effort continues to secure gaming revenue for performing arts organizations negatively impacted by the state’s two casinos.

Earlier this summer, the House of Representatives voted to approve technical language that would free up **more than \$1.5 million** in mitigation funding for the nonprofit performing arts, as part of a supplemental spending bill for FY19. The Senate, however, did not include that language in its version of that bill (indications being that they did not want to “open up the gaming bill” at this time), and it was not included in the final version signed by the Governor.

Our State House sources expect one final, “close-out” supplemental budget bill for FY19 to be filed in September. Our hope is to reintroduce our preferred technical language in that legislation and secure the support of both chambers. We have had discussion to this effect with our allies in the House and Senate.

For background here’s a recap of the long and winding road that got us here:

- In 2010, the Commonwealth enacted the Gaming Law permitting casino gambling (MGL Chapter 23K).
- The law called for certain monies from the gaming taxes to be put aside for the arts—specifically to mitigate the impact upon nonprofit and municipal performing arts centers. Two percent of revenues from the new Gaming Revenue Fund would go to Mass Cultural Council: “of which one-quarter of the revenues received shall be dedicated to

(our) organization support program . . . and three-quarters of revenues shall be dedicated to support not-for-profit and municipally-owned performing arts centers impacted as a result of the operation of gaming facilities.”

- There was a clear and compelling public case made for these mitigation funds.
- We developed a program to implement the law with the aim of it being ready shortly after the first casino opens. We have shared the contours of the program with the Council previously.
- As part of that effort we attempted, per the advice of the Mass Gaming Commission, to set up a separate Trust Account with the Comptroller’s Office to receive the revenues under the section quoted above
- In early 2018 the Comptroller sought the Secretary for Administration and Finance (“A&F”)’s approval to establish the Trust Account (as is required by law) to receive the funds allocated for the Mass Cultural Council Mitigation program for performing arts centers.
- Later in June 2018, A&F indicated that it did not believe the language in Section 59(2)(a) was legally sufficient to permit the physical transfer of funds to Mass Cultural Council and so did not consent to the creation of the Trust Account and, as an alternative proposed in the Governor’s final FY18 Deficiency Budget an amendment that such mitigations funds be first transferred through the Education Fund (which would have required an appropriation every year and would be easily divertible).
- The Legislature rejected the A&F amendment as being contrary to the plain language and original intent of the gaming law that the subject funds be sent directly and automatically to Mass Cultural Council without the need for annual appropriation.
- The first casino opened in Springfield one year ago, and the Everett casino opened this June, so revenues statutorily dedicated to the arts are accruing—more than \$1.5 million as of July 31, 2019. And Massachusetts performing arts centers are being impacted by the Casino’s booking of acts.
- After that, in March of this year, we met with staff in A&F and jointly developed statutory language that would satisfy A&F’s concerns.
- Our aim is to launch the Gaming Mitigation program as soon as possible to fulfill the requirements of the statute.
- To that end then, we asked the Legislature to use the language jointly developed with A&F to authorize Mass Cultural Council to establish a Trust Account consistent with the gaming law to remove any

ambiguity around the law and ensure the funds flow to the organizations that have earned them.

- This language was included in the House version of its supplemental spending bill but as mentioned above, the Senate did not take it up.
- We plan to reintroduce that language in the final FY19 supplemental budget bill this September and are hopeful that it will succeed.
- Once the language has been adopted, we will work with the Council toward implementing the Gaming Mitigation Program.

CULTURAL INVESTMENT PORTFOLIO

FY20 Recommendations. Please see Section 6 of this Council Meeting Book for the grant recommendations for the Cultural Investment Portfolio (CIP) in FY20.

Projects Grants. The Projects Program accepted applications for its fourth round of grants. This program provides awards of \$2,500 for projects at organizations that are not funded through the Portfolio. Two hundred and twenty applications were received, up from 161 in the previous cycle. Review panels met in June, and the funding recommendations are included in the meeting materials.

CIP activities. Site visits, consultations, and workshops for CIP organizations have continued throughout the late spring and summer. From May through August, the CIP team organized and facilitated the following sessions to support current and potential CIP grantees, for a total of over 80 hours of in-person service. The Capitalization Workshop, conducted by NonProfit Finance Fund, and the Leadership Transition workshop were particularly well received.

- 6 Site Visits to Portfolio organizations(required)
- 3 organization outreach visits to new and potential applicants
- Additional post-visit support services
- 2 regional "pop ups"
- 1 "small shop" convening for small organizations
- 2 Speaking engagements
- 2 Capitalization workshops
- 2 Leadership transition workshops

Organization FY19 Year-End Reporting Update. CIP organizations must complete grant compliance requirements prior to May 31 in order to receive full funding for FY20. This year, only six organizations failed to complete their reporting on time, resulting in penalties applied to their

FY20 grants. This is compared to 29 organizations in FY15 and is due to the aggressive efforts of CIP staff over the past four years to support and motivate the CIP grantees. The CIP team has instituted a staff review of all CIP grantee Cultural Data Project (CDP) Funder Reports. The goal is to more effectively identify organizations that are experiencing significant shifts in finances or programming, and to ensure more consistent reporting of financial data.

The online “CIP Management Tool” provides grantees with one location to find information about their grants, and to submit year-end reporting. This website includes an easy way for organizations to report changes to staffing, look up contract status and payment information, to provide changes to mission or programming, and to submit all non-financial annual requirements. It is also a place for organizations to tell us about successes and challenges, or for us to ask all grantees questions about their organizations. This year, we asked organizations to tell us about internal policies around Sexual Harassment policies, and other ethical guidelines. The CIP team is currently reviewing the annual report section to help determine topics for workshops and convenings for FY20.

Update on Financial Health Analysis. The CIP team worked with The NonProfit Finance Fund to develop a pilot program to explore capacity building activities. We developed a series of financial stress indicators, using financial data from the DataArts Cultural Data Profile which all Portfolio grantees submit annually. In addition to the personalized review and analysis of organization finances, five core areas of concern were identified for learning cohorts, to come together over the next several months. The first two sessions took place in May and June of 2019. First, in May, a full day workshop with NFF to analyze business models and capitalization structure, and then in July a second day of workshops with Third Sector New England, to work on strategies around leadership transition, which was identified as a major concern for many of our organizations. Enrollment in these sessions was opened to all Portfolio organizations. Close to 90 Portfolio organizations and non-grantees attended the Leadership Transition workshops.

Workshops and other convenings. The CIP team typically presents three or four “Small Shop” convenings annually, hosted by Portfolio grantees around the state. The fourth and final Small Shop session for FY19 took place in Lowell in May. These sessions are open to grantees and non-grantees from organizations with few or no compensated staff members.

They are an opportunity for leaders of small organizations to network, and to learn best practices for strong organizations.

Updates to CIP Site Visit Requirement. In FY20, the CIP Site Visit Requirement will become the Portfolio Engagement Requirement. This minor change will increase Portfolio equity, empower grantees to determine which CIP capacity building strategy is best for them, and provide greater clarity between evaluative and nonevaluative engagements with the CIP. The Portfolio Engagement Requirement consists of two components: ***Service to the Grantee*** and ***Service to the Sector***.

- **Service to the Grantee:** *Required for all Portfolio grantees.*
Once per four-year term, the Mass Cultural Council and grantee identify which engagement activity best addresses the grantee's current needs, challenges, or interests.
- **Service to the Sector:** *Required for Portfolio grantees with CIP formula expenses over \$750,000 as of FY20, optional for all other Portfolio grantees.*
Twice per four-year term, grantee leaderships serve as a resource to other organizations in the Portfolio. This includes being part of a peer roundtable during an engagement visit team to another organization.

To increase equity in the Portfolio, small organizations will now have the option to participate in Portfolio peer roundtables, and large college and university Cultural Affiliates will share their expertise with the field. The term '*Site Visit*' will be retained only for evaluative visits for new applicants to the CIP Gateway program.

EBT CARD TO CULTURE

Our EBT Card to Culture program, guided by Kalyn King (CIP Program Officer), achieved great success in its second full year. Nearly all FY19 organizations will continue in the program, and 34 new organizations signed on. From the FY19 final report, we know that:

- There were 194,657 total visitors in FY19, bringing us to 368,506 discounted admissions provided through the program since its inception.

- There was an 11% increase in total visitors, from FY18 to FY19. Many organizations report increased admission numbers, due to our increasing promotion of the program.

In FY20, we will promote the program via stronger partnerships with the Department of Transitional Assistance's Community Liaisons and provide a webinar and training guide to help organizations promote the discount themselves.

We are also planning to expand the discount program to include recipients of Connector Care health plans, as part of our new Health & Wellness Initiative, and have begun early conversations with the staff at Mass WIC about a similar partnership.

COMMUNITY INITIATIVE

FY20 Grant Recommendations. Please see Section 7 of the Council Meeting Book for the recommended town-by-town allocations for the Local Cultural Council Program in FY20 as well as all of the other Community Initiative programs.

General. The Community Initiative which includes the Local Cultural Council (LCC) program, Festivals Program and the Cultural Districts, is in the process of visiting all 329 cultural councils across the state. In FY19 we conducted a series of regional meetings to get an idea of what issues were out there and what support councils needed. With the information that the team gathered, it was determined that visits with each council would be an effective way to understand where councils are in terms of capacity as well as knowledge of the Mass Cultural Council, their own Local Cultural Council's guidelines and their connections to their Municipalities and larger arts and culture networks. What we have seen so far are councils that are in need of further training on the opportunities that Mass Cultural Council has to offer, ways in which they can leverage LCC funding to raise other money, advice and council on working more closely with their municipality and connections to other resources who are engaged and interested in supporting arts and culture in their communities. What we are hearing consistently is that they are very grateful for the visits and the human connection with the LCC team at the Mass Cultural Council.

In FY20 we plan on conducting an additional 75 site visits with communities, convene regional meetings, and identify communities for

Mass Cultural Council popups where each program in the agency participates in a “trade show” like event where constituents can come and learn more about what we do.

Regional Assignments & Staffing. The Community Initiative program staff work on a regional basis in order to more fully represent and support Cultural Partners (LCC's, Cultural Districts & Festivals) on a regional basis. The Communities team is currently comprised of 3 full time program officers and 2 Program Managers. One manager who oversees the entire department and another who is focused on managing the Cultural District Program. We are currently hiring 1 more member program officer for the team.

LCC Online Application. The online application system will open on September 1st with a few new changes to help streamline the process a bit more. The Local Cultural Council members continue to have the opportunity to review applications in real time which helps facilitate their voting meetings and enables them to hold meetings sooner in the grant cycle if they wish.

The LCC team will be conducting two webinars to update councils and applicants of the changes. In addition, the Smart Simple program will provide the team with concierge service so that we will have a dedicated support person to help us resolve any issues that might occur on a timely basis. This will help us support both the councils and the applicants quickly and succinctly.

We are now going into year 3 of the online application and it has been very successful for councils, applicants and the Mass Cultural Council. We are able to pull data on applicants that gives us an idea of who is applying, the budgets of projects, who is being funded and just as important, who is not being funded. The current system handles all applications from across the state. There are some councils who still accept paper applications, due to poor internet in their regions or inability of grantees to use the online system. Those applications are entered by hand by the Council in their Annual Report that is submitted in January of the following year. Application deadline for FY20 application deadline will be Tuesday, October 15th.

Direct Grant Program. In FY20 the pilot Reimbursement to Grant program is now available to all councils if they choose to take part. It has been renamed Direct Grant and allows councils to make direct advanced

grants to grantees without the reimbursement requirement. The program was set up to explore the feasibility of eliminating the requirement that grants made with Mass Cultural Council funds be reimbursement based. The goal of allowing councils to give direct grants is twofold: to allow grantees the ability to implement projects with lesser financial hardship, as well as to simplify the payment process for municipalities and councils. The application instructions, eligibility, grant restrictions, grant review process, denial letters, reconsideration process, grant provisions and the Annual Report submission remain unchanged for the direct grant process. Based on survey results received from FY18 and FY19 Pilot Program we decided to open the program to all councils who were interested in participating. For FY20, we have 54 councils (up from 19) who will be offering Direct Grants this year.

A summary of direct grant survey results:

Grantees were overall very happy with the new program and the ability to get funding up front to cover costs, so they did not have to go out of pocket to fund their programs. About 12% of the respondents stated that the new grant program affected their decisions to apply to the program. Eighty-six percent (86%) of the respondents said they would support the continuation of the program. Nearly half (48%) submitted their grant paperwork within 2 weeks and 38% report receiving their funds within 4 weeks of their submission. Here are some reactions:

- *We have previously worked with the LCC reimbursement program in several cities. This time has been much smoother. Receiving the check ahead of time is a huge help to us.*
- *I have found this experience to be truly amazing because we have been able to pay for our fixed upfront costs to run our program. This has allowed us to build rapport with our collaborators, performers and vendors because funds were available in the beginning vs in the end.*
- *The experience has been good; the grant format is more helpful for small organizations that don't always have a lot of unrestricted cash on hand.*
- *The grant was critical to Needham Diversity Initiative's programs. The application process and reimbursement processes went smoothly, albeit a bit slower than we expected. However, the overall experience was excellent.*

Councils were overall happy with the new program. About 38% felt that the new program allowed artists more access to the LCC grants. On a scale of 1-5 councils responded overall with a 4 on satisfaction with the pilot program.

- *As a council member, it streamlined the entire grant process and gave the grantees the opportunity to access their funds at the time of the award.*
- *It was easy and streamlined. A big improvement!*
- *This was my first year as Chair, so I have nothing to compare to. It was a lot of work sending out the letters and following up with grant recipients but overall a good experience.*
- *Our secretary said it made her job easier. A couple of grant recipients said receiving the money first made them feel more accountable.*

Festivals. Please see Section 7e-f of this Council Meeting Book for the program recommendations for the Festivals program in FY20. The Festivals program is now in its fifth grant round. The deadline for applications for Fall/Winter festivals is September 15th. We have funded over 225 festivals in FY19. For the Fall/Winter FY20 grant, we have opened the eligibility to first time festivals.

For a list of Festivals Grants awarded in FY19, please see <https://massculturalcouncil.org/communities/festivals/funding-list/> This link should be available through September until FY 20 Festival Grants begin to be awarded. We can always provide a printed document listing all of the FY19 Festival Grants upon request.

The Festival grantees are chosen through an in-house review process, based on the eligibility requirements of the program. Regional diversity is taken into consideration. The granted festivals span the Commonwealth from the Berkshires to Provincetown and as small as the town of Gosnold in the Elizabethan Islands. The Festivals program is designed to help festival programmers meet the needs of producing, promoting, and developing audiences. The grants are \$500. We also offer in addition to the grant, technical assistance to grantees participated in the form of webinars that address best practices in the use of social media to market and promote festivals, data collection on how best assess your audience and accessibility and inclusion.

In FY20 we are working with Arts Boston to pilot and Audience Lab with 10 festivals across the state to better understand and support audience development with a focus around inclusion and accessibility. In the first year, Arts Boston will provide three services:

- Facilitation of digital marketing experiments, while providing cohort learning focused on social media and marketing best practices; dismantling marketing bias; and data collection and analysis.
- Develop and design a knowledge toolkit that can be shared with festivals beyond the cohort.
- Provide support for direct marketing of festivals, creation and management of online festivals calendar.

Cultural Districts. FY20 Cultural District Initiative Recommendations: Please see Section 7c of the Council Meeting Book for the program recommendations for The Cultural District program in FY20.

Re-designation Process. Per Mass Cultural Council's guidelines, a cultural district designation is valid for five years following council approval. An Annual Progress Report is required each year. A designation may be renewed for an additional five years if the district partnership has maintained compliance with annual reporting requirements in prior years, and the city or town recommits to its cultural district's work. Please see Section 19 of the Council Meeting Book for further information.

Designation. Today we will present the recommendation for the proposed Winchester Cultural District. If approved, Winchester will become the 48th Cultural District in the Commonwealth. Please see Section 20 of the Council Meeting Book for further information.

Moving Forward. Our Community team is currently planning the annual Cultural District Convening which will be held in Worcester in October. We are also in the process of preparing the following communities for formal site visits for consideration: Fall River, Framingham, Bedford, and Harwich. We've also begun application processes, at the very early stage with Holyoke and Lawrence.

ARTISTS

FY20 Artist Fellowships: In mid-August, we published the 2020 guidelines for the Artist Fellowships Program. The Artist Fellowships are direct grants to individual artists in Massachusetts. The awards are reviewed anonymously, based only on artistic quality and creative ability (except in Traditional Arts, which has additional criteria and is not anonymously judged).

Each fiscal year, there are two Artist Fellowships deadlines. We are currently accepting applications in three disciplines: Drawing & Printmaking, Poetry, and Traditional Arts. The deadline for these categories will be October 7, 2019. There will be grant panels in December. The panels' award recommendations will go to the January 2020 Council meeting for approval.

We will welcome applications in Choreography, Fiction/Creative Nonfiction, and Painting beginning December 15, 2019. The categories will have a January 27, 2020 deadline. Award recommendations for these categories will go to the May 2020 Council meeting.

Categories for the Artist Fellowships recur every other year. In the FY21 cycle, we'll accept applications in Crafts, Dramatic Writing, Sculpture/Installation/New Genres, Film & Video, Music Composition, and Photography.

Due to the increase in budget from the state legislature, the Artist Fellowship finalist award can increase this year, from \$1,000 to \$1,500. The fellowship award will remain at \$15,000.

In the Field: Dan Blask continues to serve as Mass Cultural Council's representative in the New England Foundation for the Arts' New England States Touring (NEST) program. He will attend a panel meeting to decide Fall 2019 NEST awards on September 16, 2019.

That same day, he will participate as a review panelist for the Maine Arts Commission Artist Fellowships in Media and Performance. Both meetings take place at the New England Foundation for the Arts office in Boston.

FOLK ARTS & HERITAGE

Traditional Arts Apprenticeships: Ten Traditional Arts Apprenticeship grantees completed their apprenticeships, the majority of them

culminating in public programs that demonstrated the learning that took place over the past 10 months. Since the program's inception in 2001, Mass Cultural Council has funded a total of 65 apprenticeships in a variety of craft and performing traditions. Maggie Holtzberg made site visits to eight apprenticeships (Greek music, guitar building, sarangi playing, Cambodian folk dance, Odissi dance, Carnatic violin, Kathak dance, and Carnatic mridangam playing).

Fieldwork: Recent fieldwork focused on research and documentation of individual craft artists as part of the process of curating the folklife area of Lowell Folk Festival. (see below) and documentation of this year's Traditional Arts Apprenticeships. Since January, we added 13 accessions to our archive.

Lowell Folk Festival: Since 2008, Mass Cultural Council has partnered with the Lowell Folk Festival to present traditional artists we have identified and documented through field research. Maggie selected "Fish & Fowl" as the theme for the [Folklife area](#) of the 2019 Lowell Folk Festival. She presented 17 craft artists who demonstrated in the folklife area, including ship models, needle felted birds, pysanky (Ukrainian decorated eggs), the building of a Wampanoag fish weir, the carving of waterfowl decoys, the making of bamboo fly rods and flies for fly fishing, fish creels, and more. The folklife area was a huge success – engaging craftspeople and a steady stream of curious festival goers.

National Endowment for the Arts (NEA) National Heritage Fellowships: In mid-September, NEA will bestow this year's National Heritage Fellowships. These highly competitive fellowships are the country's highest honor given in the folk and traditional arts. A year ago, Maggie nominated Balla Kouyaté (Medford, MA) for this award. He is a virtuoso *balafon* player, the West African antecedent of the xylophone. His family lineage on this instrument goes back over 800 years. Balla emigrated from Mali in 2000, settling in Massachusetts in 2001 to pursue a career in music.

Balla is one of the nine artists to be recognized this September at events in Washington, DC, including a formal ceremony at the Library of Congress, a meeting with Congressional leaders, and a concert at the Harman Center for the Arts. In addition, NEA has asked Maggie to select a filmmaker to create a 5-minute tribute video about Balla Kouyate. (They provided \$5,000 directly to the filmmaker.) Maggie and Daniel Jacobs worked together gathering archival footage, arranging and filming interviews, and documenting a wedding ceremony within the

West African diaspora community at which Balla performed. Once the video is approved by NEA, it will be featured on the NEA [website](#). Mass Cultural Council has full rights to use it as well.

Showcase concerts: In the last two years, we have produced two showcase concerts in partnership with Rockport Music at the Shalin Liu Performance Center. Going forward, we are looking to partner with a presenter in western Massachusetts. We have had preliminary conversations with Sue Elliot, Director of Programming at the new Linde Center for Music and Learning at Tanglewood. They have expressed interest in partnering on a series of concerts in FY20 that feature some of the extraordinary traditional musicians we have worked with over the years.

CREATIVE YOUTH DEVELOPMENT (CYD)

In the final months of the fiscal year, the Creative Youth Development team has been focused on planning for the upcoming year. We were joined on August 1 by our newest staff member Kathe Swaback. Kathe joins the agency after the departure of Rodrigo Guerrero and comes to us after 25 years at Raw Artworks, where her work was recognized as one of the top seven Creative Youth Development programs in the world by the Adobe Corporation.

On July 16th and July 23rd we offered a two day training in trauma-informed practice at the Berkshire Theater in Pittsfield. The training, offered by Riverside Trauma Center, was attended by more than 40 people and included school principals and in-school arts teachers, executive directors and teaching artists from non-profit cultural organizations, and university arts faculty from Mass College of Liberal Arts. The training was a first step in meeting a need for this kind of training that has been identified through our final reports over the last several years. We hope to offer this training in Boston in October.

The META Fellowship is continuing to thrive as a partnership with The Klarman Family Foundation. Following a successful pilot we are entering the final year of the second cohort of the program. In August we held a convening at the offices of The Klarman Family Foundation with the leadership of organizations who have teachers in the program. This convening is a key moment for us to learn how to disseminate the learning of the Fellowship more broadly within organizations and the field.

At the same time, the city of Boston and Edvestors commissioned a statewide survey of teaching artists, the first of its kind, to more deeply understand the people engaged in this work throughout the Commonwealth and the challenges they face. The findings largely support the work of META and are laying the foundation for broader investment in the field.

Finally, a new book, 'Music Learning as Youth Development' was published by Routledge in June. The book touches on Creative Youth Development around the world through research and case studies and, Chapter 9, focuses specifically on Massachusetts. The stories of 14 organizations are included in the book as well as a call to more broadly disseminate the work of Creative Youth Development organizations throughout the music learning ecosystem, from teacher training to professional orchestras.

EDUCATION

Please see Section 9a-g of this Council Meeting Book for the grant and program recommendations for Education programs in FY20.

FY19 Big Yellow School Bus and STARS Grants by Region

Region	BYSB	STARS	Total
Cape Cod	19	3	21
City of Boston	65	48	113
Franklin County	18	14	32
Greater Boston	99	24	123
Greater Merrimack Valley	45	5	50
Greater Springfield	52	47	99
Hampshire County	14	27	41
Martha's Vineyard	1	0	1
Metro West	25	2	27
North of Boston	76	14	90
North-Central Massachusetts	29	6	35
Plymouth County	35	7	42
South-Central Massachusetts	45	7	52

Region	BYSB	STARS	Total
Southeastern Massachusetts	58	10	68
The Berkshires	20	30	50
Total	601	244	844

Big Yellow School Bus. FY19 was our eleventh year of grants under Big Yellow School Bus. Any Massachusetts school is eligible to apply for one grant per year to take students on cultural field trips to nonprofit cultural destinations throughout the Commonwealth.

In FY19, we increased the grant amount from \$200 to \$250 to reflect the increase in transportation costs since the program began. As a result, we awarded all grants as of February, whereas in the three previous years we still had grants left at the end of the fiscal year.

In FY19, we awarded grants to 599 schools who took 48,851 students on field trips to 190 cultural destinations across the state. The list of grants (by region) is provided in the attachment to these updates. You can see the distribution of FY19 BYSB grants in the table above. The top 10 destinations visited were:

Destination	Visits
Museum of Science	51
New England Aquarium	45
Plimoth Plantation, Inc.	39
Museum of Fine Arts, Boston	29
Boston Symphony Orchestra, Inc.	21
Old Sturbridge Village	17
Boston Opera House, Inc.	15
Worcester Center for Performing Arts	14
Discovery Museum, Inc.	12
Harvard Museum of Natural History	11

The FY20 Big Yellow School Bus online application opens at 4:00 PM on Thursday, September 19, 2019. As always, any K-12 school in

Massachusetts is eligible to apply. Schools are eligible for one grant per school year.

For a list of Big Yellow School Bus (BYSB) Grants awarded in FY19, please <https://massculturalcouncil.org/education/big-yellow-school-bus/funding-list/> This link should be available through September until FY20 BYSB Grants begin to be awarded. We can always provide a printed document listing all of the FY19 BYSB Grants upon request.

STARS Residencies. STARS Residencies provides grants of \$500-\$5000 to schools to work with cultural partners to bring creative learning residencies in the arts, sciences, and humanities to students. Any K-12 school in Massachusetts is eligible to apply for one grant per school year. In FY19, we received a total of 268 applications requesting \$1,064,800. We awarded \$958,400 to 244 schools, which leveraged \$886,414 in additional funds raised by the schools and cultural partners. These residencies served 23,272 students statewide and supported more than 160 cultural partners (a number work in more than one school.)

For a list of STARS Grants awarded in FY19, please see <https://massculturalcouncil.org/education/stars-residencies/funding-list/> This link should be available through September until FY20 STARS Grants begin to be awarded. We can always provide a printed document listing all of the FY19 STARS Grants upon request.

The stories that teachers and cultural partners send us in the Final Reports tell the real story of the impact of these residencies on young people:

Arnone Elementary School, Brockton, Music Residency with South Shore Conservatory

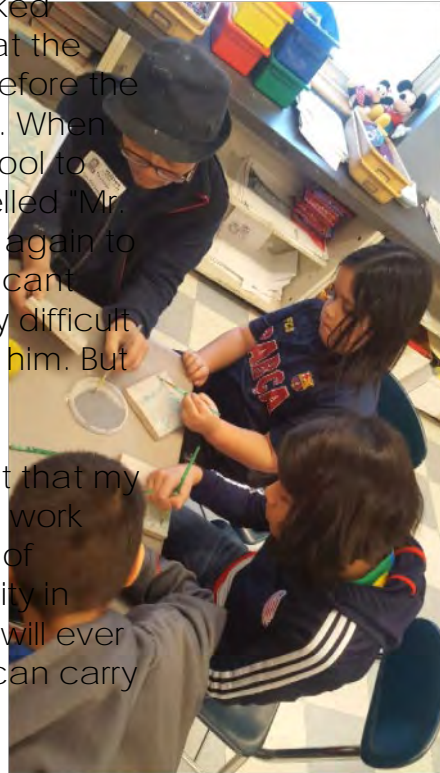
From the teacher: Nicholas was only four years old when he started school in October. He was very shy and had a hard time following rules. He was often off-task and avoided academics. ImagineARTS has helped him become more confident. The activities have given him more letter/sound recognition and opportunities to take risks within a multisensory approach. He is more engaged and willing to participate during ImagineARTS activities where there is no academic pressure. He benefited from kinesthetic motions and movements that could be copied. This has opened my eyes to becoming more aware as a teacher of the need to incorporate songs and movement into the academic curriculum. I have seen Nicholas and other students show

more confidence after ImagineARTS lessons. The multisensory approach sets the tone for the day and the whole school year.

J.G. Pyne Arts Magnet School, Lowell, Ceramics Residency with Cambodian Artist Yary Livan

One seventh grade student asked about working with "Mr. Yary," at the beginning of the school year before the application was even filled out. When he saw Yary come into the school to meet with me and excitedly yelled "Mr. Yary, Mr. Yary, are you coming again to work with us?" This story is significant because this student has a very difficult homelife and school is hard for him. But to see him so invested in this...

I say this every time but the fact that my students get the opportunity to work with Yary and hear his life story of survival, human spirit and humility in itself is more than most people will ever experience and that students can carry with them for a lifetime.



Cambodian ceramics artist Yary Livan working with students at the Pyne Arts Magnet School

Stearns Elementary School, Pittsfield, Science Residency with Mass Audubon

A third-grade student who was disengaged in learning and began to show behavioral difficulties really embraced this program. He was particularly interested in the owl pellet dissection and even became a role model for other students with both his behavior as well as his ability to model the learning objectives for his peers. This residency helped him to discover what he was passionate about and finish his third-grade year strong. It was a motivator for him to get back on

track with his behavior in order to participate in the hands-on lessons. Thank you!

Our Sisters' School, New Bedford, Theater Residency with Cindy Hartigan

The student who played the lead character, Dorothy, is a young woman who, before this opportunity, had struggled to find an outlet for her brilliance. She is strong-willed and often disengaged. THE WIZARD OF OSS allowed her to take a leadership role, to help write the script, to design and teach dances. She truly had a chance to showcase her individual strengths and abilities. The play was a creative outlet that inspired her to shine! This same student has now expressed an interest in this endeavor for a potential future career. The support of this STARS Residency grant is instrumental in opening unique doors for diverse student needs, as this example shows. The residency enabled our "Dorothy" and indeed all the students at the School to learn, grown and shine from this experience.

In an exciting development, the Springfield Public Schools are hiring music and art teachers so that all schools in the district will have music and arts. This is a result of the very successful results of the Sonido Musica program, a multi-year partnership of the district and the Community Music School of Springfield supported in part by Mass Cultural Council's STARS and Ser Hacer funding. You will hear more about this success at the Council meeting.

The FY20 application for STARS Residencies grants will open at 4:00 PM on Thursday, October 10, 2019. As always, we review applications on a first-received, first-reviewed basis.

Creative Minds Out-of-School (CMOST). Creative Minds Out of School provides free curriculum and training in visual art making to staff who work with young people grades K-5 in afterschool and out-of-school

settings. Since we brought the program to the field, we have trained 1,778 educators, many of whom have no previous art education training. With the help of the training and the curriculum, these youth



workers are bringing quality art-making experiences to more than 30,880 children statewide in afterschool and community-based programs.

In FY19, Innovation Learning Center, Inc., worked with us as the contractor implementing the program for Mass Cultural Council statewide. We trained 193 youth workers at locations throughout the state who in turn serve 2,895 children. To the extent possible, we work to enlist whole programs to integrate the curriculum and teaching into a whole system. New programs, communities and systems served in FY19:

- Beverly
- Berkshires
- Springfield (Housing Authority)
- Holyoke/Greenfield/Chicopee (Out of School Time Conference)
- Lowell
- Lawrence
- Salem
- Attleboro (Private Management Company for Affordable Housing and its partner Project Bread Summer Meals Program - new model)

The program continues to offer support through on-site coaching and mentoring available at any time throughout the year for any CMOST trainee as they bring the program to their children. The CMOST Facebook site provides ideas, resources, photos and connections to those who have been through the training:

<https://www.facebook.com/creativemindsoutofschool>.

The Springfield Housing Authority captured the program well in their newsletter:

<http://shamass.org/2019/04/cultivating-creativity-among-children/>

We last issued an RFP for a contractor to implement this program in partnership with us in FY15. Following state practice, we have issued a new RFP for a contractor for FY20-21 and will select one in September.



Early Education. In FY20, our Early Education program development will continue through two initiatives to connect the resources of our cultural organizations with families and children ages 0-5. This work recognizes the important benefits to children – brains, bodies, and spirits – of experiences in the arts and creative learning. First, our partnership with

the Department of Early Education and Childcare (EEC) will run a second pilot year. In our evaluations of the first pilot year, we heard that the families highly valued the programs at the Cape Conservatory, the Cape Cod Museum of Natural History, and Green Brier. However, many families faced transportation and other challenges that kept them from getting to the programs. We are working now with EEC and their community organizations to adjust our program model to address these challenges. Instead of inviting the high need families to the cultural organizations for programming, cultural organizations will bring their resources and programming to families and children at EEC's network of playgroups on the Cape.

We are also working on how to serve young children through the state's Early Head Start/Head Start programs. To help us in this, we will hire a consultant to work with us to identify key characteristics of a quality program, and to identify what roles parents, cultural organizations, and Mass Cultural Council should play. The goal is to identify what will add value to the Head Start programs and not be duplicative.

Massachusetts History Day. Our partnership with the Massachusetts Historical Society, the state sponsor of Massachusetts History Day, had very positive impact on the program in FY19. Mass Cultural Council funding helped reduce program fees for students and boost stipends for teacher regional coordinators (who put in countless hours on the program). Massachusetts History Day, part of National History Day, is a yearlong interdisciplinary program focused on historical research, interpretation, and creative expression for students grades 6 through 12. Students conduct primary- and secondary-source research on an historical topic of their choosing and present their work through a documentary film, website, performance, paper, or exhibit. Students compete at local, regional, state, and national levels with the opportunity to win prizes and recognition for themselves and their schools.

This year's theme, "Conflict and Compromise in History," inspired many young historians to dig deep, learn, and create. More than 5,900 students throughout the Commonwealth participated in FY19. Nearly 800 students competed at 4 regional competitions, and 333 students presented their projects at the state competition on April 6, at Winchester High School. The 70 students who received first and second place awards at the state competition advanced to the national competition in June.

Massachusetts students finished strong at the nationals, bringing home several awards for their projects. Maggie Eid of Winchester High School won second place for her senior individual website, "Exxon Valdez Oil Spill: The Tragedy that Struck Alaska." A senior group exhibit, "Triangle Shirtwaist Factory Fire," created by Addy Flanagan, Madeleine Rostad, and Rosie Safford of Hamilton-Wenham Regional High School won third place. Nora Sullivan Horner, also of Hamilton-Wenham Regional High School, won third place for her senior individual website, "We Have Dared to be Free: The Forgotten Haitian Revolution."

This year, Lynn Classical High School participated for the first time. History teacher Kristen Tabacco says this about the program:

[Massachusetts History Day] is perhaps the most vital program we can use as educators today. Students were forced to confront challenging topics that are sometimes controversial or emotional. But it forces students to really take a step back and think critically about what they are reading and hearing. At this moment in history, it is more important than ever to teach students to think for themselves, and to learn how to evaluate the huge influx of information coming at them every day. In order to move forward as a society, our children need to learn these valuable skills like evaluating bias, corroborating evidence and sources, and determining validity and reliability of sources and media. They need to understand the world we live in and explore the complexity, the tragedy, and the beauty of human history.

Poetry Out Loud. Once again, Massachusetts had a very exciting Poetry Out Loud National Finals in Washington, D.C. Our State Champion, Rose Hanson of Norwell High School, was selected in the regional Semi-Finals as one of only 9 competitors to go on to the Finals. Huntington Theatre POL Program Manager Meg O'Brien reported from the Finals that Rose "was SUBLIME, best I've ever seen her." She wasn't selected for the ultimate round; nevertheless, she says she was thrilled to advance as far as she did.

Pictured (L to R) are our three State Finalists: 1st Runner-Up Grace Hwang from International School of Boston, 2019 State Champion, Rose Hansen of Norwell High School, and 2nd Runner-Up Phaedra Plank from Nantucket High School; photo: David Marshall.



More than 360,000 students participate in POL nationally, so making it to the top 9 is quite a distinction. The national finalists receive cash awards and money for their school libraries. Rose received \$1000 and Norwell

High School \$500 to purchase poetry books and materials. Poetry Out Loud is a national recitation contest sponsored by the Poetry Foundation and the National Endowment for the Arts. The Huntington Theatre Education Department implements the program statewide for Mass Cultural Council.

Holyoke Arts Education Strategic Plan. The Holyoke Public Schools, a challenged school district currently in receivership, is looking to use the arts to increase student success districtwide. For more than 15 years, they have had consistently positive successes through programs brought to the schools by Enchanted Circle Theatre, many of which have been funded by Mass Cultural Council. Now, the Superintendent has proposed hiring a consultant to lead the district through a strategic planning process that will create a plan for bringing quality arts learning to all the schools in the district. This is very encouraging as we know learning in the arts builds literacy in the art forms, as well as reading literacy, critical thinking, collaboration, and confidence. In addition, as demonstrated by the strong multi-year data collected by Springfield Public School's Sonido Musica partnership with the Community Music School (also funded by Mass Cultural Council), students who participate in arts programs have significantly lower rates of behavior problems and increased attendance rates.

The School Superintendent has approached us for funding to help support the strategic planning. We have invited them to submit a proposal which will outline the project and indicate what other sources of funding will be supporting the project. The planning process is planned for this fall.

CULTURAL FACILITIES FUND (CFF)

With the announcements of this year's grant awards in May, the Cultural Facilities Fund has reached a total of \$119 million in awards to 963 projects across the Commonwealth.

The Mass Cultural Council was joined by grantees and legislators at a series of grant announcement celebrations held at Chesterwood, New Bedford Whaling Museum, Worcester Center for Crafts and the Cape Ann Museum.

In June the Governor announced the commitment of another \$10 million for a 2020 CFF round of funding.

The most recent 2019 round of funding included 93 grant recommendations that were presented and approved by the MassDevelopment Board in May totaling \$9,270,000.

The breakdown of recommended awards is as follows:

- 64 Capital Grants: \$8,765,000
- 17 Feasibility and Technical Assistance Grants: \$421,000
- 12 Systems Replacement Plan Grants: \$84,000
- 93 Grants; Total: \$9,270,000

In addition to the series of grant announcement ceremonies across the state, MassDevelopment and Mass Cultural Council jointly issued grant notifications, press releases, and legislative notifications about the latest round of funding.

UP -UNIVERSAL PARTICIPATION INITIATIVE.

For a discussion of the UP Initiative and its activities in FY 20, please refer to Section 12 of the Council Meeting Book, which contains the grant recommendations for FY 20 as well a description of the activities planned for the upcoming fiscal year.



Power of culture

NOTE- POWERPOINT PRESENTATION WILL BE CIRCULATED SEPARATELY

To: Mass Cultural Council
Fr: Anita Walker, David Slatery
Dt: August 27, 2019
Re: Budget and Program Allocation Plan for FY20

Following this memo is a draft of a proposed budget and program allocation plan for Mass Cultural Council in FY20.

The initial FY20 plan was presented to the Executive Committee on August 13 and the grant recommendations for most Mass Cultural Council grant programs based on this plan were presented immediately thereafter to the Grants Committee. Now the plan has been brought forward to be voted on by the full Council on August 27.

Below is a high-level overview of the FY20 plan, with detailed comments for each budget line.

Available Resources in FY20

We will have total available resources of \$20,382,626 for FY20. This includes all state, federal, and private funds. This is about \$2.3 million more than FY19, with most of that due to the increase in our state appropriation.

State funding for Mass Cultural Council programs in FY20 is \$2,025,018 more than FY19. The FY20 state budget line item for Mass Cultural Council is \$18,180,000 of which \$180,000 is dedicated to 6 separate earmarks leaving \$18,000,000 available for programming and expenses. By way of comparison, in FY19, Mass Cultural Council received \$16,154,982 of which \$120,000 was dedicated to earmarks leaving \$16,034,982 for general purposes. Please note that the FY20 state budget line item also contained some additional requirements for Mass Cultural Council regarding the expenditure of these funds. For a summary of such requirements and a discussion of how we are implementing them, please see Section 18 of this Council Meeting Book.

Mass Cultural Council is also to receive \$910,700 in NEA funding this year which is an increase of \$10,000 from the FY19 award. Additionally, we are assuming funds available for reimbursement for administrative expenses related to the Cultural Facilities Fund will be about \$325,000, the same as last year, and we have roughly maintained the funding levels in our trust accounts. Additionally, we will have the second year of our second grant from the Klarman Family Foundation for our Music Educator Teaching Artist (META) training program, and we expect to receive an additional \$135,491 in FY20. Through careful management of our funds in FY19, we were able to make a \$685,000 prepayment against the MassHumanities and NEFA's FY20 grants thus freeing up additional resources this year.

Highlights of Proposed FY20 Spending Plan

The proposed spending plan for FY20 reflects the second year of a \$2 million+ increase following three prior years of "flat-funding ." This year, Mass Cultural Council staff is once again proposing to focus budget decisions upon broad themes related to the FY18-22 Strategic Plan. Staff will present a more detailed power point on these themes at the Executive Committee meeting.

Coding. Please note that per our work with the Council's Financial Task Force and tech consultant in FY19, we will be further refining how we code and break out our costs, so our presentation of the costs described under this plan will change. Specifically, it is our intention to specifically code our costs by program and eventually geography. Unfortunately, due to the lateness of this year's state budget and the press of other business, we were unable to accomplish this in time for the August meetings.

Grant Classifications. Also, this year's state budget required that the agency spend an amount equal to 75% of its state appropriation on grants and subsidies. With that in mind, we have reviewed a number of initiatives that we have planned for this year and investigated whether they could be classified as grants within the meaning of our line item. In the discussion of the grant spending below (Line 39), please note that we have identified 14 separate initiatives totaling \$360,000 which we believe we may be able to classify as grants and so have elected to treat them that way in the budget and grants approval process. If we prove unable to classify any such initiative (or other items we have historically called grants) as a grant, we will so notify the Council in future financial reports. Please note that we have preliminarily identified spending in excess of 80% of our state appropriation as grants so we have a cushion should some items prove not to be classifiable as grants.

Object Codes. As we have been investigating our costs for both grant classification and coding purposes, we have discovered that some types of expenses may have been put in the wrong "Object Codes" (i.e. the expense lines in the attached budget) over the years. If we determine that any item needs to be moved during the year, we will so notify the Council in upcoming financial reports. We would have liked to have completed this analysis as well as the coding prior to the August meetings but ran out of time due to the late budget and other press of business as noted above.

FY20 Budget Details

Salaries (Line 1)

- Mass Cultural Council salaries equaled \$2,620,283 in FY19 which was \$45,000 lower than projected at the beginning of the year. This was due to amount of time certain positions were open and vacant. In FY19, a 2% COLA increase for union employees was implemented in July 2018 for union employees under the NAGE Unit 6 Collective Bargaining Agreement with the Commonwealth. Additionally, the Executive Branch announced in February 2019 a 2% across-the-board adjustment for managers retroactive to July 7, 2018. Both of these increases were reserved for in FY19 Spending Plan approved by the Council at its August 2018 meeting.
- In FY20, we have projected a payroll line item of \$2,800,072, an increase of \$180,000. Apart from filling some existing positions in the Creative Youth Development area (which were vacant for a combined ten months in FY19) and planning for the retirement of our longtime fiscal officer some time in 2020 by bringing on someone new for a few months prior to his departure, the increase is due to (1) approximately \$16,000 for planned step and grade increases for union employees, (2) a 2% COLA for union employees for FY20 under the which already went into effect under the Collective Bargaining Agreement on July 7, 2019 (\$23,000), (3) a 2% raise for managers to follow the Executive Branch's announcement of a 2% across the board COLA increase for managers retroactive to July 7, 2019 (\$27,000) which we will implement once the Council votes to approve the FY20 Budget and Spending Plan and (4) a small reserve of \$10,000 for new costs such as the new Paid Family Leave Medical Act and adjustments.
- For the historical perspective- After the financial crisis of FY09-10 (when the agency lost more than 7 FTEs and salaries for all others were frozen), small increases for managers and union employees were reintroduced in FY11 and FY12 and in FY13 - FY17, a 3-3.5% annual increase for Mass Cultural Council managers and roughly equivalent collective bargaining increases for Mass Cultural Council union employees occurred. Since FY17, both union employees and managers have effectively received 2% annual adjustments

(though often retroactively or o) as the Commonwealth negotiated new collective bargaining agreements and the Executive Branch waited to review annual receipts before announcing a policy with respect to across-the-board COLA adjustments for managers.

- The collective bargaining agreements are negotiated between the state and the union representing our union employees; Mass Cultural Council has no direct say in these negotiations.
- Mass Cultural Council follows the Executive Branch action on across-the-board manager compensation increases.

Fringe and Indirect (Line 2)

- This line shows fringe and indirect charges and also payroll taxes that are claimed by the state whenever salaries or contracts are paid from Federal accounts or state trusts.
- Salaries paid from these accounts trigger the fringe and indirect charges shown here.
- Mass Cultural Council pays portions of several salaries from an expendable trust account established for the Cultural Facilities Fund (in order to receive funds from MassDevelopment). This requires the Mass Cultural Council to reimburse the Commonwealth for fringe benefits associated with being a Commonwealth employee. Also the fringe and indirect rate charged by the state will be 48.87 % in FY20 which is an increase from the FY19 rate of 47.58%, so this line will be slightly higher.

Employee Related Expenses (Line 3)

- This line includes all employee reimbursements for travel, conferences and other regular business activity.
- We are proposing funding this item at \$26,500 in FY20 roughly the same as FY19. This amount will accommodate necessary instate staff travel expenses. Reimbursable out of state travel costs are also covered by this line but are subject to specific pre-approval of Council Members per the state budget language. Note that this line does not cover any travel costs funded directly by the agency, which are covered in Line 6.

Interns and Contracted Employees (Line 4)

- This is the line used to pay for temps and interns. We ended up needing less of this item that we had foreseen last year. We foresee this item reducing slightly to \$24,700.
- This item covers our long time Fiscal Intern, Pete Couble.
- This also covers approximately \$10-15,000 in intern/temporary worker costs related to administration of the CFF (and for which the Mass Cultural Council is ultimately reimbursed by MassDevelopment.)

- This also covers costs for interns in the coming year.

Pension and Insurance Related Expenditures (Line 5)

- This line includes pension and other charges imposed by the state. It is based primarily on salaries of the FTEs in our existing workforce.
- The chargebacks are levied by the state and are outside of our direct control.
- This item also includes auto insurance costs for the agency vehicle.
- Based on the projected increase in salary expenses, we are projecting a slight increase to \$46,350 in FY20.

Administrative Expenses (Lines 6 and 16)

- In lieu of implementing the coding protocol as discussed above, we will, as we did last year, in order to more accurately reflect the way Mass Cultural employs its financial resources, break costs in this line that are Program and Services costs and these are shown in Line 16 (and include things like the costs of convenings and panels). These costs are more like grants in that they are directly part of our delivery of services and programming to the field. (We will also be breaking out Program and Services costs for Consultants, Equipment and Technology- as you will see in the discussion of those lines below)
- Line 6 contains the remaining Administrative Expenses which are not direct Program and Services spending.
- Overall, administrative expenses include all printing, postage, catering, membership dues, convenings and many expenses associated with grant program panels.
- It also includes all transactions on procurement cards issued by the state for Mass Cultural Council business. We updated our use of procurement cards in FY19 so as to reduce our reliance on them despite their convenience, transparency and efficiency.
- Spending will remain level in Line 6 in FY 20 at a projected \$138,132.
- Spending will increase in Line 16. This is due to a large number of sessions and events we have planned for FY20 (\$166,000). Also, all administrative expenses related to the outside-funded META program are now reflected in line 16. (Please note we receive dedicated foundation funding for META expenses.)

Space Rental and Utilities (Line 7)

- This line shows rent and electricity costs associated with our office at 10 St. James Avenue in Boston.

- The Mass Cultural Council signed a new ten-year lease for its space on January 14, 2016 and the annual cost is \$332,010. We have anticipated \$22,000 in annual utility costs in FY20.

Consultant Service Contracts (Lines 8 and 17)

- This line includes all third-party contractors. As mentioned in the first bullet point in Administrative Expense, we are breaking out Programs and Services costs for Consultant Expenses.
- This year consultant costs projects to approximately \$529,000 in Program and Services Consultants and \$111,000 for other consultants. The amounts last year were \$454,000 and \$76,500 respectively.
- In the more general Consultants line (Line 8). We have budgeted for HR and DEI consultants and lawyers (\$11,000), DEI continuation and communications (\$35,000) media Design and communication services (\$13,500), crisis communication services (\$35,000) and Council Retreat facilitators (\$17,000).
- In FY20, the Programs and Services part of this line (Line 17) will include intervention and financial and intervention consultants for the CIP program (\$65,000), ArtsBoston will be acting as festival Consultants for a new Audience Lab (\$58,810), Experts related to our new Health Initiative (\$57,500), Panelists stipends & travel (\$103,500), LCC spot auditors (\$6,700) UP consultants (\$28,000), Folk Arts fieldworkers (\$7,000), CIP and Cultural District site advisors (\$12,000), CYD consultants, and META consultants (for both the original and expanded programs) and the new "Look At Art Get Paid" program (\$136,200), Early Education and Childcare experts for our new Early Childcare pilot (\$20,000) as well the performers at the Folk Arts Showcase planned for this year.

Operational Services (Line 9 and 17)

- This line includes "technical consultants" – such as photographers, videographers, A/V providers, and interpreters. As mentioned in the first bullet point in Administrative Expense, we are breaking out Programs and Services costs for Operational Services Expenses.
- Line 9 is projected to be \$33,200 as compared to \$14.6K in FY19. The increase relates to a budget of up to \$20,000 for photography (previously this cost was disbursed among various line items and a technical lawyer to review our new website terms and conditions (this cost used to reside in UU) (\$10,000) Many of the costs are placed in this line as a placeholder and may be moved later in the year to other lines.
- Line 17 contains Program & Services Costs of \$17,600 consisting of interpreters for UP and the professionals and Folk Arts Showcase. Also included is \$12,600 for a sound producer for our popular Creative Minds Out Loud podcast (we will no longer perform this function inhouse).

Equipment Purchases (Line 10)

- This line applies only to non-IT equipment purchases. Equipment *leases* are tracked separately, on Line 11, for non-IT leases and on Line 12 for IT leases.
- This item only includes \$1000 this year a reserve for replacement office furniture or kitchen equipment.

Equipment Leases and Maintenance Contracts (Line 11)

- This line includes all non-IT equipment rental agreements (such as copiers and our vehicle). As mentioned in the first bullet point in Administrative Expense, we are breaking out breaking out Programs and Services costs for Equipment Expenses.
- This line is roughly level funded in FY19 at \$27,148. This covers our copier leases (\$6000) and the lease of the agency vehicle (\$5,148) and use on Enterprise rental cars for staff instate travel (\$12,000).

Information Technology Expenses (Line 12 and 18)

- This line captures all information technology expenditures, including tech service providers, phone services and charges, computer leases, web developers, and chargebacks associated with technology services through the state's Information Technology Division (ITD). As mentioned in the first bullet point in Administrative Expense, we are breaking out breaking out Programs and Services costs for IT Expenses.
- We spent a large amount on this item last year in order to obtain a new grants management system. The building and implementation of that system is now under way. This means this line will only be about half as large at \$210,000 this year. Among the costs under this line is the now second year of our contract with a Managed Services Provider (Retrofit) (\$21,000), a contract with technology consultants Sage70 to help us with the implementation of our new grants management system into the staff workflow (\$7,000) and \$65,000 to migrate the massfolkarts.org website to the new platform and otherwise enhance and improve our new website which we brought online last year. Also covered is our operating lease for our workstations which is paid annually in advance and a bevy of our regular technology web and tech consultants and chargebacks to the Commonwealth for use if the state system.
- Additionally we have reserved \$5,000 doe development a new reporting tool for organizations participating in our EBT Card to Culture program

Grant Programs

Cultural Districts Initiative Investment Program (Line 22)

- Staff proposes continuing the Cultural Districts Initiative Investment Program which provides up to \$5,000 grants to all cultural districts. Currently we have 47 districts and it is anticipated that up to 6 more may be added in FY20 so a maximum of \$265,000 in grants may be funded under this program

Artist Fellowships (Line 23)

- We are proposing increasing this program by \$110,000.
- Last year we awarded 34 \$15,000 Fellowship awards and 34 \$1000 Finalist awards. This year we have proposed an increase the Finalist award amount from \$1,000 to \$1,500 and increasing the number of awards to 40 fellowships (\$15,000) and 35 finalist awards (\$1,500), resulting in a \$652,500 Artist Fellowships budget.
- We typically receive between 1000-2000 Artist Fellowship applications each year for this small number of awards.

Cultural Investment Portfolio (Line 24)

Here is the funding progression of this program for the last several years:

- FY12 final: \$3,407,500 (Includes Media Grants)
- FY13 final: \$3,561,200 (Includes Media Grants)
- FY14 final: \$4,002,400 (Includes Media Grants)
- FY15 final: \$4,189,000 (Includes Media Grants).
- FY16 final: \$4,582,500 (Includes Media Grants).
- FY17 final: \$4,561,000 (Includes Media Grants).
- FY18 final: \$4,602,500 (Includes Media Grants).
- FY19 final \$5,010,000 (not including Media Grants- see below).
- FY20 proposal includes a 20% increase to the program to \$6,030,000. This amount is \$1,020,000 more than what was spent for the program in FY19 and in addition to increasing base grant amounts for the portfolio, this increase enables us to increase the Gateway grants from \$3,000 to \$3,500, increase the number of Projects grants to 121 from 80.

Media Grants (Line 25)

- This year we are recommending a \$10,000 increase to our Media partnership program resulting in \$130,000 to five media organizations to purchase spots to highlight various Council grantees and initiatives. This increase will permit us to add hopefully a college-age radio station to the mix of media organizations funded under this program.

Festivals Program (Line 26)

- Staff recommends continuing the Festivals Program which provides grants to large and small festivals throughout the Commonwealth.
- \$110,000 is recommended to be allocated to this program, which is equal to amount spent on this program in FY19.

Local Cultural Councils (Line 27)

- Staff recommends increased funding to \$4,154,000 this year (a \$754,000 or 22% increase). Every local cultural council will see an increase to its allocation this year. This increase in finally brings the program to above its previous high water mark for funding in FY2002(!) (this was the year before the agency's funding was cut by 62%). Each of the 329 local cultural councils will see an increase in their allocation.

Mass. Cultural Data Project (CDP) (Line 28)

- Mass Cultural Council and SMU Data Arts have agreed on a contract which would extend CDP coverage through FY20 at the same cost as FY19 (\$47,500).

Poetry Out Loud (Line 29)

- This is a nationwide poetry recitation program for high school students that is mandated and funded annually by the National Endowment for the Arts (NEA)
- The Mass Cultural Council has historically administered the Poetry Out Loud program in Massachusetts through an annual contract with the Huntington Theatre Company. The Mass Cultural Council issued a Request for Proposals for this program in July 2013 and Huntington was the sole respondent and once again selected as the provider.
- The NEA's restricted grant for this program appears on Line 65. The funding for this program is maintained at \$17,500 in FY20.

Traditional Arts Apprenticeships (Line 30)

- The Apprenticeship program runs every other year, alternating with Artist Fellowship grants for the traditional arts and was last funded in FY17.
- This program will not be funded in FY20 and Apprenticeships will next be funded in FY21.

Big Yellow School Bus (Line 31)

- Staff recommends funding at the "traditional" level of \$150,000. This level will allow us to fund transportation for 600 school field trips at \$250 each.
- For Fiscal Years 2009-2012, Big Yellow School Bus received annual funding from Bank of America. Bank of America ceased supporting the program in

FY13, but Mass Cultural Council continued to fund it with state resources in FY13-18 (plus \$8,000 from Cape Cod Savings Bank for Cape activities in FY16-18) and we propose to continue funding it out of our state appropriation in FY20.

STARS (Line 32)

- Increased funding of more than \$957,000 is proposed -a \$203,500/21.5% increase.
- This increase is expected to result in a 20% increase in grants (from 245 to 294) and a 20% increase in students served (from 24,108 to 28,930.). This is a popular program and when opened up for application, the funding requests become oversubscribed within 30-45 minutes traditionally.

Creative Youth Development-YouthReach (Line 33)

- YouthReach is in the second year of a three-year application cycle in FY20.
- We propose increasing the funding by \$156,000 in FY20, allowing individual grants to the 52 participating programs increase from \$16,000 to \$19,000.

Creative Youth Development-Amplify (Line 34)

- Also proposed is \$22,500 for continuation of the Amplify grant program which includes a \$7500 increase which will allow for increased grant amounts. This program has been successful for four years and complements the work of YouthReach.

Creative Youth Development-SerHacer (Line 35)

- Like YouthReach, SerHacer is also in the second year of a three-year application cycle in FY20.
- This year staff recommends the program provide a \$19,000 grant (A \$3000 increase) to 22 grantees

Creative Youth Development-Music Educator Teacher Artist (META) Training (Line 36)

- This will be the fourth year of our initiative in partnership with the Klarman Foundation to provide training to teachers in existing YouthReach programs which started in FY17.
- The \$191,000 reflected here are the grants and stipends to be paid out of the Klarman grant to participants in the program. We have \$71,000 remaining from last year's Klarman grant funding and we have requested an additional \$135,491 for this year. Mass Cultural Council provides a small amount of matching funds to pay for certain program consultants and that expenditure is reflected above in Line 17, Programs & Services Consultants.

Other administrative costs of the program are funded by Klarman and reflected in Line 16 above.

- Note- the Klarman-funded program focuses on music educators and you will note below, we are seeking to expand the program with our funding to other types of arts educators. That new program will be called "META Expansion" and is mentioned in Line 39.

UP! Accessibility Program (Line 37)

- The Mass Cultural Council is setting aside \$70,000 in the budget over-all for the sixth year of implementation of the UP program. This year the program will provide up to \$45,000 of Innovation Fund grants, \$14,000 in UP awards to recognize achievement and up to \$11,000 for participant's attendance at the national LEAD conference about accessibility and inclusion in the arts. Additionally this program will be holding workshops and consulting but only the spending on this program which consists of grants or stipends (\$70,000) is counted as "Grants Program" spending in this line.

Compact Grants (Line 38)

- The Mass Cultural Council has set aside \$30,000 for grants related to the six communities who previously signed Cultural Compacts. These \$5,000 grants will offer continued support to the six communities and will have a matching grant component.

New Grants (line 39)

- In the state budget, Mass Cultural Council was asked to expend an amount equal to 75% of its appropriation on grants and subsidies. To that end, we have identified 14 individual initiatives (totally \$360,00) listed below which may be properly treated as "grants" under state law and are proposing to have them approved as grants for purposes of the state budget requirement. A further description of each grant proposal is included in the grant approval memos in the Council Meeting Book.

Art Week	\$25,000
Fair Saturday	\$20,000
Festivals Audience Lab	\$20,000
CIP Capacity Accelerator Network	\$10,000
Health Initiative	\$55,000
Early Education & Childcare Pilot	\$5,000
Creative Minds Out of School	\$40,000
Mass History Day	\$20,000
Instrument Program	\$30,000

META Expansion	\$50,000
Western Massachusetts DCF Pilot	\$20,000
Holyoke Arts Education Task Force	\$5,000
Kennedy Library “Driving While Black” Program	\$35,000
Network of Arts Administrators of Color	\$25,000

Re-Grant and Project Funding Programs (Lines 41-45)

- An annual grant is proposed in FY20 to the Massachusetts Foundation for the Humanities (MFH) which is calculated as a percentage of Mass Cultural Council’s state funding. Owing to the 12.25% increase in our state funding, MassHumanities will receive a concomitant increase from \$605,229 to \$679,397 (\$74,168 increase).
- Additionally, NEFA has made a funding proposal to Mass Cultural Council about projects to which the Mass Cultural Council would be invited to participate in and fund and staff is proposing funding this project at \$60,000- a 9% increase provided, that staff recommends that Massachusetts provide no more than 50% of the amount of the funding NEFA receives from all of the 6 New England states. In FY 19, we provided \$55,000 to NEFA which equaled the amount provided by the 5 states.
- As part of the FY20 state budget, line items for \$180,000 for the following projects were included in Mass Cultural Council’s appropriation for this year.
 - \$100,000 for Follow Your Art Community Studios in Melrose.
 - \$20,000 for CDVN Vietnamese-American Community of Massachusetts.
 - \$15,000 for Hispanic Week to showcase Hispanic Culture in the Merrimack Valley.
 - \$10,000 for the Spanish-American Center in Leominster.
 - \$10,000 to United Hmong of Massachusetts in Gardner.
 - \$25,000 to City Mosaic for the Sterns Square mural restoration in Springfield
- This is not funding provided by any Mass Cultural Council program and is a pass-through “earmark” which the Mass Cultural Council will distribute in accordance with the language contained in the budget legislation.

Other

Prepaid Expenses and Carryforward (Line 48)

- This line shows funds that are used to pre-pay expenses for future years and/or carried forward in trust accounts across fiscal years.

- We typically prepay a portion of our annual partnerships with MassHumanities (and occasionally other contracts, too) with these funds. The practice began a number of years ago when a delay in the launch of a new program created a pool of funds that needed to be granted before the end of an approaching fiscal year.
- In order to avoid creating an operating hole from one year to the next, we typically reserve comparable amounts for prepaid expenses from one year to the next.
- The pre-pay reserve is anticipated to be at \$75K in FY20 much lower than FY19. Through careful management and due to certain initiatives that we were not able to complete in FY19 (as was discussed at the March 2019 meeting), we were able to prepay \$780K in expenses for FY20.
- Our goal will be to gradually reduce this item over time. To achieve this without creating an operating hole from one year to the next, however, the process will have to happen gradually.

Sources of Funds

Basic State Appropriation: Account Number 0640-0300 (Line 56)

- First some history:
 - In FY18, the final state budget provided \$13,925,699 in funding (after earmarks) for Mass Cultural Council programs and operation.
 - After three years of flat (actually slightly decreasing) funding, in FY19, Mass Cultural Council received a 15.14% increase to \$16,034,982 (after earmarks).
- In FY 20, the state budget in a great show of confidence in the work and activities of Mass Cultural Council, awarded it a second straight almost \$2 million increase to \$18,000,000.

State Pass-Through Funds (Line 57)

- As described above, the final FY20 budget included a \$180,000 in earmarks.

MassDevelopment: Statutory Transfer to Mass Cultural Council (Line 58)

- Ceased after FY 2014.

MassDevelopment: For Mass Cultural Council Expenses Associated with the Cultural Facilities Fund (Line 59)

- Every year since FY07 we have had an annual contract with MassDevelopment to compensate us for our services in the management and administration of the Cultural Facilities Fund.

- This is strictly a fee-for-service arrangement, under terms stipulated in the CFF statute.
- Under the CFF statute, expenses for administration of CFF cannot exceed 7.5% of total yearly grant commitments. This is usually shared between MassDevelopment and Mass Cultural Council.
- Governor Baker announced a \$10 million allocation for CFF in FY20 (the same as FY17- FY19) and there will be a new \$10 million funding round this fall. We anticipate a \$325,000 expense budget with MassDevelopment for this year (the same as FY17- FY19.)

Prepaid Expenses (Line 60)

- This line reflects prepayments made in FY19 for expenses related to FY20 operations and is discussed above.

National Endowment for the Arts: State Partnership Grant (Lines 61-65)

- These lines comprise the different components of our annual state partnership with the National Endowment for the Arts (NEA)
- In total, we will receive \$910,700 from the NEA in FY19. This represents a \$10,000 increase from the amount provided last year.
- This is an important piece of our financial picture. Below is a chart that summarizes the Federal funding since FY11 (not counting some special project one-time support in FY17) and the increase for this year.

NEA Grants to Mass Cultural Council	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY 19	FY 20
Basic State Plan	668,500	615,400	582,400	540,700	567,500	570,400	591,100	585,800	592,700	599,400
Arts in Education	62,100	80,500	74,300	70,900	71,100	71,200	71,400	64,100	63,500	63,500
Arts in Underserved Communities	240,500	199,600	184,900	178,000	183,000	186,500	193,400	193,800	197,000	200,300
Folk Arts Infrastructure	25,000	30,000	30,000	29,100	25,000	30,000	40,000	30,000	30,000	30,000
Poetry Out Loud	20,000	20,000	17,500	17,500	17,500	17,500	20,000	17,500	17,500	17,500
Total	1,016,100	945,500	889,100	836,200	864,100	875,600	915,900	891,200	900,700	910,700

Private Funds-Big Yellow School Bus (Line 66)

- Mass Cultural Council had largely funded this program out of its own funds for the past several years except for Cape Cod Savings Bank which made \$8,000 available in FY 16-18 and the account is now empty.

Harry Rice Trust Account (Line 67)

- The Harry Rice Trust account is where funds from miscellaneous donors and other amounts can be deposited.

- We will look to spend down this account (by funding a few grant payments from it) to its more traditional level of around \$50,000 this year.

Additions to Harry Rice Trust Account (Line 68)

- We added just under \$6,000 to the account last year consisting of expense reimbursements and contributions.

Commonwealth Awards Trust Account (Line 69-70)

- This represents money raised privately for the Commonwealth Awards. We did not require raising outside funds for this event in FY19. It is available as a receptacle should we need to raise funds for the next ceremony scheduled for FY21.

Klarman Funding for META Account (Line 71-73)

- We received \$135,000 from Klarman for META in FY 17.
- We also received another \$135,000 from Klarman for the program in FY18 of which \$61.9K remained was used in FY19.
- Klarman provided \$90,000 of its new commitment during FY19.
- We will be seeking an additional \$135,000 for the fourth year of the program in FY20.

MASSACHUSETTS CULTURAL COUNCIL FY 20 BUDGET 8.7.19		FY 19 FINAL BUDGET (est)	FY 20 BUDGET PLAN	% Change for selected columns	
NON GRANT/NON PROGRAM EXPENSES-SALARIES, SPACE, AND ADMINISTRATION					
1	AA: Salaries	\$ 2,620,283	\$ 2,800,072	7%	
2	AA: Fringe & Indirect (Salaries & Contracts Paid Thru Fed. or Trust Accounts)	78,252	80,000	2%	
3	BB: Employee Related Expenses	34,295	26,500	-23%	
4	CC: Interns and Contracted Employees	25,348	24,700	-3%	
5	DD: Pension and Insurance Related Expenditures (State Chargebacks)	44,480	46,350	4%	
6	EE and FF: Administrative Expenses (NPS)	135,776	138,132	2%	
7	GG: Space Rental and Utilities	353,010	354,010	0%	
8	HH: Consultant Service (NPS) Contracts	76,543	111,645	46%	
9	JJ: Operational Services	14,603	33,200	127%	
10	KK: Equipment Purchases	-	1,000		
11	LL: Equipment Leases and Maintenance (Non-IT)	27,310	27,148	-1%	
12	UU: Information Technology Expenses	448,736	210,609	-53%	
13	SUB-TOTAL NON GRANT/NON PROGRAM EXPENSES	3,858,636	3,853,366	0%	
14					
15	PROGRAM & SERVICES EXPENSES				
16	EE: Administrative Program Expenses	106,371	197,850	86%	
17	HH&JJ: Consultants & Panelists	456,026	557,610	22%	
18	LL&UU: P&S Tech and Equipment	10,592	5,000	-53%	
19	SUB-TOTAL P&S EXPENSES	572,989	760,460	33%	
20					
21	GRANTS AND STIPENDS (PP)				
22	Cultural Districts	230,000	265,000		
23	Artist Fellowships	543,000	652,500	20.17%	
24	Cultural Investment Portfolio	5,010,000	6,030,000	20.36%	
25	Media	120,000	130,000	8.33%	
26	Festival	110,000	110,000		
27	Local Cultural Council Program	3,400,000	4,154,000	22.18%	
28	Mass. Cultural Data Project	47,500	47,500		
29	Poetry Out Loud	17,500	17,500		
30	Traditional Arts Apprenticeships	70,000			
31	Big Yellow School Bus	140,250	150,000		
32	STARS	946,500	1,150,000	21.50%	
33	CYD -YouthReach	832,000	988,000	18.75%	
35	CYD-SerHacer	352,000	418,000	18.75%	
36	CYD: META (KFF-Funded)	151,900	191,000		
34	CYD-Amplify	15,000	22,500	50.00%	
37	UP Program Stipends/Challenge Grants	70,000	70,000		
38	Compact Grants	40,000	30,000		
39	Other New Grants (see list below)		360,000		
39	SUB-TOTAL GRANT EXPENSES	12,095,650	14,786,000	22.24%	
40					
41	PARTNERSHIPS, RE-GRANT AND PROJECT FUNDING PROGRAMS				

42	Massachusetts Foundation for the Humanities	605,229	679,397	12%				
43	NEFA Project	55,000	60,000	9%				
44	Pass Through Earmarks	120,000	180,000					
45	SUB-TOTAL PARTNERSHIPS/ RE-GRANT PROGRAMS	780,229	919,397					
46	PERCENTAGE OF GRANTS TO STATE APPROPRIATION		86.39%					
47	OTHER							
48	Prepaid Expenses and Carryforward	770,410	63,403					
49	SUB-TOTAL, OTHER	770,410	63,403					
50								
51	SUB-TOTAL, ALL PROGRAM	14,219,278	16,529,260	16%				
52								
53	TOTAL EXPENSES	18,077,914	20,382,626	13%				
54								
55	REVENUE							
56	State: Basic Appropriation (0640-0300) less Earmarks	16,034,982	18,000,000	12%				
57	State: Pass-Through Funds	120,000	180,000					
58	State: Supplemental Appropriation	-	-					
59	MassDevelopment: For MCC Expenses Associated with Cultural Fa	326,733	325,000					
60	Prepaid Expenses (Funding from Prior Years' Budgets)	463,623	680,350					
61	National Endowment for the Arts: Basic State Plan	592,700	599,400					
62	National Endowment for the Arts: Arts in Education	63,500	63,500					
63	National Endowment for the Arts: Arts in Underserved Communities	197,000	200,300					
64	National Endowment for the Arts: Folk Arts Infrastructure Grant	30,000	30,000					
65	National Endowment for the Arts: "Poetry Out Loud"	17,500	17,500					
66	Private Funds: Big Yellow School Bus	-	-					
67	Harry Rice Trust Account (As of 7/1)	73,994	79,970					
68	Additions to Harry Rice	5,976	-					
69	Comm Awards Trust Account	6	6					
70	Additions to Comm Awards Account	-	-					
71	Klarman Year I Funding for META	-	-					
72	Klarman Year II Funding for META	61,900	-					
73	Klarman Year III Funding for META	90,000	71,109					
	Klarman Year IV Funding for META	-	135,491					
####	TOTAL REVENUE	18,077,914	20,382,626					
		-	-					

OTHER NEW GRANTS (NEW PP)				
Art Week		25,000		
Fair Saturday		20,000		
Audience Lab		20,000		
CIP Capacity Accelerator Network (CAN)		10,000		
Health Initiative		55,000		
Early Education and Childcare		5,000		
Creative Minds Out of School		40,000		
Mass History Day		20,000		

Instrument Program		30,000		
META Expansion (MCC-Funded)		50,000		
DCF Western Mass Pilot		20,000		
Holyoke Arts Ed Task Force		5,000		
Kennedy Library		35,000		
Network of Arts Administrators of Color		25,000		
<i>SUBTOTAL NEW GRANTS</i>		360,000		

Procedure for dealing with conflicts of interest on Mass Cultural Council grant votes.

Prior to any Council or Grants Committee meeting, staff will compile a list of conflicts of interest by identifying any potential recipient of council funds to be voted on at that meeting to which any Council member has an identified connection. Unless a Council member indicates otherwise, it is assumed that the Council member will abstain from all discussion and any vote regarding such grantee.

A document listing these possible conflicts of interest (the "conflicts list") will be distributed to the board at the beginning of the meeting.

After presentation of grant recommendations for a particular program, before a motion for vote, the chair should refer to the list and 1) ask the members present if the conflicts list is accurate and if the members identified will abstain from votes and discussion for the relevant organizations as identified on the conflicts list and 2) ask if any other conflicts exist which should be added to the conflicts list.

After dealing with any necessary corrections or additions, the chair will then ask for a motion approving the grant/allocation recommendations noting that the Council members noted on the conflict list will abstain from discussion and votes for certain organizations in accordance with the conflicts list. It will not be necessary for any member with a conflict to leave the room as long as such member does not participate in any decision regarding the affected organization and it is specifically noted in the minutes that such member abstained from all discussion and votes regarding the specified organization.

Sample script for a meeting vote:

CHAIR: We will now consider votes approving the FY19 grant recommendations. Please note the conflicts list that has been distributed. Staff members have compiled these lists to identify members that have a real or potential conflict of interest in connection with this vote. Please indicate 1) if there are any inaccuracies on the list or 2) if any additional conflicts need to be disclosed.

[If any corrections or additions are noted by board members, the conflicts list will be amended at this time]

Noting the abstentions disclosed on the *[corrected]* conflicts list, the chair now calls for a motion to approve the grants recommendations for this program.

Then, upon motion duly and made and seconded, with the abstentions noted above, it was VOTED: ...]"

In the minutes recording this vote, the following will be included

[Council Member X] disclosed that s/he would abstain from any discussion or vote regarding the provision of a grant or other assistance to {list affiliated organizations}

Last created August 21, 2019

Conflicts of Interest Notifications- Mass Cultural Council Members- August 2019

Jake Brennan

Shout Syndicate

The Record Company

The Boston Foundation

Sandy Dunn

Discover Central Massachusetts

Nina Fialkow

Boston Ballet

Isabella Stewart Gardner Museum

Matthew Keator

Lenox Library

Susan Leff

Childrens Museum

MassHumanities

Victoria Marsh

Company One

WGBH

Allyce Najimy

None

Barbara Schaffer Bacon

Arts Extension Institute

NEFA

Troy Siebels

Hanover Theater/Worcester Center for the Performing Arts

Worcester Cultural Coalition

Discover Central Massachusetts

Indian Hill Music

Ann Murphy

The Pilgrim Monument and Provincetown Museum

Sherry Dong

Lillian Do

Last created August 21, 2019

Kathleen Castro

Little Theater of Fall River
New Bedford Festival Theater
The Fall River Coalition for Arts and Culture

Karen Barry

The Friendship Home

Karen Hurvitz

Marc Carroll

Boston Youth Symphony Orchestra

Jo-Ann Davis

The Care Center

Cecil Barron Jensen

Artists Association of Nantucket
The Nantucket Historical Association
Nantucket Cultural District
Nantucket Arts Council



Power of culture

To: Mass Cultural Council
 Fr: Anita Walker, David Slatery, Jen Lawless, Kalyn King, Sara Glidden, Michael Ibrahim
 Dt: August 27, 2019
 Re: Cultural Investment Portfolio: FY20 Grant Recommendations-Overview and Portfolio

Summary

In this section, you will find proposed FY20 grant recommendations for nonprofit cultural organizations (and entities of local government) in the Cultural Investment Portfolio (CIP). The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

A total of 502 organizations are recommended for grants totaling **\$6,170,000**.

<u>Category</u>	<u>#</u>	<u>Amount</u>
Portfolio	306	\$5,626,000
Gateway	29	\$101,500
Projects	121	\$302,500
CAN Stipends	33	\$10,000
Media	5	\$130,000
<u>Total</u>	<u>494</u>	<u>\$6,170,000</u>

The CIP awards budget of \$6,170,000 was recommended by the Executive Committee. This amount is more than \$1,000,000 more than what was budgeted for the program in FY19 and enables us to increase the Gateway grants from \$3,000 to \$3,500, increase the number of Projects grants to 121 from 80, and provide 33 stipends to organizations participating in the Capacity Accelerator Network (CAN). Gateway and Project grants and CAN stipends are detailed in separate memos.

Based on this budget, we calculated award assignments for individual Portfolio organizations. Maximum and minimum grant amounts are increased from FY19. Maximum grant has increased to \$60,000 from \$57,000, and minimum grants are

increased to \$4,500 from \$4,000. We increased the cap on grants for the largest Cultural Affiliates from 20% of the maximum grant to 25% of the maximum grant (maximum Cultural Affiliate grant was \$11,400, and is now \$15,000, which affects 11 grantees). We increased the grants to degree-granting art colleges or universities from \$25,000 to \$30,000, which is the first increase since the CIP was established in 2009.

On August 13, 2019 the Grants Committee will review the draft award assignments and vote to recommend the individual awards. On August 27, 2019, the full Council will meet to review and vote on the recommendations made by the Grants Committee.

Background

The Cultural Investment Portfolio provides multi-year grants to nonprofit organizations that provide public programs in the arts, sciences, and humanities in Massachusetts. The program was launched in 2009, replacing our former Organizational Support Program. A series of focus group meetings were held across the state to solicit input from organizations that was included in its design.

The program established various categories of participation based on several factors, including organizational mission, duration of public programming, staff size, and track record of excellence based on previous Mass Cultural Council grant reviews. For Portfolio grantees, the program also replaced traditional written applications and panel reviews with comprehensive visits performed by Council staff, and in some cases, the senior staff members from other cultural organizations in the Portfolio.

More than simply a traditional grant program, we view the Cultural Investment Portfolio as a vehicle to strengthen our state's nonprofit cultural sector, not only through grants, but also through information, advocacy, and peer exchange.

In recent years, these visits have become a core component of the Council's support to grantees, providing opportunities for valuable capacity building conversations. In FY20, the CIP Site Visit Requirement will become the Portfolio Engagement Requirement. This name change reflects our goal of increasing equity within the Portfolio, empowering grantees to determine which CIP capacity building strategy is best for them and providing clearer distinction between the evaluative and non-evaluative engagements with the CIP. Portfolio Engagement comprises two components: Service to the Grantee, and Service to the Sector.

Portfolio grantees are also required to submit annual financial data (a "Cultural Data Profile") to DataArts, a powerful online financial tracking tool that was created by the Pew Charitable Trusts and launched in Massachusetts in 2009 through a partnership between the Council, Pew, and other Massachusetts funders.

The Gateway Program was introduced in 2016 as a clearly defined way for organizations to move into the Portfolio. Gateway organizations must be approved for funding for two out of three cycles (of two years of funding) to be eligible to move into

the Portfolio in their next application. Re-classification into the Portfolio can only happen if we have sufficient resources to increase the number of Portfolio grantees.

The Projects Program was introduced in 2016 to extend funding opportunities to smaller organizations, and to support specific project activity at organizations that do not receive Portfolio or Gateway grants.

Award Assignments for Portfolio Grantees

Portfolio Grantees' award assignments are determined through the following process:

1. Determine available resources for Portfolio, based on CIP program budget for the year, less funds allocated for Gateway, Projects, and media groups.
2. Determine budget size for each Portfolio organization.
 - Current model calculates budget size as the mean of the three most recent years of cash expenses, based in all but a few cases on data self-reported in DataArts. (See Cash Expense Adjustments chart below.)
 - For the purposes of the award assignments, organizations with budgets of \$10 million and above are treated as equal.
3. Apply maximum and minimum parameters for the Portfolio, and maximum grant amount for Cultural Affiliates.
 - Increase the maximum Portfolio grant to \$60,000 and the minimum to \$4,500.
 - Set the maximum Cultural Affiliate grant at \$15,000, which is 25% of the maximum Portfolio grant.
4. Apply cap of \$30,000 for degree-granting art colleges or conservatories.
 - This affects two organizations: New England Conservatory, and Boston Conservatory at Berklee.
5. Run budget-based formula incorporating above maximum and minimum parameters. Under this formula, larger organizations receive larger grants, but smaller organizations receive larger percentages of their operating budgets from the MCC.
6. Identify and adjust groups that had CDP compliance issues.
 - Organizations which did not meet the annual Cultural Data Project requirement by **May 31, 2019** will have their FY20 grant amount cut by 10%.
 - Organizations which still did not meet the annual Cultural Data Project requirement by **June 7, 2019** will have their FY20 grant amount cut an additional 15%, to a total of 25% cut.
 - Any organization remaining non-compliant with the annual CDP requirement after **June 14, 2019** will not be eligible for an FY20 Cultural Investment Portfolio grant.

Cash Expense Adjustments

In a few exceptional cases each year, we are unable to use financial data that is reported through the DataArts platform. To ensure that each grantee's formula expenses are the most representative of actual history and fairly entered into the formula with other grantees, we make small adjustments. The cash expense adjustments applied for FY20 are as follows:

Name	FYs in Formula	Reason for formula adjustment
Andover Center for History and Culture	FY17; FY16	Two years of CDP Data; reclassified from Gateway
Arts Foundation of Cape Cod	FY18; FY17; FY16;	Remove grantmaking/pass-through funds
Boston Dance Alliance	FY18; FY17; FY16	Remove grantmaking/pass-through funds
Boston Early Music Festival & Exhibition	FY18; FY17; FY16; FY15;	Biennial Festival, 4-year average used
Cambridge Arts Council	FY17; FY16; FY15	Remove grantmaking/pass-through funds
Cape Cod Museum of Natural History	CCM: FY18; FY17; FY16, TBS: FY17; FY16; FY15	Merger with Thornton Burgess Society, added most recent fiscal years for both
Fort Point Arts Community	FY18; FY17; FY16	Remove grants awarded
Lyric Stage Company of Boston	FY18; FY17; FY16	Merger with City Stage Company, added most recent fiscal years for both
Northampton Arts Council	FY18; FY17; FY16	Remove grantmaking/pass-through funds
Sociedad Latina	FY18; FY17; FY16	Re-classified from Gateway, FY17 & FY16 amounts based on audited financials
Somerville Arts Council	FY18; FY17; FY16	Remove grantmaking/pass-through funds
Wellfleet Harbor Actors Theatre	FY18; FY17; FY16	Removed adjustment for written-off debt from "cash expenses"

Suspensions and deletions in FY20

All recommendations are based on clearly stated guidelines and expectations for each category, as well as terms stated in each organization's annual grant contract package.

Deletions

We recommend the following organizations be deleted from the Cultural Investment Portfolio funding pool. As per program policy, deleted grantees would have to reapply through a competitive process in order to receive future CIP funding. For FY21 funding, a deleted organization could apply for CIP Project funding, if they meet all eligibility requirements at the time of application. An organization that meets Portfolio eligibility requirements in the future could reapply through the multi-year Gateway program.

Organization Name	Reason for Deletion
Community Outreach Group	No longer meets eligibility requirements
City Stage	Merged with Lyric Stage Company of Boston
Photographic Resource Center	No longer meets eligibility requirements
Thornton Burgess Society	Merged with Cape Cod Museum of Natural History
Prometheus Dance	Ceased operations

Suspensions

These organizations will not receive a grant in FY20, but can be reinstated for FY21 if they meet eligibility requirements

Organization Name	Reason for Suspension
Eagle Eye Institute	Dropped below three-year average \$50K minimum cash expenses.
Music at Eden's Edge	Dropped below three-year average \$50K minimum cash expenses.
Zephyr Press	Dropped below three-year average \$50K minimum cash expenses.

Suspension Reinstatement

This organization was suspended and did not receive a grant in FY19, but is reinstated for FY20 because they met eligibility requirements

Organization Name	Reason for Re-instatement
Robert Treat Paine Estate	Three-year average cash expenses have increased above the \$50K minimum

Hold

We are proposing “holds” on 4 of the FY20 contracts, meaning organizations will not receive disbursement of their grant amount until the reason is resolved, and the FY20 grant contract is returned to Mass Cultural Council, by the deadline to return grant contract packages in February 2020.

Organization Name	Reason for Hold
Charlestown Working Theatre	Verification of Resource/Infrastructure Maintenance
Davis Museum and Cultural Center	Verification of FY18 Cultural Data Profile (CDP) Survey
South Shore Art Center	Audit Verification
Tower Hill Botanic Garden	Audit Verification

In addition, 2 organizations need to submit their final report for their FY19 Festivals grant.

Reduction of FY20 Grant

The following organizations will receive cuts to their maximum possible FY20 grant amount, as a penalty for missing year-end compliance deadlines.

Organization Name	Penalty	Notes
Charlestown Working Theatre	25%	Compliance, missed 5/31 and 6/7 reporting deadline
Davis Museum and Cultural Center	10%	Compliance, missed 5/31 reporting deadline
Flying Cloud Institute	10%	Compliance, missed 5/31 reporting deadline
Museum of African American History	25%	Compliance, missed 5/31 and 6/7 reporting deadline
Old South Association	10%	Compliance, missed 5/31 and 6/7 reporting deadline
Spontaneous Celebrations	10%	Compliance, missed 5/31 reporting deadline

Reconsideration Requests

There were no requests for reconsideration on any of the penalties or reclassifications we are proposing.

Attachments

Following this memo is a spreadsheet with award recommendations for Portfolio grants.

We hope this is enough information to prepare you for the Grants Committee meeting next week. In the meantime, if you have any questions, please do not hesitate to call:

Sara Glidden, Program Manager, CIP Gateway and Projects: (617) 858-2710

Michael Ibrahim, Program Manager, Portfolio organizations and CIP Advisory Services:
(617) 858-2737

Kalyn King, Program Officer, Portfolio organizations and EBT Card to Culture: (617) 858-2718

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#	App	Name	FY19 CIP Grant	FY19 Formula Expenses	Years used FY20 for Formula Expenses	FY20 Formula Expenses	Compliance Penalty	FY20 Recommendation	Difference From FY19
1	0522	American Repertory Theater Company	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
2	0233	Boch Center^The	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
3	0518	Boston Ballet, Inc.	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
4	0523	Boston Children's Museum	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
5	0480	Boston Conservatory at Berklee^The	\$25,000	\$10,000,000	FY18; FY17; FY15	\$10,000,000		\$30,000 *	\$5,000
6	0513	Boston Symphony Orchestra, Inc.	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
7	0232	Clark Art Institute^Sterling & Francine	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
8	0521	Gardner Museum, Inc.^Isabella Stewart	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
9	0415	Harvard Art Museums	\$11,400	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$15,000	\$3,600
10	0514	Historic New England	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
11	0519	Huntington Theatre Company, Inc.	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
12	0515	Institute of Contemporary Art^The	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
13	0516	Massachusetts Audubon Society, Inc.	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
14	0512	Massachusetts Museum of Contemporary Art	\$51,300	\$10,000,000	FY17; FY16; FY15	\$10,000,000		\$60,000	\$8,700
15	0517	Museum of Fine Arts, Boston	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
16	0231	Museum of Science	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
17	0524	New England Aquarium	\$57,000	\$10,000,000	FY17; FY16; FY15	\$10,000,000		\$60,000	\$3,000
18	0479	New England Conservatory	\$25,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$30,000 *	\$5,000
19	0509	New England Historic Genealogical Soc.	\$55,100	\$9,526,704	FY18; FY17; FY16	\$10,000,000		\$60,000	\$4,900
20	0510	Old Sturbridge Village	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
21	0520	Peabody Essex Museum, Inc.	\$57,000	\$10,000,000	FY17; FY16; FY15	\$10,000,000		\$60,000	\$3,000
22	0235	Worcester Art Museum	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
23	0234	Zoo New England	\$57,000	\$10,000,000	FY18; FY17; FY16	\$10,000,000		\$60,000	\$3,000
24	0511	Plimoth Plantation, Inc.	\$54,900	\$9,485,812	FY17; FY16; FY15	\$9,601,609		\$58,500	\$3,600
25	0161	Worcester Center for Performing Arts	\$51,600	\$8,655,079	FY18; FY17; FY16	\$9,384,782		\$57,700	\$6,100
26	0412	Lesley Univ. College of Art and Design	\$11,400	\$8,714,112	FY18; FY17; FY16	\$8,944,908		\$15,000	\$3,600
27	0508	Boston Lyric Opera Company, Inc.	\$50,100	\$8,284,994	FY18; FY17; FY16	\$8,412,796		\$54,100	\$4,000
28	0507	Springfield Museums	\$46,100	\$7,330,383	FY18; FY17; FY16	\$7,452,507		\$50,300	\$4,200
29	0505	Celebrity Series of Boston, Inc.	\$43,200	\$6,661,839	FY18; FY17; FY16	\$7,030,314		\$48,600	\$5,400
30	0504	Jacob's Pillow Dance Festival, Inc.	\$42,000	\$6,397,322	FY17; FY16; FY15	\$6,893,040		\$48,100	\$6,100
31	0498	Historic Deerfield, Inc.	\$39,900	\$5,925,443	FY18; FY17; FY16	\$6,487,822		\$46,400	\$6,500
32	0418	Longy School of Music of Bard College	\$11,400	\$6,408,670	FY18; FY17; FY16	\$6,386,667		\$15,000	\$3,600
33	0503	North Bennet Street School	\$40,400	\$6,026,292	FY18; FY17; FY16	\$6,359,604		\$45,800	\$5,400
34	0417	Springfield City Library	\$11,400	\$5,995,228	FY18; FY17; FY16	\$6,151,929		\$15,000	\$3,600
35	0506	Center for EcoTechnology, Inc.	\$43,300	\$6,684,366	FY18; FY17; FY16	\$6,148,012		\$44,900	\$1,600
36	0501	Massachusetts Historical Society	\$39,500	\$5,832,103	FY18; FY17; FY16	\$6,082,370		\$44,600	\$5,100
37	0502	American Antiquarian Society	\$40,100	\$5,960,385	FY18; FY17; FY16	\$5,907,794		\$43,800	\$3,700
38	0499	Rockwell Museum^The Norman	\$37,300	\$5,357,833	FY18; FY17; FY16	\$5,669,127		\$42,800	\$5,500

*Degree-granting institution

**Compliance Penalty

***Suspended

****Ceased Operations

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#	App	Name	FY19 CIP Grant	FY19 Formula Expenses	Years used FY20 for Formula Expenses	FY20 Formula Expenses	Compliance Penalty	FY20 Recommendation	Difference From FY19
39	0497	Handel and Haydn Society	\$36,200	\$5,138,572	FY18; FY17; FY16	\$5,315,284		\$41,200	\$5,000
40	0500	DeCordova Sculpture Park and Museum	\$37,000	\$5,300,517	FY18; FY17; FY16	\$5,219,613		\$40,700	\$3,700
41	0494	South Shore Conservatory	\$34,800	\$4,838,338	FY18; FY17; FY16	\$5,150,263		\$40,400	\$5,600
42	0486	Tower Hill Botanic Garden	\$33,300	\$4,530,647	FY18; FY17; FY16	\$4,915,353		\$39,300	\$6,000
43	0495	Manomet, Inc.	\$34,700	\$4,814,720	FY18; FY17; FY16	\$4,804,510		\$38,800	\$4,100
44	0491	Barrington Stage Company, Inc.	\$32,100	\$4,300,635	FY18; FY17; FY16	\$4,705,356		\$38,300	\$6,200
45	0490	EcoTarium	\$32,500	\$4,376,672	FY17; FY16; FY15	\$4,661,475		\$38,100	\$5,600
46	0492	Williamstown Theatre Festival	\$32,400	\$4,357,589	FY17; FY16; FY15	\$4,607,325		\$37,800	\$5,400
47	0496	Shakespeare & Company, Inc.	\$33,700	\$4,610,556	FY18; FY17; FY16	\$4,597,040		\$37,800	\$4,100
48	0489	Cape Cod Symphony and Conservatory	\$31,100	\$4,100,687	FY18; FY17; FY16	\$4,393,367		\$36,800	\$5,700
49	0493	New Bedford Whaling Museum	\$33,400	\$4,567,130	FY17; FY16; FY15	\$4,347,503		\$36,500	\$3,100
50	0485	Berkshire Theatre Group	\$32,000	\$4,283,815	FY17; FY16; FY15	\$4,345,899		\$36,500	\$4,500
51	0409	Williams College Museum of Art	\$11,400	\$4,030,388	FY18; FY17; FY16	\$4,183,552		\$15,000	\$3,600
52	0487	Northeast Document Conservation Center	\$30,000	\$3,886,821	FY18; FY17; FY16	\$4,043,583		\$35,000	\$5,000
53	0482	Coolidge Corner Theatre Foundation, Inc.	\$28,800	\$3,672,725	FY18; FY17; FY16	\$4,031,553		\$34,900	\$6,100
54	0488	Rockport Music	\$30,800	\$4,039,909	FY18; FY17; FY16	\$3,894,018		\$34,200	\$3,400
55	0484	Artists for Humanity, Inc.	\$27,100	\$3,912,848	FY18; FY17; FY16	\$3,893,820		\$34,200	\$7,100
56	0477	Indian Hill Music, Inc.	\$27,600	\$3,435,391	FY18; FY17; FY16	\$3,795,402		\$33,700	\$6,100
57	0481	USS Constitution Museum, Inc.	\$28,100	\$3,532,969	FY18; FY17; FY16	\$3,552,278		\$32,400	\$4,300
58	0483	From The Top, Inc.	\$28,500	\$3,607,271	FY18; FY17; FY16	\$3,500,314		\$32,100	\$3,600
59	0476	Carle Museum of Picture Book Art^Eric	\$26,500	\$3,245,773	FY18; FY17; FY16	\$3,320,442		\$31,100	\$4,600
60	0472	Boston Philharmonic Orchestra, Inc.	\$24,900	\$2,969,050	FY18; FY17; FY16	\$3,143,252		\$30,100	\$5,200
61	0478	Center for Independent Documentary^The	\$26,400	\$3,218,497	FY17; FY16; FY15	\$3,092,799		\$29,800	\$3,400
62	0416	Smith College Museum of Art	\$11,400	\$3,035,326	FY18; FY17; FY16	\$3,065,205		\$15,000	\$3,600
63	0474	Boston Center for the Arts, Inc.	\$23,800	\$2,775,910	FY18; FY17; FY16	\$3,046,774		\$29,600	\$5,800
64	0473	Zeiterion Theatre, Inc.	\$24,600	\$2,903,551	FY17; FY16; FY15	\$2,903,551		\$28,700	\$4,100
65	0470	Boston Youth Symphony Orchestras, Inc.	\$22,700	\$2,580,638	FY18; FY17; FY16	\$2,843,256		\$28,400	\$5,700
66	0471	Native Plant Trust, Inc.	\$23,100	\$2,651,010	FY18; FY17; FY16	\$2,835,839		\$28,300	\$5,200
67	0410	Rivers School Conservatory^The	\$11,400	\$2,688,655	FY18; FY17; FY16	\$2,767,172		\$15,000	\$3,600
68	0475	Community Music Center of Boston, Inc.	\$23,300	\$2,679,531	FY18; FY17; FY16	\$2,688,873		\$27,500	\$4,200
69	0467	Worcester County Mechanics Association	\$21,500	\$2,381,480	FY18; FY17; FY16	\$2,562,080		\$26,700	\$5,200
70	0466	Ballet Theatre of Boston, Inc.	\$20,700	\$2,254,477	FY18; FY17; FY16	\$2,550,721		\$26,600	\$5,900
71	0468	Merrimack Repertory Theatre	\$21,800	\$2,430,792	FY18; FY17; FY16	\$2,536,936		\$26,500	\$4,700
72	0469	Boston Early Music Festival & Exhibition	\$21,900	\$2,456,007	FY18; FY17; FY16; FY15	\$2,492,729		\$26,200	\$4,300
73	0411	List Visual Arts Center	\$11,400	\$2,578,350	FY18; FY17; FY16	\$2,476,113		\$15,000	\$3,600
74	0465	Mahaiwe Performing Arts Center, Inc.^The	\$20,300	\$2,199,589	FY17; FY16; FY15	\$2,282,269		\$24,900	\$4,600
75	0444	Bostonian Society^The	\$17,300	\$1,737,116	FY17; FY16; FY15	\$2,275,491		\$24,900	\$7,600
76	0457	Global Arts Live	\$19,700	\$2,104,704	FY18; FY17; FY16	\$2,252,476		\$24,700	\$5,000

*Degree-granting institution

**Compliance Penalty

***Suspended

****Ceased Operations

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#	App	Name	FY19 CIP Grant	FY19 Formula Expenses	Years used FY20 for Formula Expenses	FY20 Formula Expenses	Compliance Penalty	FY20 Recommendation	Difference From FY19
77	0461	Lyric Stage Company of Boston, Inc.	\$19,200	\$2,018,361	FY18; FY17; FY16	\$2,248,327		\$24,700	\$5,500
78	0414	Davis Museum and Cultural Center	\$11,400	\$2,137,258	FY18; FY17; FY16	\$2,243,369	10%	\$13,500 **	\$2,100
79	0460	RAW Art Works, Inc.	\$19,900	\$2,136,567	FY18; FY17; FY16	\$2,219,872		\$24,500	\$4,600
80	0450	Grub Street, Inc.	\$18,400	\$1,902,891	FY17; FY16; FY15	\$2,179,736		\$24,200	\$5,800
81	0454	Boston Children's Chorus, Inc.	\$18,800	\$1,960,347	FY18; FY17; FY16	\$2,061,802		\$23,400	\$4,600
82	0464	Greater Boston Stage Company	\$19,400	\$2,043,586	FY18; FY17; FY16	\$2,054,286		\$23,400	\$4,000
83	0455	Berkshire Choral International	\$19,100	\$2,007,754	FY18; FY17; FY16	\$2,045,322		\$23,300	\$4,200
84	0536	Wharton Restoration, Inc.^Edith	\$18,400	\$1,889,917	FY18; FY17; FY16	\$2,038,563		\$23,300	\$4,900
85	0453	Cape Ann Museum	\$18,800	\$1,952,145	FY18; FY17; FY16	\$2,035,282		\$23,300	\$4,500
86	0458	Concord Museum	\$18,700	\$1,943,535	FY17; FY16; FY15	\$2,034,631		\$23,300	\$4,600
87	0459	Hancock Shaker Village, Inc.	\$18,400	\$1,902,787	FY17; FY16; FY15	\$1,976,632		\$22,900	\$4,500
88	0451	House of the Seven Gables^The	\$18,100	\$1,848,040	FY17; FY16; FY15	\$1,966,814		\$22,800	\$4,700
89	0463	Institute for Human Centered Design	\$19,200	\$2,018,739	FY18; FY17; FY16	\$1,919,574		\$22,500	\$3,300
90	0462	ArtsBoston, Inc.	\$18,500	\$1,908,610	FY18; FY17; FY16	\$1,914,381		\$22,400	\$3,900
91	0430	Mount Auburn Cemetery^The Friends of	\$16,500	\$1,609,047	FY18; FY17; FY16	\$1,845,002		\$21,900	\$5,400
92	0456	Museum of African American History	\$16,300	\$1,858,768	FY17; FY16; FY15	\$1,842,807	25%	\$16,400 **	\$100
93	0440	Springfield Symphony Orchestra	\$18,000	\$1,843,658	FY18; FY17; FY16	\$1,818,805		\$21,800	\$3,800
94	0441	Umbrella Community Arts Center^The	\$17,600	\$1,774,633	FY18; FY17; FY16	\$1,818,698		\$21,800	\$4,200
95	0155	Sociedad Latina, Inc.	\$17,600	\$1,770,501	FY18; FY17; FY16	\$1,807,212		\$21,700	\$4,100
96	0447	Brookline Music School, Inc.	\$17,300	\$1,728,592	FY18; FY17; FY16	\$1,805,641		\$21,700	\$4,400
97	0452	Central Square Theater, Inc.	\$17,600	\$1,775,304	FY18; FY17; FY16	\$1,723,503		\$21,100	\$3,500
98	0434	Care Center^The	\$16,300	\$1,583,296	FY18; FY17; FY16	\$1,722,153		\$21,100	\$4,800
99	0448	SpeakEasy Stage Company	\$17,200	\$1,721,131	FY18; FY17; FY16	\$1,711,774		\$21,000	\$3,800
100	0431	Community Music School of Springfield	\$16,300	\$1,580,381	FY18; FY17; FY16	\$1,690,156		\$20,800	\$4,500
101	0442	Discovery Museum, Inc.	\$16,300	\$1,589,497	FY17; FY16; FY15	\$1,689,021		\$20,800	\$4,500
102	0443	Cambridge Arts Council	\$17,000	\$1,682,277	FY17; FY16; FY15	\$1,669,717		\$20,700	\$3,700
103	0445	New Repertory Theatre, Inc.^The	\$16,800	\$1,663,984	FY18; FY17; FY16	\$1,659,032		\$20,600	\$3,800
104	0436	Fine Arts Work Center in Provincetown	\$16,300	\$1,591,572	FY17; FY16; FY15	\$1,638,177		\$20,400	\$4,100
105	0429	Passim	\$15,900	\$1,528,534	FY18; FY17; FY16	\$1,593,451		\$20,100	\$4,200
106	0439	Provincetown Art Association and Museum	\$15,900	\$1,532,368	FY17; FY16; FY15	\$1,556,467		\$19,800	\$3,900
107	0449	Actors' Shakespeare Project, Inc.	\$17,200	\$1,718,379	FY18; FY17; FY16	\$1,553,828		\$19,800	\$2,600
108	0432	Revels, Inc.	\$15,600	\$1,484,826	FY18; FY17; FY16	\$1,533,335		\$19,700	\$4,100
109	0438	Country Dance & Song Society, Inc.	\$15,900	\$1,525,745	FY18; FY17; FY16	\$1,496,115		\$19,400	\$3,500
110	0446	Boston Baroque, Inc.	\$16,400	\$1,604,327	FY18; FY17; FY16	\$1,495,418		\$19,400	\$3,000
111	0395	Cape Cod Museum of Natural History	\$11,000	\$886,941	FY18; FY17; FY16	\$1,477,808		\$19,200	\$8,200
112	0413	Wheelock Family Theatre	\$11,400	\$1,538,935	FY18; FY17; FY16	\$1,476,726		\$15,000	\$3,600
113	0427	All Newton Music School, Inc.	\$14,700	\$1,368,945	FY18; FY17; FY16	\$1,422,026		\$18,800	\$4,100
114	0437	Primary Source, Inc.	\$15,500	\$1,479,533	FY17; FY16; FY15	\$1,414,293		\$18,700	\$3,200

*Degree-granting institution

**Compliance Penalty

***Suspended

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#	App	Name	FY19 CIP Grant	FY19 Formula Expenses	Years used FY20 for Formula Expenses	FY20 Formula Expenses	Compliance Penalty	FY20 Recommendation	Difference From FY19
115	0425	Rehearsal for Life, Inc.	\$14,300	\$1,315,653	FY18; FY17; FY16	\$1,388,320		\$18,500	\$4,200
116	0424	Boston Landmarks Orchestra, Inc.	\$14,400	\$1,325,111	FY17; FY16; FY15	\$1,368,647		\$18,400	\$4,000
117	0421	Narrows Center for the Arts, Inc.	\$13,600	\$1,214,965	FY18; FY17; FY16	\$1,352,405		\$18,200	\$4,600
118	0406	Suzuki School of Newton, Inc.	\$13,600	\$1,221,086	FY18; FY17; FY16	\$1,349,751		\$18,200	\$4,600
119	0419	Fuller Craft Museum	\$13,800	\$1,245,714	FY18; FY17; FY16	\$1,335,226		\$18,100	\$4,300
120	0422	Snow Farm: The New England Craft Program	\$13,700	\$1,234,518	FY18; FY17; FY16	\$1,313,353		\$17,900	\$4,200
121	0404	Eliot School of Fine & Applied Arts^The	\$13,100	\$1,149,675	FY18; FY17; FY16	\$1,273,233		\$17,600	\$4,500
122	0403	Commonwealth Shakespeare Company, Inc.	\$12,800	\$1,112,892	FY18; FY17; FY16	\$1,252,496		\$17,400	\$4,600
123	0426	Zumix, Inc.	\$14,000	\$1,266,398	FY18; FY17; FY16	\$1,233,945		\$17,300	\$3,300
124	0420	New Art Center in Newton	\$13,300	\$1,171,729	FY18; FY17; FY16	\$1,207,601		\$17,100	\$3,800
125	0428	Fitchburg Art Museum, Inc.	\$15,100	\$1,413,012	FY18; FY17; FY16	\$1,183,909		\$16,900	\$1,800
126	0396	Yard, Inc.^The	\$12,200	\$1,033,907	FY18; FY17; FY16	\$1,170,322		\$16,700	\$4,500
127	0402	Theater Offensive^The	\$13,000	\$1,135,828	FY18; FY17; FY16	\$1,157,654		\$16,600	\$3,600
128	0435	Wellfleet Harbor Actors Theater, Inc.	\$14,500	\$1,331,541	FY18; FY17; FY16	\$1,132,963		\$16,400	\$1,900
129	0401	Society of Arts and Crafts^The	\$12,100	\$1,020,904	FY18; FY17; FY16	\$1,123,300		\$16,300	\$4,200
130	0405	Pocumtuck Valley Memorial Association	\$12,600	\$1,084,905	FY18; FY17; FY15	\$1,085,920		\$16,000	\$3,400
131	0423	Orion Society^The	\$12,800	\$1,113,761	FY17; FY16; FY15	\$1,067,461		\$15,800	\$3,000
132	0433	Danforth Art Museum at Framingham State	\$11,400	\$1,417,132	FY18; FY17; FY16	\$1,065,952		\$15,000	\$3,600
133	0393	Revere Memorial Association^Paul	\$11,400	\$935,728	FY18; FY17; FY16	\$1,051,542		\$15,700	\$4,300
134	0377	Martha's Vineyard Film Society, Inc.	\$11,100	\$897,173	FY17; FY16; FY15	\$1,044,461		\$15,600	\$4,500
135	0408	Documentary Educational Resources, Inc.	\$12,100	\$1,019,229	FY18; FY17; FY16	\$1,015,406		\$15,400	\$3,300
136	0394	Music Worcester, Inc.	\$11,200	\$917,152	FY18; FY17; FY16	\$997,999		\$15,200	\$4,000
137	0397	Gore Place Society, Inc.	\$9,500	\$715,072	FY18; FY17; FY16	\$993,384		\$15,200	\$5,700
138	0400	Boston Modern Orchestra Project	\$11,500	\$952,137	FY17; FY16; FY15	\$955,952		\$14,800	\$3,300
139	0399	Mudflat Pottery School, Inc.	\$11,400	\$933,424	FY17; FY16; FY15	\$952,107		\$14,800	\$3,400
140	0407	Old South Association in Boston	\$13,300	\$1,177,394	FY17; FY16; FY15	\$940,026	10%	\$13,200 **	-\$100
141	0379	Worcester Center for Crafts, Inc.	\$11,100	\$900,381	FY18; FY17; FY16	\$937,291		\$14,700	\$3,600
142	0391	Boston Gay Men's Chorus	\$11,000	\$884,697	FY18; FY17; FY16	\$932,252		\$14,600	\$3,600
143	0392	Joy of Music Program, Inc.	\$11,000	\$887,706	FY18; FY17; FY16	\$928,001		\$14,600	\$3,600
144	0157	Jewish Arts Collaborative	\$10,600	\$845,783	FY18; FY17; FY16	\$913,154		\$14,400	\$3,800
145	0382	Plymouth Philharmonic Orchestra, Inc.	\$10,400	\$815,179	FY18; FY17; FY16	\$898,495		\$14,300	\$3,900
146	0398	Tsongas Industrial History Center	\$11,100	\$899,809	FY18; FY17; FY16	\$898,298		\$14,300	\$3,200
147	0387	Brattle Film Foundation	\$10,400	\$816,238	FY17; FY16; FY15	\$865,339		\$14,000	\$3,600
148	0385	Truro Center for the Arts at Castle Hill	\$10,300	\$812,887	FY17; FY16; FY15	\$855,544		\$13,900	\$3,600
149	0383	Young Audiences of Massachusetts, Inc.	\$10,100	\$784,134	FY18; FY17; FY16	\$828,065		\$13,600	\$3,500
150	0366	Firehouse Center for the Arts^The	\$9,500	\$715,007	FY17; FY16; FY15	\$820,563		\$13,600	\$4,100
151	0388	Gloucester Maritime Heritage Center	\$10,700	\$856,538	FY18; FY17; FY16	\$820,214		\$13,500	\$2,800
152	0384	South Shore Art Center, Inc.	\$10,400	\$814,227	FY18; FY17; FY16	\$801,546		\$13,400	\$3,000

*Degree-granting institution

**Compliance Penalty

***Suspended

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#	App	Name	FY19 CIP Grant	FY19 Formula Expenses	Years used FY20 for Formula Expenses	FY20 Formula Expenses	Compliance Penalty	FY20 Recommendation	Difference From FY19
153	0386	Provincetown Film Society, Inc.	\$10,000	\$775,131	FY17; FY16; FY15	\$788,023		\$13,200	\$3,200
154	0378	Inquilinos Boricuas en Acción, Inc.	\$9,800	\$746,731	FY18; FY17; FY16	\$787,519		\$13,200	\$3,400
155	0230	Dance Complex, Inc.^The	\$9,100	\$669,807	FY18; FY17; FY16	\$780,784		\$13,200	\$4,100
156	0364	Double Edge Theatre Productions, Inc.	\$9,400	\$701,112	FY18; FY17; FY16	\$771,757		\$13,100	\$3,700
157	0375	National Center for Jewish Film, Inc.	\$9,600	\$724,893	FY18; FY17; FY16	\$757,104		\$12,900	\$3,300
158	0360	Hitchcock Center, Inc.^The	\$8,800	\$637,285	FY18; FY17; FY16	\$756,925		\$12,900	\$4,100
159	0390	Emmanuel Music, Inc.	\$9,600	\$724,281	FY18; FY17; FY16	\$749,502		\$12,800	\$3,200
160	0365	Martha's Vineyard Playhouse	\$9,800	\$751,622	FY17; FY16; FY15	\$740,180		\$12,700	\$2,900
161	0362	Community Access to the Arts, Inc.	\$8,800	\$646,184	FY18; FY17; FY16	\$734,341		\$12,700	\$3,900
162	0376	Cape Cod Museum of Art, Inc.^The	\$9,300	\$698,662	FY17; FY16; FY15	\$708,195		\$12,400	\$3,100
163	0371	Boston Jewish Film, Inc.	\$9,000	\$667,471	FY17; FY16; FY15	\$699,980		\$12,300	\$3,300
164	0356	Bakalar and Paine Galleries	\$8,900	\$655,995	FY18; FY17; FY16	\$697,651		\$12,300	\$3,400
165	0369	Northampton Community Music Center, Inc.	\$9,100	\$669,687	FY18; FY17; FY16	\$690,372		\$12,200	\$3,100
166	0380	Dickinson Museum^The Emily	\$9,200	\$686,534	FY18; FY17; FY16	\$688,211		\$12,200	\$3,000
167	0368	Cambridge Historical Commission	\$9,000	\$663,711	FY18; FY17; FY16	\$676,684		\$12,100	\$3,100
168	0381	Lloyd Center for the Environment, Inc.	\$9,400	\$709,080	FY18; FY17; FY16	\$675,831		\$12,100	\$2,700
169	0361	Nashua River Watershed Association	\$8,800	\$639,331	FY18; FY17; FY16	\$665,042		\$12,000	\$3,200
170	0358	VSA Massachusetts, Inc.	\$8,600	\$622,109	FY18; FY17; FY16	\$657,054		\$11,900	\$3,300
171	0351	Company One, Inc.	\$8,800	\$640,055	FY18; FY17; FY16	\$653,028		\$11,800	\$3,000
172	0354	Project STEP, Inc.	\$8,700	\$625,887	FY18; FY17; FY16	\$650,975		\$11,800	\$3,100
173	0355	Express Yourself, Inc.	\$8,600	\$617,871	FY18; FY17; FY16	\$628,766		\$11,600	\$3,000
174	0357	Somerville Arts Council	\$8,500	\$611,633	FY18; FY17; FY16	\$622,702		\$11,500	\$3,000
175	0367	Chesterwood Museum and Estate	\$8,400	\$596,418	FY18; FY17; FY16	\$619,459		\$11,500	\$3,100
176	0363	Harwich Jr. Theatre Company	\$8,700	\$626,387	FY17; FY16; FY15	\$610,903		\$11,400	\$2,700
177	0349	Boston City Singers, Inc.	\$8,400	\$593,887	FY18; FY17; FY16	\$600,691		\$11,300	\$2,900
178	0389	Arts Foundation of Cape Cod	\$9,600	\$724,878	FY18; FY17; FY16	\$570,070		\$10,900	\$1,300
179	0353	Joiner Center^William	\$8,300	\$591,693	FY18; FY17; FY16	\$569,740		\$10,900	\$2,600
180	0347	Cantata Singers, Inc.^The	\$7,800	\$536,439	FY18; FY17; FY16	\$564,644		\$10,800	\$3,000
181	0373	IS183 Art School of the Berkshires	\$8,300	\$583,070	FY18; FY17; FY16	\$563,463		\$10,800	\$2,500
182	0359	New England Museum Association, Inc.	\$8,300	\$584,440	FY18; FY17; FY16	\$553,517		\$10,700	\$2,400
183	0229	Berkshire Music School, Inc.^The	\$7,700	\$524,458	FY18; FY17; FY16	\$542,434		\$10,600	\$2,900
184	0350	Academy Playhouse	\$7,900	\$543,391	FY17; FY16; FY15	\$535,392		\$10,500	\$2,600
185	0346	Ploughshares	\$7,500	\$502,773	FY18; FY17; FY16	\$535,215		\$10,500	\$3,000
186	0348	Essex Art Center, Inc.	\$7,700	\$525,948	FY18; FY17; FY16	\$524,675		\$10,400	\$2,700
187	0344	Enchanted Circle Theater	\$7,300	\$481,986	FY18; FY17; FY16	\$524,548		\$10,400	\$3,100
188	0226	Earthdance Creative Living Project, Inc.	\$7,400	\$501,358	FY17; FY16; FY15	\$519,551		\$10,300	\$2,900
189	0352	Arts & Business Council of Gr. Boston	\$7,600	\$517,063	FY18; FY17; FY16	\$512,274		\$10,200	\$2,600
190	0345	Westport River Watershed Alliance, Inc.	\$7,500	\$510,366	FY18; FY17; FY16	\$500,861		\$10,100	\$2,600

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**Compliance Penalty

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#	App	Name	FY19 CIP Grant	FY19 Formula Expenses	Years used FY20 for Formula Expenses	FY20 Formula Expenses	Compliance Penalty	FY20 Recommendation	Difference From FY19
191	0228	Cambridge Multicultural Arts Center	\$7,100	\$468,822	FY18; FY17; FY16	\$490,080		\$10,000	\$2,900
192	0343	Puppet Showplace, Inc.	\$7,200	\$472,176	FY18; FY17; FY16	\$478,307		\$9,800	\$2,600
193	0337	Brookline Arts Center, Inc.	\$6,900	\$443,974	FY18; FY17; FY16	\$478,056		\$9,800	\$2,900
194	0227	Northampton Academy of Music, Inc.	\$7,700	\$521,768	FY18; FY17; FY16	\$469,498		\$9,700	\$2,000
195	0341	Medicine Wheel Productions, Inc.	\$7,000	\$459,830	FY17; FY16; FY15	\$459,028		\$9,600	\$2,600
196	0335	Lexington Symphony, Inc.	\$6,800	\$438,469	FY18; FY17; FY16	\$458,663		\$9,600	\$2,800
197	0340	Rotch-Jones-Duff House & Garden Museum	\$6,500	\$408,795	FY18; FY17; FY16	\$448,789		\$9,500	\$3,000
198	0342	Chester Theatre Company, Inc.	\$6,900	\$447,776	FY18; FY17; FY16	\$443,731		\$9,400	\$2,500
199	0374	Hull Lifesaving Museum, Inc.	\$7,800	\$655,758	FY18; FY17; FY16	\$439,412		\$9,300	\$1,500
200	0330	Images Cinema	\$6,200	\$378,574	FY18; FY17; FY16	\$427,692		\$9,200	\$3,000
201	0339	New Bedford Art Museum/ArtWorks!	\$6,400	\$401,929	FY18; FY17; FY16	\$422,277		\$9,100	\$2,700
202	0333	Flying Cloud Institute, Inc.	\$6,400	\$397,997	FY18; FY17; FY16	\$417,218	10%	\$8,200 **	\$1,800
203	0165	Pioneer Valley Ballet Guild, Inc.	\$6,600	\$423,021	FY18; FY17; FY16	\$404,482		\$8,900	\$2,300
204	0331	Pakachoag Music School of Gr. Worcester	\$6,000	\$366,250	FY18; FY17; FY16	\$394,029		\$8,800	\$2,800
205	0156	Urbano Project, Inc.	\$6,300	\$387,875	FY18; FY17; FY16	\$367,147		\$8,400	\$2,100
206	0329	Drama Studio, Inc.	\$5,700	\$341,323	FY18; FY17; FY16	\$364,679		\$8,400	\$2,700
207	0332	Blue Heron Renaissance Choir, Inc.	\$5,700	\$341,277	FY18; FY17; FY16	\$363,807		\$8,400	\$2,700
208	0336	Folk Arts Center of New England, Inc.	\$6,000	\$361,254	FY17; FY16; FY15	\$363,455		\$8,300	\$2,300
209	0326	Juniper Initiative for Literary Arts	\$5,700	\$335,093	FY18; FY17; FY16	\$362,464		\$8,300	\$2,600
210	0334	Boston Chamber Music Society, Inc.	\$5,700	\$335,467	FY18; FY17; FY16	\$361,533		\$8,300	\$2,600
211	0163	Morgan Arts^Maud	\$5,800	\$349,842	FY18; FY17; FY16	\$358,621		\$8,300	\$2,500
212	0372	Newton Historical Society, Inc.	\$5,600	\$332,484	FY17; FY16; FY15	\$354,322		\$8,200	\$2,600
213	0338	Preservation Worcester, Inc.	\$6,600	\$415,353	FY18; FY17; FY16	\$342,315		\$8,100	\$1,500
214	0323	Arts Extension Institute, Inc.	\$5,500	\$322,886	FY18; FY17; FY16	\$322,177		\$7,800	\$2,300
215	0327	New England Quilt Museum	\$5,400	\$310,121	FY17; FY16; FY15	\$310,121		\$7,600	\$2,200
216	0159	Worcester Chamber Music Society, Inc.	\$5,000	\$276,668	FY18; FY17; FY16	\$308,492		\$7,600	\$2,600
217	0325	Massachusetts Intl. Festival of the Arts	\$5,000	\$281,329	FY18; FY17; FY16	\$287,440		\$7,300	\$2,300
218	0247	Lowell Parks & Conservation Trust, Inc.	\$4,900	\$274,527	FY18; FY17; FY16	\$286,448		\$7,200	\$2,300
219	0160	Andover Historical Society	\$4,900	\$272,316	FY18; FY17	\$285,521		\$7,200	\$2,300
220	0274	Apollinaire Theatre Company	\$4,600	\$248,056	FY17; FY16; FY15	\$280,394		\$7,200	\$2,600
221	0278	Back Bay Chorale	\$4,500	\$241,608	FY18; FY17; FY16	\$279,964		\$7,100	\$2,600
222	0306	Waterfront Historic Area League	\$5,000	\$282,196	FY17; FY16; FY15	\$269,588		\$7,000	\$2,000
223	0322	Longwood Symphony Orchestra, Inc.	\$4,600	\$249,879	FY18; FY17; FY16	\$268,582		\$7,000	\$2,400
224	0290	Chinese Culture Connection, Inc.	\$4,400	\$234,655	FY18; FY17; FY16	\$265,933		\$6,900	\$2,500
225	0295	Aston Magna Foundation for Music & Hum.	\$4,800	\$260,261	FY18; FY17; FY16	\$265,664		\$6,900	\$2,100
226	0324	UMASS Amherst Asian Arts & Culture Prog.	\$5,300	\$307,488	FY18; FY17; FY16	\$265,483		\$6,900	\$1,600
227	0299	Spontaneous Celebrations, Inc.	\$4,700	\$255,505	FY17; FY16; FY15	\$258,113	10%	\$6,100 **	\$1,400
228	0310	Montserrat College of Art Gallery	\$4,500	\$237,830	FY18; FY17; FY16	\$257,995		\$6,800	\$2,300

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#	App	Name	FY19 CIP Grant	FY19 Formula Expenses	Years used FY20 for Formula Expenses	FY20 Formula Expenses	Compliance Penalty	FY20 Recommendation	Difference From FY19
229	0296	Boston Camerata, Inc.^The	\$4,500	\$241,293	FY18; FY17; FY16	\$244,885		\$6,600	\$2,100
230	0270	StageSource, Inc.	\$4,600	\$245,083	FY18; FY17; FY16	\$243,713		\$6,600	\$2,000
231	0317	Zamir Chorale of Boston, Inc.	\$4,300	\$225,305	FY18; FY17; FY16	\$239,671		\$6,500	\$2,200
232	0328	Fort Point Arts Community, Inc.	\$5,300	\$300,318	FY18; FY17; FY16	\$238,448		\$6,500	\$1,200
233	0285	Cape Ann Symphony Orchestra, Inc.	\$4,200	\$216,806	FY18; FY17; FY16	\$231,571		\$6,400	\$2,200
234	0297	Woods Hole Film Festival, Inc.	\$4,000	\$152,846	FY18; FY17; FY16	\$230,443		\$6,400	\$2,400
235	0286	Cape Cod Chamber Music Festival, Inc.	\$4,300	\$226,787	FY17; FY16; FY15	\$230,402		\$6,400	\$2,100
236	0244	Coro Allegro, Inc.	\$4,000	\$186,206	FY18; FY17; FY16	\$227,495		\$6,300	\$2,300
237	0279	BalletRox, Inc.	\$4,000	\$185,225	FY18; FY17; FY16	\$226,011		\$6,300	\$2,300
238	0308	Young at Heart Chorus, Inc.	\$4,100	\$205,369	FY18; FY17; FY16	\$224,681		\$6,300	\$2,200
239	0304	Voices Boston	\$4,200	\$216,233	FY18; FY17; FY16	\$224,646		\$6,300	\$2,100
240	0254	New Philharmonia Orchestra of MA, Inc.	\$4,300	\$221,737	FY18; FY17; FY16	\$223,540		\$6,300	\$2,000
241	0245	On Stage, Inc.	\$4,000	\$190,967	FY18; FY17; FY16	\$221,637		\$6,200	\$2,200
242	0275	Art Connection, Inc.^The	\$4,600	\$247,806	FY18; FY17; FY16	\$221,101		\$6,200	\$1,600
243	0250	Massachusetts Educational Theater Guild	\$4,000	\$199,173	FY18; FY17; FY16	\$217,788		\$6,200	\$2,200
244	0164	WAM Theatre, Inc.	\$4,000	\$174,799	FY18; FY17; FY16	\$212,744		\$6,100	\$2,100
245	0267	Nature Connection, Inc.^The	\$4,000	\$169,922	FY18; FY17; FY16	\$201,061		\$5,900	\$1,900
246	0249	Massachusetts Center for the Book, Inc.	\$4,000	\$185,412	FY18; FY17; FY16	\$199,787		\$5,800	\$1,800
247	0316	Pro Arte Chamber Orchestra of Boston	\$4,300	\$221,499	FY18; FY17; FY16	\$198,118		\$5,800	\$1,500
248	0158	ArtsWorcester, Inc.	\$4,000	\$167,514	FY18; FY17; FY16	\$196,575		\$5,800	\$1,800
249	0301	Triboro Youth Theatre, Inc.	\$4,000	\$188,848	FY18; FY17; FY16	\$187,946		\$5,600	\$1,600
250	0269	Agni Review	\$4,000	\$172,548	FY18; FY17; FY16	\$182,936		\$5,500	\$1,500
251	0283	Boston Musica Viva, Inc.	\$4,000	\$156,923	FY18; FY17; FY16	\$175,753		\$5,400	\$1,400
252	0312	Northampton Arts Council	\$4,000	\$118,938	FY18; FY17; FY16	\$166,529		\$5,200	\$1,200
253	0319	Pioneer Valley Symphony, Inc.	\$4,000	\$169,484	FY18; FY17; FY16	\$164,192		\$5,200	\$1,200
254	0280	Berkshire Historical Society, Inc.^The	\$4,000	\$182,107	FY18; FY17; FY16	\$163,475		\$5,200	\$1,200
255	0162	Shelter Music Boston	\$4,000	\$127,427	FY18; FY17; FY16	\$162,005		\$5,200	\$1,200
256	0320	Provincetown Arts Press, Inc.	\$4,000	\$167,301	FY18; FY17; FY16	\$161,335		\$5,100	\$1,100
257	0248	Contact Collaborations, Inc.	\$4,000	\$162,230	FY18; FY17; FY16	\$158,169		\$5,100	\$1,100
258	0292	Civic Symphony Orchestra of Boston	\$4,000	\$132,273	FY18; FY17; FY16	\$157,758		\$5,100	\$1,100
259	0255	New England Quarterly, Inc.^The	\$4,000	\$185,950	FY18; FY17; FY16	\$157,412		\$5,100	\$1,100
260	0258	Massachusetts Review^The	\$4,000	\$142,278	FY18; FY17; FY16	\$153,095		\$5,000	\$1,000
261	0289	Chameleon Arts Ensemble of Boston, Inc.	\$4,000	\$127,644	FY18; FY17; FY16	\$146,193		\$4,900	\$900
262	0237	Martha's Vineyard Chamber Music Society	\$3,600	\$135,628	FY18; FY17; FY16	\$145,444		\$4,800	\$1,200
263	0277	Available Potential Enterprises, Ltd.	\$4,000	\$108,879	FY18; FY17; FY16	\$137,990		\$4,700	\$700
264	0260	Masterworks Chorale, Inc.	\$4,000	\$147,794	FY18; FY17; FY16	\$137,309		\$4,700	\$700
265	0293	Close Encounters with Music, Inc.	\$4,000	\$149,181	FY18; FY17; FY16	\$134,943		\$4,600	\$600
266	0268	Boston Dance Alliance	\$4,000	\$153,024	FY18; FY17; FY16	\$134,182		\$4,600	\$600

*Degree-granting institution

**Compliance Penalty

***Suspended

****Ceased Operations

FY20 Portfolio Grant Recommendations

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#	App	Name	FY19 CIP Grant	FY19 Formula Expenses	Years used FY20 for Formula Expenses	FY20 Formula Expenses	Compliance Penalty	FY20 Recommendation	Difference From FY19
267	0273	Angkor Dance Troupe, Inc.	\$4,000	\$136,545	FY18; FY17; FY16	\$131,971		\$4,600	\$600
268	0263	Mistral Music, Inc.	\$4,000	\$128,280	FY18; FY17; FY16	\$130,219		\$4,500	\$500
269	0298	Spinner Publications, Inc.	\$4,000	\$198,511	FY18; FY17; FY16	\$125,348		\$4,500	\$500
270	0265	Metropolitan Chorale of Brookline	\$4,000	\$135,915	FY18; FY17; FY16	\$125,200		\$4,500	\$500
271	0288	Cape Cod Writers Center, Inc.	\$4,000	\$131,635	FY18; FY17; FY16	\$120,156		\$4,500	\$500
272	0256	New England Philharmonic, Inc.	\$4,000	\$116,272	FY18; FY17; FY16	\$119,930		\$4,500	\$500
273	0266	Commonwealth Chorale	\$4,000	\$120,562	FY18; FY17; FY16	\$119,245		\$4,500	\$500
274	0243	Dorchester Community Ctr. for Visual Art	\$4,000	\$104,174	FY18; FY17; FY16	\$118,549		\$4,500	\$500
275	0303	Tunefoolery Music, Inc.	\$4,000	\$113,560	FY18; FY17; FY16	\$113,741		\$4,500	\$500
276	0287	Cape Cod Theatre Project, Inc.^The	\$4,000	\$96,313	FY18; FY17; FY16	\$111,543		\$4,500	\$500
277	0252	Musica Sacra	\$4,000	\$117,943	FY18; FY17; FY16	\$108,889		\$4,500	\$500
278	0276	Arts Are Essential, Inc.	\$4,000	\$106,287	FY18; FY17; FY16	\$103,915		\$4,500	\$500
279	0314	SMARTS Collaborative	\$4,000	\$96,338	FY18; FY17; FY16	\$101,943		\$4,500	\$500
280	0262	Multi-Arts, Inc.	\$4,000	\$119,439	FY18; FY17; FY16	\$101,141		\$4,500	\$500
281	0259	Musicians of the Old Post Road, Inc.	\$4,000	\$99,334	FY18; FY17; FY16	\$100,123		\$4,500	\$500
282	0281	Concord Chamber Music Society, Inc.	\$4,000	\$96,249	FY18; FY17; FY16	\$98,372		\$4,500	\$500
283	0318	Radius Ensemble, Inc.	\$4,000	\$95,575	FY18; FY17; FY16	\$95,629		\$4,500	\$500
284	0241	Golden Tones, Inc.	\$4,000	\$91,709	FY18; FY17; FY16	\$93,389		\$4,500	\$500
285	0315	Performance Project, Inc.^The	\$4,000	\$75,875	FY18; FY17; FY16	\$91,096		\$4,500	\$500
286	0321	Sarasa, Inc.	\$4,000	\$82,381	FY18; FY17; FY16	\$87,234		\$4,500	\$500
287	0238	Charlestown Working Theater, Inc.	\$3,600	\$116,752	FY17; FY16; FY15	\$85,703	25%	\$3,400 **	-\$200
288	0311	Salamander, Inc.	\$4,000	\$85,045	FY18; FY17; FY16	\$84,698		\$4,500	\$500
289	0282	Boston Cyberarts, Inc.	\$4,000	\$66,590	FY18; FY17; FY16	\$80,466		\$4,500	\$500
290	0305	Spectrum Singers, Inc.^The	\$4,000	\$65,174	FY18; FY17; FY16	\$73,678		\$4,500	\$500
291	0300	Symphony by the Sea	\$4,000	\$74,358	FY18; FY17; FY16	\$70,482		\$4,500	\$500
292	0242	History Project, Inc.^The	\$4,000	\$60,055	FY18; FY17; FY16	\$69,861		\$4,500	\$500
293	0251	KO Theater Works, Inc.	\$4,000	\$71,177	FY18; FY17; FY16	\$67,726		\$4,500	\$500
294	0302	Triple Shadow, Inc.	\$4,000	\$63,943	FY18; FY17; FY16	\$64,117		\$4,500	\$500
295	0246	La Donna Musicale, Inc.	\$4,000	\$83,328	FY18; FY17; FY16	\$63,027		\$4,500	\$500
296	0257	New England Classical Singers, Inc.	\$4,000	\$62,505	FY18; FY17; FY16	\$62,631		\$4,500	\$500
297	0253	Odaiko New England, Inc.	\$4,000	\$52,926	FY18; FY17; FY16	\$61,141		\$4,500	\$500
298	0271	1794 Meetinghouse, Inc.	\$4,000	\$64,112	FY18; FY17; FY16	\$60,860		\$4,500	\$500
299	0294	Collage New Music	\$4,000	\$57,175	FY18; FY17; FY16	\$60,649		\$4,500	\$500
300	0307	Writers' Room of Boston, Inc.^The	\$4,000	\$59,154	FY18; FY17; FY16	\$59,784		\$4,500	\$500
301	0239	Cambridge Forum, Inc.	\$4,000	\$60,028	FY18; FY17; FY16	\$57,233		\$4,500	\$500
302	0264	Metropolitan Wind Symphony, Inc.	\$4,000	\$57,478	FY18; FY17; FY16	\$55,877		\$4,500	\$500
303	0313	Voices Rising, Inc.	\$4,000	\$54,462	FY18; FY17; FY16	\$55,546		\$4,500	\$500
304	0284	Cantemus Chamber Chorus, Inc.	\$4,000	\$53,353	FY18; FY17; FY16	\$53,547		\$4,500	\$500

*Degree-granting institution

**Compliance Penalty

***Suspended

****Ceased Operations

FY20 Portfolio Grant Recommendations

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#	App	Name	FY19 CIP Grant	FY19 Formula Expenses	Years used FY20 for Formula Expenses	FY20 Formula Expenses	Compliance Penalty	FY20 Recommendation	Difference From FY19
305	0272	Acme Theater Productions, Inc.	\$4,000	\$50,884	FY18; FY17; FY16	\$50,777		\$4,500	\$500
306	0759	Paine Estate^Robert Treat	\$0	\$41,279	FY18; FY17; FY16	\$50,488		\$4,500	\$4,500
307	0370	Burgess Society, Inc.^Thornton W.	\$8,200	\$573,622	FY17; FY16; FY15	\$555,147	100%	\$0 ****	-\$8,200
308	0291	City Stage Co., Inc.	\$4,000	\$150,722	FY18; FY17; FY16	\$134,110	100%	\$0 ****	-\$4,000
309	0309	Zephyr Press	\$4,000	\$57,267	FY18; FY17; FY16	\$48,419	100%	\$0 ***	-\$4,000
310	0240	Eagle Eye Institute, Inc.	\$4,000	\$66,249	FY17; FY16; FY15	\$45,333	100%	\$0 ***	-\$4,000
311	0261	Music at Eden's Edge, Inc.	\$4,000	\$60,510	FY18; FY17; FY16	\$45,152	100%	\$0 ***	-\$4,000
312	0236	Prometheus Dance, Inc.	\$4,000	\$61,392	FY17; FY16; FY15	\$36,465	100%	\$0 ****	-\$4,000
			\$4,736,900	\$619,786,811		\$632,659,736		\$5,626,000	\$889,100

*Degree-granting institution

**Compliance Penalty

***Suspended

****Ceased Operations



Power of culture

To: Mass Cultural Council
 Fr: Anita Walker, David Slatery, Jen Lawless, Kalyn King, Sara Glidden, Michael Ibrahim
 Dt: August 27, 2019
 Re: CIP Gateway: FY20 Grant Recommendations

Background on the Gateway Program

The Gateway program provides operating support for two years and is structured to be the path for organizations to move into the Portfolio. Applicant organizations must meet Portfolio eligibility. Within the Gateway program, we have clearly defined the process for moving an organization from Gateway into the Portfolio.

The grant is for a set amount, positioned as smaller than Portfolio grants, but larger than Projects grants. With the increase in budget for FY20, we are proposing increasing the Gateway grant from \$3000 per year to \$3500.

This list of grantees is unchanged from FY19, as FY20 is the second year of Gateway funding for this cycle of funding. The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

Name	City	FY20 Grant Recommendation
826 Boston, Inc.	Boston	\$ 3,500
A Far Cry, Inc.	Boston	\$ 3,500
Assabet Valley Mastersingers, Inc.	Northborough	\$ 3,500
Berkshire Film and Media Collaborative	Pittsfield	\$ 3,500
Berkshire Playwrights Lab, Inc.	Great Barrington	\$ 3,500
Berkshire Pulse, Inc.	Housatonic	\$ 3,500
Boston Book Festival, Inc.	Boston	\$ 3,500

BSA Foundation	Boston	\$ 3,500
Buttonwood Park Zoo	New Bedford	\$ 3,500
Buzzards Bay Coalition, Inc.	New Bedford	\$ 3,500
Cambridge Symphony Orchestra, Inc.	Cambridge	\$ 3,500
Community Art Center, Inc.^The	Cambridge	\$ 3,500
Concord Chorus^The	Concord	\$ 3,500
Design Museum Boston, Inc.	Boston	\$ 3,500
Falmouth Chorale, Inc.^The	Falmouth	\$ 3,500
Grow Native Massachusetts, Inc.	Waltham	\$ 3,500
Heritage Plantation of Sandwich, Inc.	Sandwich	\$ 3,500
Hopkinton Center for the Arts	Hopkinton	\$ 3,500
Kennedy Library Foundation, Inc.^John F.	Boston	\$ 3,500
Nantucket Historical Association	Nantucket	\$ 3,500
New Bedford Fishing Heritage Center	New Bedford	\$ 3,500
New Bedford Symphony Orchestra Assn.	New Bedford	\$ 3,500
Newburyport Choral Society, Inc.	Newburyport	\$ 3,500
Northeast Massachusetts Youth Orchestras	Manchester-by-the-Sea	\$ 3,500
Now and There, Inc.	Boston	\$ 3,500
OrigiNation Cultural Arts Center	Boston	\$ 3,500
Special Needs Arts Programs, Inc.	Lexington	\$ 3,500
Transformative Culture Project, Inc.	Boston	\$ 3,500
Worcester Historical Museum	Worcester	\$ 3,500



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Jen Lawless, Kalyn King, Sara Glidden,
Michael Ibrahim
Dt: August 27, 2019
Re: CIP Projects: FY20 Grant Recommendations

Background on the Projects Program

Award Assignments for Projects

The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

The Projects category includes organizations whose missions are not fully cultural, and organizations that do not receive Gateway or Portfolio grants. Project grantees receive funding for one year, restricted to the proposed project.

CIP Project grants are one year grants for specific cultural public programming and are not for general operating support. Applications are accepted from:

- Massachusetts recognized 501(c)3 organizations
- Programs under a federal, state, or local entity/municipality

To make the Projects grants available to more organizations, and to smaller organizations, we extended eligibility to:

- Unincorporated associations, or organizations that are eligible to be federally tax exempt, 501(c)3 nonprofit but have not attained this status may apply using a fiscal agent

A few details about this year's applicants and process:

- We received 222 applications in the Projects program. Staff conducted a review to screen out applications that were clearly either ineligible or incomplete, and 196 applications were forwarded to the panel.
- These applicants represented a wide range of artistic, cultural, and interpretive sciences disciplines, and organizational budgets ranging from \$10,000 to \$50million. The applicants are from every region of the state. Organizations ranged from two years old to 104 years old.
- Applications were randomly assigned to three review groups. Eighteen panelists (six per panel), drawn from Portfolio grantee organizations or other not for profit organizations, reviewed and scored the applications on criteria relating to project quality, public value, and organizational capacity to deliver the project.

In FY20, there are 121 Projects recommended for grants at \$2,500 each – a total of \$302,500.

- The recommended grantees include applicants in a wide range of disciplines, and from every region of the Commonwealth
- Ten of the recommended grantees are unincorporated organizations, using a Fiscal Agent. Two recommended grantees are programs of municipalities.
- Project grants are supporting small organizations: 40 of the recommended grantees have organization budgets up to \$50,000, and an additional 17 organizations have budgets under \$100,000. A total of 91 organizations have budgets under \$500,000.
- Project budgets range from \$5,000 to \$563,000. Eight-seven of the project budgets are under \$25,000

A few projects of interest:

- Jean Appalon Expressions: A Haitian Dance education program to bring accessible cultural identity and dance education to youth age 5 – 18 in Lawrence MA
- Bourne Historical Society: a festival that showcases the arts and culture of the local Wampanoag tribe through dance performances, music and tribal drumming along with cultural demonstrations and food prepared by tribal members.
- Erving Public Library A performing arts series to celebrate the opening of a new public library in the rural community of Erving MA in Franklin County. Population 1800.

- **Luminartz** This application is for a project that brings together artists, light techs, and the community to light up downtown Boston. It is a contemporary arts festival that manipulates light and sound to turn Boston's streets into an installation gallery.

Project Panelists, June, 2019

Kelly Grill Co-Director Hopkinton Center for the Arts Hopkinton, MA	Ben Hires Director of Strategic Partnerships Boston Public Library Boston, MA
Musau Dibinga Executive Director OrigiNation Cultural Arts Center Boston, MA	Marshall Hughes Program Manager Bridge to Equity & Advancement/New England Conservatory Boston, MA
Katie DeBonville Chief Development Officer Boston Baroque Boston, MA	Grace Kennerly Executive Director A Far Cry Boston, MA
Lyndsay Cox Director of Theatre Arts Boston Center for the Arts Boston, MA	Gavin Kleespies Director of Programs Mass. Historical Society Boston, MA
Lucie Castaldo Executive Director IS183 Art School Stockbridge, MA	Juan Maldonado Director of Programs Sociedad Latina Boston, MA
Laury Gutierrez Director La Donna Musical Boston, MA	Patrice Maye Executive Director South Shore Arts Center Cohasset, MA
Norah Piehl Executive Director Boston Book Festival Boston MA	Ashley Occhino Executive Director New Bedford Art Museum/ArtWorks New Bedford MA
Dahvy Tran Executive Director Angkor Dance Troupe Lowell MA	Courtney O'Connor Associate Artistic Director Lyric Stage Company of Boston Boston, MA
Polly Carpenter Director of Public Programs BSA Foundation Boston, MA	

List of Project Grant Recommendations

Name	City	Score	Award
Front Porch Arts Collective^The	Cambridge	4.97	\$2,500
Lowell Telecommunications Corporation	Lowell	4.88	\$2,500
Ashmont Hill Chamber Music, Inc.	Dorchester	4.83	\$2,500
Asian American Resource Workshop	Boston	4.82	\$2,500
Blues to Green, Inc.	Huntington	4.8	\$2,500
Castle of our Skins, Inc.	Dorchester	4.8	\$2,500
Community Service Care, Inc.	Jamaica Plain	4.8	\$2,500
True Story, Inc.	Arlington	4.79	\$2,500
Hyde Square Task Force, Inc.^The	Jamaica Plain	4.78	\$2,500
Chinese Consolidated Benevolent Assn.	Boston	4.77	\$2,500
Belmont World Film, Inc.	Sudbury	4.74	\$2,500
Amherst Cinema Arts Center, Inc.	Amherst	4.73	\$2,500
Appolon Expressions, Inc.^Jean	Malden	4.73	\$2,500
Boston Shakespeare Project, Inc.	Boston	4.73	\$2,500
BAMS Fest, Inc.	Dorchester	4.72	\$2,500
Powers Music School, Inc.	Belmont	4.71	\$2,500
Nantucket Dreamland Foundation	Nantucket	4.7	\$2,500
African Community Education Program	Worcester	4.69	\$2,500
Berkshire Children and Families, Inc.	Stockbridge	4.69	\$2,500
Cantilena Chamber Choir^The	Lenox	4.69	\$2,500
Esplanade Association, Inc.^The	Boston	4.69	\$2,500
Mass. College of Liberal Arts Foundation	North Adams	4.69	\$2,500
Salem Film Fest	Salem	4.67	\$2,500
Audio Journal, Inc.	Worcester	4.66	\$2,500
musiConnects	Roslindale	4.66	\$2,500
Immigrant City Archives and Museum^The	Lawrence, MA	4.65	\$2,500
Metalwerx, Inc.	Waltham	4.65	\$2,500
University Museum of Contemporary Art	Amherst	4.65	\$2,500
GreenRoots, Inc.	Chelsea	4.64	\$2,500

Rockport New Year's Eve, Inc.	Rockport	4.64	\$2,500
Winchester Community Music School	Winchester	4.64	\$2,500
Dream Out Loud Center for the Arts	New Bedford	4.63	\$2,500
New Bedford Historical Society, Inc.	New Bedford	4.62	\$2,500
Boston Chinatown Neighborhood Center	Boston	4.61	\$2,500
Gloucester Meetinghouse Foundation	Gloucester	4.61	\$2,500
Hibernian Hall	Roxbury	4.61	\$2,500
Voices From Inside	Greenfield	4.61	\$2,500
North Shore Philharmonic Orchestra, Inc.	Danvers	4.6	\$2,500
Sustainable CAPE	Truro	4.6	\$2,500
Piti Theatre Company	Charlemont	4.58	\$2,500
Worcester Youth Center, Inc.	Worcester	4.58	\$2,500
Boys & Girls Club of Greater Westfield	Westfield	4.57	\$2,500
Liars & Believers, Inc.	Cambridge	4.57	\$2,500
South Hadley Family Center, Inc.	South Hadley	4.57	\$2,500
Brown Box Theatre Project, Inc.	Berlin	4.56	\$2,500
Create. Inspire. Change. Theater Company	Sudbury	4.56	\$2,500
Girls Incorporated of Greater Lowell	Lowell	4.56	\$2,500
Convergence Ensemble, Inc.	Boston	4.55	\$2,500
Framingham Downtown Renaissance, Inc.	Framingham	4.55	\$2,500
Southborough Library	Southborough	4.55	\$2,500
Easthampton City Arts +	Easthampton	4.54	\$2,500
International Book Fair, Inc.	Lawrence	4.54	\$2,500
Downtown Taunton Foundation, Inc.	Taunton	4.53	\$2,500
Great Small Works, Inc.	Cambridge	4.53	\$2,500
Lexington Chamber Music Center, Inc.	Lexington	4.53	\$2,500
Makanda Project^The	Milton	4.53	\$2,500
New Bedford Dept. of Parks & Recreation	New Bedford	4.53	\$2,500
Arlington Public Art	Worcester	4.52	\$2,500
Cantilena	Arlington	4.51	\$2,500
UMass Lowell University Gallery	Lowell	4.51	\$2,500
Andover Choral Society	Andover	4.5	\$2,500
Boston Theater Company, Inc.	Boston	4.5	\$2,500
Boston University Arts Initiative	Boston	4.5	\$2,500
Springfield Boys and Girls Club, Inc.	Springfield	4.5	\$2,500

Eastham Public Library	Eastham	4.49	\$2,500
Housing Families, Inc.	Malden	4.49	\$2,500
MA Center for Native American Awareness	Danvers	4.49	\$2,500
Cambridge Dance Youth Program, Inc.	Somerville	4.48	\$2,500
Erving Public Library	Erving	4.48	\$2,500
Korean Cultural Society of Boston, Inc.	Lexington	4.48	\$2,500
Sandwich Arts Alliance, Inc.	Sandwich	4.48	\$2,500
Silverthorne Theater Company, Inc.	Turners Falls	4.48	\$2,500
Boston Architectural College^The	Boston	4.47	\$2,500
Urbanity Dance, Inc.	Boston	4.47	\$2,500
Bard College at Simon's Rock	Great Barrington	4.46	\$2,500
Bourne Historical Society	Bourne	4.46	\$2,500
Cape Cod Chorale, Inc.	Sandwich	4.46	\$2,500
Cambridge Community Television	Cambridge	4.45	\$2,500
Chew Memorial Boys Club, Inc.^Thomas	Fall River	4.45	\$2,500
Wellfleet Preservation Hall, Inc.	Wellfleet	4.44	\$2,500
ANIKAYA/Akhra, Inc.	Somerville	4.43	\$2,500
Berkshire Botanical Garden^The	Pittsfield	4.43	\$2,500
Lawrence Public Library	Lawrence	4.43	\$2,500
YMCA of Metro North	Peabody	4.43	\$2,500
Hyde-Jackson Square Main Street	Jamaica Plain	4.42	\$2,500
Opera del West, Inc.	Wayland	4.42	\$2,500
Osher Lifelong Learning Institute	Pittsfield	4.42	\$2,500
Peabody Institute Library Foundation	Peabody	4.42	\$2,500
Springfield Central Cultural District	Springfield	4.42	\$2,500
Transient Canvas	Jamaica Plain	4.42	\$2,500
Berkshire Lyric Theatre, Inc.	Pittsfield	4.4	\$2,500
Easton Children's Museum, Inc.	North Easton	4.4	\$2,500
Writers Without Margins, Inc.	Cambridge	4.4	\$2,500
Dedham School of Music	Dedham	4.39	\$2,500
Elevated Thought Foundation, Inc.	Lawrence	4.38	\$2,500
LuminArtz	Gloucester	4.38	\$2,500
Mystic Learning Center, Inc.	Somerville	4.38	\$2,500
Vineyard Arts Project Limited	Edgartown	4.38	\$2,500

West Springfield Parks and Recreation	West Springfield	4.38	\$2,500
AHA! New Bedford	New Bedford	4.37	\$2,500
Arlekin Players Theatre	Needham	4.36	\$2,500
Family Health and Social Service Center	Worcester	4.36	\$2,500
Worcester Schubertiad, Inc.	Worcester	4.36	\$2,500
20 Summers, Inc.	Provincetown	4.35	\$2,500
Dinosaur Annex Music Ensemble, Inc.	Watertown	4.33	\$2,500
Nolumbeka Project, Inc.^The		4.32	\$2,500
In Good Company, Inc.	Boston	4.28	\$2,500
South Shore YMCA	Norwell	4.27	\$2,500
Woods Hole Research Center, Inc.	Falmouth	4.27	\$2,500
Berkshire South Reg. Community Center	Great Barrington	4.25	\$2,500
Boston Latino Intl. Film Festival	Roslindale	4.25	\$2,500
Tamarack Hollow Nature and Cultural Ctr.	Windsor	4.25	\$2,500
Old Colony Historical Society	Taunton	4.24	\$2,500
Lowell Kinetic Sculpture Race	Lowell	4.23	\$2,500
Medford Arts Center, Inc.	Medford	4.23	\$2,500
Bow Seat Ocean Awareness Programs, Inc.	Westwood	4.21	\$2,500
Non-Event, Inc.	Jamaica Plain	4.21	\$2,500
Irish Cultural Center of Western NE	West Springfield	4.2	\$2,500
Co-Incidence, Inc.	Somerville	4.17	\$2,500
Cooperative Productions, Inc.	North Dighton	4.16	\$2,500
Girls Rock Campaign Boston	Jamaica Plain	4.13	\$2,500
Palante Theater Company	Holyoke	4.12	\$0
Art Resource Collaborative for Kids	Orleans	4.09	\$0
Salisbury Singers, Inc.	Worcester	4.09	\$0
Fort Point Theatre Channel, Inc.	Boston	4.07	\$0
Music and Arts South Hadley, Inc.	South Hadley	4.07	\$0
Polymnia Choral Society, Inc.	Melrose	4.06	\$0
Chelmsford Community Band	Chelmsford	4.05	\$0
Forbes House^Captain Robert Bennet	Springfield	4.05	\$0
Beebe Memorial Library^Lucius		4.03	\$0

Gloucester Stage Company, Inc.	Gloucester	4.02	\$0
Wellesley Choral Society	Wellesley Hills	4.02	\$0
Lower Cape Community Acces Television	North Eastham	4.01	\$0
Marion Art Center, Inc.	Marion	4.01	\$0
Newton Theatre Company, Inc.	Newton	4	\$0
Payomet Performing Arts Charitable Trust	Truro	4	\$0
Apple Tree Arts, Inc.	Grafton	3.99	\$0
Somerville Museum	Somerville	3.98	\$0
BRAIN Arts, Inc.	Dorchester	3.97	\$0
Seraphim Singers^The	Watertown	3.94	\$0
North Shore Community Dev. Coalition	Salem	3.93	\$0
Belchertown Cultural Council	Belchertown	3.92	\$0
Girls Incorporated of Worcester	Worcester	3.92	\$0
Antenna Cloud Farm	Gill	3.89	\$0
Reading Community Singers	Reading	3.89	\$0
Hanover Historical Society	Hanover	3.87	\$0
Nemasket River Productions, Inc.	Middleboro	3.87	\$0
Shovel Town Cultural District	Easton	3.86	\$0
Mohawk Trail Concerts, Inc.	Shelburne Falls	3.85	\$0
Chorus Pro Musica, Inc.	Boston	3.84	\$0
Outer Cape Chorale, Inc.	South Wellfleet	3.83	\$0
Mosesian Center for the Arts^The	Watertown	3.82	\$0
Delvena Theatre Company^The	Lynn	3.81	\$0
Museum of Russian Icons	Clinton	3.8	\$0
Clinton Parks and Recreation Department	Clinton	3.78	\$0
Berkshires Jazz, Inc.	Pittsfield	3.76	\$0
Concord Art Association, Inc.	Concord	3.75	\$0
Bach, Beethoven, and Brahms Society	Brookline	3.74	\$0
Sandisfield Arts Center	Sandisfield	3.73	\$0
Actors Studio of Newburyport, Inc.^The	Newburyport	3.71	\$0
Your Theatre, Inc.	New Bedford	3.7	\$0
Art in the Park, Worcester	Boston	3.69	\$0

Kadence Arts, Inc.	West Roxbury	3.69	\$0
Easton Chamber Music Festival	Sharon	3.66	\$0
Boston Dance Theater	Medford	3.63	\$0
Concord Women's Chorus, Inc.^The	Concord	3.63	\$0
Norfolk Public Library	Norfolk	3.63	\$0
Cambridge Center for Adult Education	Cambridge	3.62	\$0
Madore Chorale, Inc.^The Paul	Salem	3.62	\$0
Serious Play! Theatre Ensemble	Northampton	3.62	\$0
Williams Theater Festival^Tennessee	Provincetown	3.61	\$0
Carlisle Chamber Orchestra	Carlisle	3.6	\$0
Stage Ensemble Theatre Unit, Inc.	Belmont	3.57	\$0
Break a Leg Theater Works	Marshfield	3.53	\$0
CitySpace, Inc.	Easthampton	3.52	\$0
Byfield Community Arts Center	Byfield	3.51	\$0
Women of Color in Solidarity	Boston	3.51	\$0
Cultural Center of Cape Cod, Inc.^The	South Yarmouth	3.49	\$0
Heritage Chorale, Inc.^The	Framingham	3.47	\$0
Cape Cod Center for the Environment	South Yarmouth	3.41	\$0
Dighton Public Library	Dighton	3.4	\$0
Seaglass Theater Company, Inc.	New Bedford	3.39	\$0
Arts Empowering Life Foundation, Inc.	Dorchester	3.34	\$0
Arlington Historical Society^The	Arlington	3.33	\$0
School for Contemporary Dance and Thought	Northampton	3.33	\$0
Cappella Clausura, Inc.	Newtonville	3.32	\$0
New England Brass Band	Groton	3.29	\$0
Palmer Senior Center	Palmer	3.25	\$0
Studio at 550	Cambridge	3.24	\$0
Boston Literary Cultural District	Boston	3.21	\$0
Rose Art Museum^The	Waltham	3.19	\$0
Oxford Free Public Library	Oxford	3.17	\$0
Congregational Church of West Medford	Medford	3.1	\$0
Amazing Things Arts Center	Framingham	3.02	\$0
East Somerville Main Streets, Inc.	Somerville	3	\$0



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Jen Lawless, Kalyn King, Sara Glidden,
Michael Ibrahim
Dt: August 27, 2019
Re: Capacity Accelerator Network Stipends

Stipend Assignment Recommendations for The Capacity Accelerator Network (CAN)

The CIP Capacity Accelerator Network was developed in response to an increasing tempo of CIP organizations facing financial resiliency challenges. CAN is facilitated by outside experts in financial health modeling/planning, selected based on the needs of the CAN cohort. In addition, organizations have a curated peer relationship with other leaders who have experienced improvement in similar focus areas. We are recommending that 33 CAN organizations will receive a \$300 stipend for participation in the process, compensation for travel and capacity needs at their institutions during the network period. The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

The following organizations will be participants in CAN in FY20

Academy of Performing Arts, Inc
Actors' Shakespeare Project, Inc.
Ballet Theatre of Boston
Blue Heron Renaissance Choir
Boston Baroque
Brattle Film Foundation
Cantata Singers
Central Square Theatre
Drama Studio
Fuller Craft Museum

Greater Boston Stage Company
Harwich Junior Theatre, Inc.
Hull Lifesaving Museum
IS183 Art School of the Berkshires
Lexington Symphony
Martha's Vineyard Film Society
Martha's Vineyard Playhouse
Museum of African American History
New Art Center in Newton, Inc.
New Philharmonia Orchestra of Mass
New Repertory Theatre, Inc
Northampton Community Music Center
Orion Society, Inc
Primary Source
Puppet Showplace, Inc
Rehearsal for Life, Inc
Shakespeare & Company
Snow Farm - The New England Craft Program, Inc.
South Shore Art Center
Springfield Symphony Orchestra, Inc
StageSource, Inc.
The Boston Camerata
The Center for Independent Documentary
The Society of Arts and Crafts
VOICES Boston
Worcester Natural History Society



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Greg Liakos, Carmen Plazas
Dt: August 27, 2019
Re: FY20 Media Partnerships

Funding Recommendations for Media Partnerships

We plan to renew and increase our investment in public media organizations that play a unique role in amplifying the Power of Culture. We are recommending that \$130,000 be allocated to this effort in FY20 by which we support nonprofit media organizations by purchasing radio sponsorships that promote our grantees and position Mass Cultural Council as a vital source of support for the cultural sector.

Our Media Partnerships take a straightforward approach: Mass Cultural Council provides a grant to nonprofit radio stations to purchase an agreed-upon number of on-air sponsorships. The radio spots highlight our work together in a particular area at the intersection of culture of public policy: last year our focus was creative youth development. The sponsorships highlight Mass Cultural Council's mission to connect arts and culture to public policy goals such as economic growth or education, and help our grantees raise their own visibility.

Last year, we selected four stations to receive this funding through an RFP and awarded \$50,000 in funding each to WCRB (a WGBH station), and WBUR, and \$10,000 each to WICN, which covers Central Mass, and New England Public Radio (NEPR), which covers the Pioneer Valley and Berkshires. This year, we are recommending allocating the same amounts to the above stations and the additional \$10,000 to a fifth to-be-chosen station that serves a college-age audience with the goal of expanding our reach. This station will be selected by staff pursuant a competitive selection process.

In past years, we have focused messages around organizations in our Cultural Investment Portfolio, UP Initiative, and Cultural Districts. (Communications Manager Carmen Plazas also leveraged our

investment for a *pro bono* run of 48 spots this summer on WCRB for our [Creative Minds Out Loud](#) podcast!) This year, we plan to focus the messaging around Arts and Health and will invite our institutional partners to participate. We will work to negotiate grants with each of the public radio stations for sponsorships to air in early 2020. The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

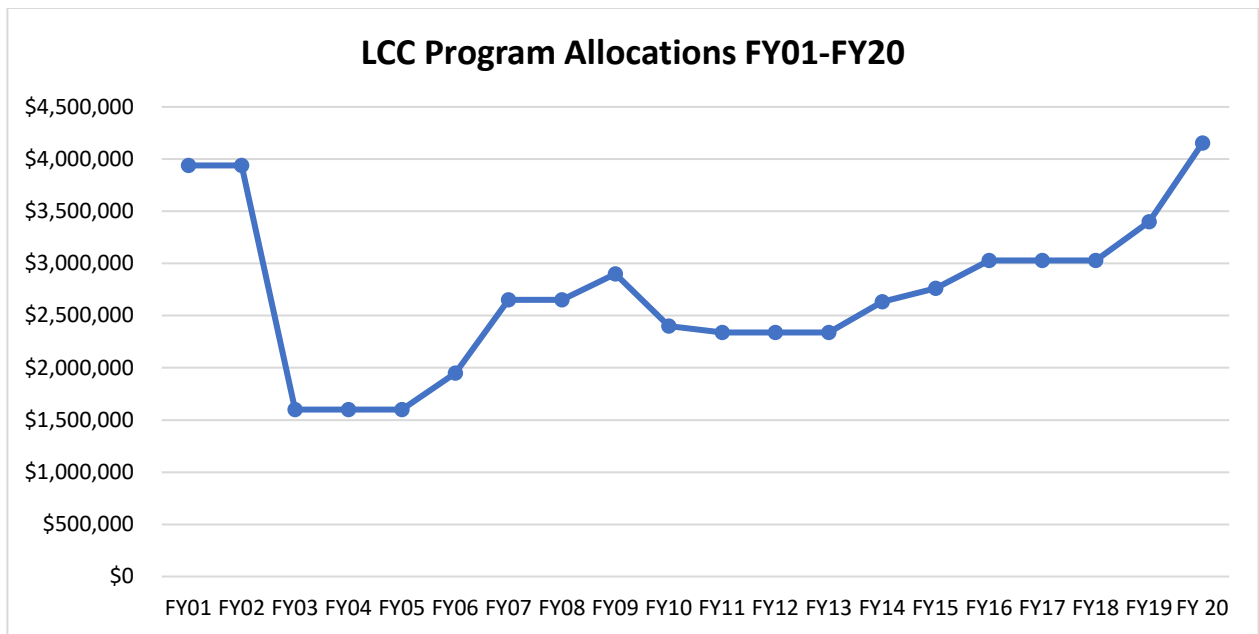


Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Jen Lawless, Lisa Simmons, Luis Cotto, Mina Kim, Samantha Montano, Timothea Pham
Dt: August 27, 2019
Re: FY20 Local Cultural Council Allocations

This memo presents recommended allocations for each of the MCC's 329 Local Cultural Councils in FY2020. Mass Cultural Council's FY 20 Spending Plan calls for an allocation of \$4,154,000 to the Local Cultural Council Program. This figure represents an increase of \$754,000 in funding compared to funding in FY19. The allocation recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

For reference, below is a chart that summarizes the last 21 years of LCC Program allocations. The budget for the program was as high as \$3.9 million in FY02. This fell to \$1.6 million in FY03 – the year that the MCC's state appropriation was cut by 62%. It gradually grew back to \$2.9 million before further cuts in FY10 and FY11. From FY11 – FY18 there was a steady increase but on average the LCC's were level funded. With the increase in the FY20 budget the LCC's will see a marked increase from \$3,400,000 to \$4,154,000, an increase of 22.18%.



The recommended allocations for all 329 Local Cultural Councils are detailed in the chart which follows this memo. Each council's individual allocation is determined by following the Department of Revenue's percent distribution of lottery funds to each city and town, which is done using a state local aid formula, based on population and property values. Because funding has increased this year, each LCC's allocation will increase on average by 14.8%. The minimum allocation was \$4,500 in FY19. We recommend increasing the minimum allocation to \$4,800 for FY20. There are now only 77 out of 329 councils that receive the minimum allocation. The largest increase in allocation (to the Boston Cultural Council and Worcester Arts Council) is \$37,300 and \$36,300 respectively.

FY20 Local Cultural Council Recommendations

Council	FY19 Allocation	FY20 Recommendation	Difference from FY19	% Difference from FY19
Abington Cultural Council	\$7,100	\$8,900	\$1,800	25.35%
Acton-Boxborough Cultural Council	\$10,300	\$12,500	\$2,200	21.36%
Acushnet Cultural Council	\$5,300	\$6,600	\$1,300	24.53%
Agawam Cultural Council	\$13,400	\$17,200	\$3,800	28.36%
Alford-Egremont Cultural Council	\$9,000	\$9,600	\$600	6.67%
Amesbury Cultural Council	\$7,100	\$9,000	\$1,900	26.76%
Amherst Cultural Council	\$29,600	\$38,300	\$8,700	29.39%
Andover Cultural Council	\$6,800	\$9,000	\$2,200	32.35%
Arlington Cultural Council	\$13,700	\$16,400	\$2,700	19.71%
Ashburnham Cultural Council	\$5,000	\$5,900	\$900	18.00%
Ashby Cultural Council	\$4,600	\$5,000	\$400	8.70%
Ashfield Cultural Council	\$4,500	\$4,800	\$300	6.67%
Ashland Cultural Council	\$5,700	\$7,300	\$1,600	28.07%
Athol Cultural Council	\$8,700	\$11,300	\$2,600	29.89%
Attleboro Cultural Council	\$21,200	\$27,200	\$6,000	28.30%
Auburn Cultural Council	\$6,200	\$8,000	\$1,800	29.03%
Avon Cultural Council	\$4,600	\$4,900	\$300	6.52%
Ayer Cultural Council	\$5,000	\$5,800	\$800	16.00%
Barre Cultural Council	\$5,000	\$5,900	\$900	18.00%
Becket Cultural Council	\$4,500	\$4,800	\$300	6.67%
Bedford Cultural Council	\$5,000	\$5,700	\$700	14.00%
Belchertown Cultural Council	\$6,500	\$8,600	\$2,100	32.31%
Bellingham Cultural Council	\$6,200	\$7,800	\$1,600	25.81%
Belmont Cultural Council	\$5,600	\$6,800	\$1,200	21.43%
Berkley Cultural Council	\$4,900	\$5,600	\$700	14.29%
Berlin Cultural Council	\$4,500	\$4,800	\$300	6.67%
Bernardston Cultural Council	\$4,500	\$4,800	\$300	6.67%
Beverly Cultural Council	\$14,000	\$17,600	\$3,600	25.71%
Billerica Arts Council	\$14,400	\$18,300	\$3,900	27.08%
Blackstone Cultural Council	\$5,300	\$6,500	\$1,200	22.64%
Blandford Cultural Council	\$4,500	\$4,800	\$300	6.67%
Bolton Cultural Council	\$4,600	\$5,000	\$400	8.70%
Boston Cultural Council	\$199,100	\$236,400	\$37,300	18.73%
Bourne Cultural Council	\$5,300	\$6,400	\$1,100	20.75%
Boxford Cultural Council	\$4,700	\$5,200	\$500	10.64%
Boylston Cultural Council	\$4,600	\$5,000	\$400	8.70%
Braintree Cultural Council	\$11,000	\$13,700	\$2,700	24.55%
Brewster Cultural Council	\$4,600	\$4,900	\$300	6.52%
Bridgewater Cultural Council	\$12,100	\$15,600	\$3,500	28.93%
Brimfield Cultural Council	\$4,600	\$5,000	\$400	8.70%
Brockton Cultural Council	\$65,000	\$81,700	\$16,700	25.69%
Brookfield Cultural Council	\$4,800	\$5,400	\$600	12.50%
Brookline Commission for the Arts	\$12,000	\$14,000	\$2,000	16.67%
Buckland Cultural Council	\$4,500	\$4,800	\$300	6.67%
Burlington Cultural Council	\$5,500	\$7,200	\$1,700	30.91%
Cambridge Arts Council	\$23,600	\$27,600	\$4,000	16.95%
Canton Cultural Council	\$5,500	\$7,000	\$1,500	27.27%
Carlisle Cultural Council	\$4,500	\$4,800	\$300	6.67%

FY20 Local Cultural Council Recommendations

Council	FY19 Allocation	FY20 Recommendation	Difference from FY19	% Difference from FY19
Carver Cultural Council	\$5,500	\$6,900	\$1,400	25.45%
Charlemont-Hawley Cultural Council	\$9,000	\$9,600	\$600	6.67%
Charlton Cultural Council	\$5,600	\$7,200	\$1,600	28.57%
Chatham Cultural Council	\$4,500	\$4,800	\$300	6.67%
Chelmsford Cultural Council	\$11,100	\$14,100	\$3,000	27.03%
Chelsea Cultural Council	\$21,900	\$28,300	\$6,400	29.22%
Chester Cultural Council	\$4,500	\$4,800	\$300	6.67%
Chesterfield Cultural Council	\$4,500	\$4,800	\$300	6.67%
Chicopee Cultural Council	\$38,500	\$49,300	\$10,800	28.05%
Clinton Cultural Council	\$8,000	\$10,000	\$2,000	25.00%
Cohasset Cultural Council	\$4,600	\$4,900	\$300	6.52%
Colrain Cultural Council	\$4,500	\$4,800	\$300	6.67%
Concord Cultural Council	\$5,000	\$5,800	\$800	16.00%
Conway Cultural Council	\$4,500	\$4,800	\$300	6.67%
Cultural Council of Northern Berkshire	\$62,600	\$70,700	\$8,100	12.94%
Cummington Cultural Council	\$4,500	\$4,800	\$300	6.67%
Dalton Cultural Council	\$5,100	\$6,100	\$1,000	19.61%
Danvers Cultural Council	\$7,400	\$9,500	\$2,100	28.38%
Dartmouth Cultural Council	\$9,600	\$12,400	\$2,800	29.17%
Dedham Cultural Council	\$7,300	\$9,000	\$1,700	23.29%
Deerfield Cultural Council	\$4,700	\$5,200	\$500	10.64%
Dennis Arts and Culture Council	\$4,600	\$5,000	\$400	8.70%
Dighton Cultural Council	\$5,000	\$5,800	\$800	16.00%
Douglas Cultural Council	\$5,100	\$6,200	\$1,100	21.57%
Dover Cultural Council	\$4,500	\$4,800	\$300	6.67%
Dracut Cultural Council	\$13,200	\$17,100	\$3,900	29.55%
Dudley Cultural Council	\$5,900	\$7,800	\$1,900	32.20%
Dunstable Cultural Council	\$4,500	\$4,800	\$300	6.67%
Duxbury Cultural Council	\$5,000	\$5,800	\$800	16.00%
East Bridgewater Arts Council	\$5,700	\$7,400	\$1,700	29.82%
East Brookfield Cultural Council	\$4,500	\$4,800	\$300	6.67%
East Longmeadow Cultural Council	\$5,800	\$7,700	\$1,900	32.76%
Eastham Cultural Council	\$4,500	\$4,800	\$300	6.67%
Easthampton City Arts +	\$9,500	\$11,800	\$2,300	24.21%
Easton Cultural Council	\$8,100	\$10,500	\$2,400	29.63%
Erving Cultural Council	\$4,500	\$4,800	\$300	6.67%
Essex Cultural Council	\$4,500	\$4,800	\$300	6.67%
Everett Cultural Council	\$15,400	\$20,700	\$5,300	34.42%
Fairhaven Cultural Council	\$6,900	\$8,600	\$1,700	24.64%
Fall River Cultural Council	\$77,800	\$98,000	\$20,200	25.96%
Falmouth Cultural Council	\$5,200	\$6,300	\$1,100	21.15%
Fitchburg Cultural Council	\$31,400	\$40,700	\$9,300	29.62%
Foxborough Cultural Council	\$5,500	\$6,800	\$1,300	23.64%
Framingham Cultural Council	\$24,100	\$31,800	\$7,700	31.95%
Franklin Cultural Council	\$9,400	\$12,300	\$2,900	30.85%
Freetown Cultural Council	\$5,000	\$5,900	\$900	18.00%
Gardner Cultural Council	\$15,400	\$20,000	\$4,600	29.87%
Georgetown Cultural Council	\$5,000	\$5,800	\$800	16.00%

FY20 Local Cultural Council Recommendations

Council	FY19 Allocation	FY20 Recommendation	Difference from FY19	% Difference from FY19
Gill Cultural Council	\$4,500	\$4,800	\$300	6.67%
Gloucester Cultural Council	\$8,500	\$10,400	\$1,900	22.35%
Goshen Cultural Council	\$4,500	\$4,800	\$300	6.67%
Gosnold Cultural Council	\$4,500	\$4,800	\$300	6.67%
Grafton Cultural Council	\$5,900	\$7,800	\$1,900	32.20%
Granby Cultural Council	\$5,000	\$5,900	\$900	18.00%
Granville Cultural Council	\$4,500	\$4,800	\$300	6.67%
Great Barrington Cultural Council	\$4,600	\$5,000	\$400	8.70%
Greenfield Local Cultural Council	\$11,400	\$14,200	\$2,800	24.56%
Groton Cultural Council	\$5,100	\$6,100	\$1,000	19.61%
Groveland Cultural Council	\$4,900	\$5,600	\$700	14.29%
Hadley Cultural Council	\$4,600	\$5,000	\$400	8.70%
Halifax Cultural Council	\$5,100	\$6,000	\$900	17.65%
Hamilton-Wenham Cultural Council	\$9,400	\$10,500	\$1,100	11.70%
Hampden Cultural Council	\$4,800	\$5,400	\$600	12.50%
Hanover Cultural Council	\$5,200	\$6,200	\$1,000	19.23%
Hanson Cultural Council	\$5,300	\$6,500	\$1,200	22.64%
Hardwick-New Braintree Cultural Council	\$9,200	\$10,000	\$800	8.70%
Harvard Cultural Council	\$4,700	\$5,200	\$500	10.64%
Harwich Cultural Council	\$4,600	\$4,900	\$300	6.52%
Hatfield Cultural Council	\$4,500	\$4,800	\$300	6.67%
Haverhill Cultural Council	\$29,600	\$38,300	\$8,700	29.39%
Heath Cultural Council	\$4,500	\$4,800	\$300	6.67%
Hingham Cultural Council	\$5,200	\$6,300	\$1,100	21.15%
Hinsdale-Peru Cultural Council	\$9,000	\$9,600	\$600	6.67%
Holbrook Cultural Council	\$5,500	\$6,800	\$1,300	23.64%
Holden Cultural Council	\$6,700	\$8,900	\$2,200	32.84%
Holland Cultural Council	\$4,500	\$4,800	\$300	6.67%
Holliston Arts Council	\$5,300	\$6,500	\$1,200	22.64%
Holyoke Local Cultural Council	\$35,600	\$46,200	\$10,600	29.78%
Hopedale Cultural Council	\$4,800	\$5,400	\$600	12.50%
Hopkinton Cultural Council	\$5,100	\$6,300	\$1,200	23.53%
Hubbardston Cultural Council	\$4,800	\$5,500	\$700	14.58%
Hudson Cultural Council	\$7,400	\$9,400	\$2,000	27.03%
Hull Cultural Council	\$4,800	\$5,500	\$700	14.58%
Huntington Cultural Council	\$4,600	\$4,900	\$300	6.52%
Ipswich Cultural Council	\$5,100	\$6,000	\$900	17.65%
Kingston Cultural Council	\$5,300	\$6,500	\$1,200	22.64%
Lakeville Arts Council	\$5,200	\$6,200	\$1,000	19.23%
Lancaster Cultural Council	\$5,100	\$6,100	\$1,000	19.61%
Lawrence Cultural Council	\$75,100	\$96,400	\$21,300	28.36%
Lee Cultural Council	\$4,700	\$5,200	\$500	10.64%
Leicester Arts Council	\$6,400	\$8,200	\$1,800	28.13%
Lenox Cultural Council	\$4,500	\$4,800	\$300	6.67%
Leominster Cultural Council	\$21,600	\$28,100	\$6,500	30.09%
Leverett Cultural Council	\$4,500	\$4,800	\$300	6.67%
Lexington Council for the Arts	\$5,400	\$6,700	\$1,300	24.07%
Leyden Cultural Council	\$4,500	\$4,800	\$300	6.67%

FY20 Local Cultural Council Recommendations

Council	FY19 Allocation	FY20 Recommendation	Difference from FY19	% Difference from FY19
Lincoln Cultural Council	\$4,500	\$4,800	\$300	6.67%
Littleton Cultural Council	\$4,900	\$5,600	\$700	14.29%
Longmeadow Cultural Council	\$5,600	\$7,200	\$1,600	28.57%
Lowell Cultural Council	\$75,500	\$96,800	\$21,300	28.21%
Ludlow Cultural Council	\$11,100	\$14,100	\$3,000	27.03%
Lunenburg Cultural Council	\$5,300	\$6,700	\$1,400	26.42%
Lynn Cultural Council	\$56,300	\$72,200	\$15,900	28.24%
Lynnfield Cultural Council	\$4,900	\$5,600	\$700	14.29%
Malden Cultural Council	\$29,500	\$36,300	\$6,800	23.05%
Manchester Cultural Council	\$4,500	\$4,800	\$300	6.67%
Mansfield Local Cultural Council	\$6,400	\$8,500	\$2,100	32.81%
Marblehead Cultural Council	\$5,100	\$6,100	\$1,000	19.61%
Marion Cultural Council	\$4,500	\$4,800	\$300	6.67%
Marlborough Cultural Council	\$12,500	\$16,300	\$3,800	30.40%
Marshfield Cultural Council	\$7,200	\$9,000	\$1,800	25.00%
Martha's Vineyard Cultural Council	\$27,000	\$28,800	\$1,800	6.67%
Mashpee Cultural Council	\$4,700	\$5,200	\$500	10.64%
Mattapoisett Cultural Council	\$4,500	\$4,800	\$300	6.67%
Maynard Cultural Council	\$5,200	\$6,300	\$1,100	21.15%
Medfield Cultural Council	\$5,000	\$5,800	\$800	16.00%
Medford Arts Council	\$23,100	\$27,500	\$4,400	19.05%
Medway Cultural Council	\$5,300	\$6,500	\$1,200	22.64%
Melrose Cultural Council	\$10,300	\$12,400	\$2,100	20.39%
Mendon Cultural Council	\$4,800	\$5,300	\$500	10.42%
Merrimac Cultural Council	\$5,000	\$5,800	\$800	16.00%
Methuen Cultural Council	\$20,300	\$26,500	\$6,200	30.54%
Mid-Cape Cultural Council	\$12,800	\$15,800	\$3,000	23.44%
Middleborough Cultural Council	\$9,600	\$12,900	\$3,300	34.38%
Middlefield Cultural Council	\$4,500	\$4,800	\$300	6.67%
Middleton Cultural Council	\$4,800	\$5,500	\$700	14.58%
Milford Cultural Council	\$11,400	\$14,900	\$3,500	30.70%
Millbury Cultural Council	\$6,400	\$8,000	\$1,600	25.00%
Millis Cultural Council	\$5,000	\$5,800	\$800	16.00%
Millville Cultural Council	\$4,700	\$5,200	\$500	10.64%
Milton Cultural Council	\$7,900	\$9,700	\$1,800	22.78%
Monson Cultural Council	\$5,300	\$6,600	\$1,300	24.53%
Montague Cultural Council	\$5,200	\$6,300	\$1,100	21.15%
Monterey Cultural Council	\$4,500	\$4,800	\$300	6.67%
Montgomery Cultural Council	\$4,500	\$4,800	\$300	6.67%
Mount Washington Cultural Council	\$4,500	\$4,800	\$300	6.67%
Nahant Cultural Council	\$4,500	\$4,800	\$300	6.67%
Nantucket Cultural Council	\$4,500	\$4,800	\$300	6.67%
Natick Cultural Council	\$8,200	\$10,400	\$2,200	26.83%
Needham Cultural Council	\$5,500	\$6,800	\$1,300	23.64%
New Bedford Cultural Council	\$80,900	\$101,800	\$20,900	25.83%
New Marlborough Cultural Council	\$4,500	\$4,800	\$300	6.67%
New Salem Cultural Council	\$4,500	\$4,800	\$300	6.67%
Newbury Cultural Council	\$4,600	\$5,000	\$400	8.70%

FY20 Local Cultural Council Recommendations

Council	FY19 Allocation	FY20 Recommendation	Difference from FY19	% Difference from FY19
Newburyport Cultural Council	\$5,200	\$6,200	\$1,000	19.23%
Newton Cultural Council	\$16,900	\$20,600	\$3,700	21.89%
Norfolk Cultural Council	\$5,200	\$6,300	\$1,100	21.15%
North Andover Cultural Council	\$7,700	\$10,400	\$2,700	35.06%
North Attleborough Cultural Council	\$10,600	\$13,600	\$3,000	28.30%
North Brookfield Cultural Council	\$4,900	\$5,700	\$800	16.33%
North Reading Cultural Council	\$5,200	\$6,300	\$1,100	21.15%
Northampton Arts Council	\$13,700	\$16,900	\$3,200	23.36%
Northborough Cultural Council	\$5,100	\$6,200	\$1,100	21.57%
Northbridge Cultural Council	\$7,800	\$10,100	\$2,300	29.49%
Northfield Cultural Council	\$4,500	\$4,800	\$300	6.67%
Norton Cultural Council	\$7,800	\$10,000	\$2,200	28.21%
Norwell Cultural Council	\$4,800	\$5,400	\$600	12.50%
Norwood Cultural Council	\$9,000	\$11,200	\$2,200	24.44%
Oakham Cultural Council	\$4,500	\$4,800	\$300	6.67%
Orange Cultural Council	\$5,800	\$7,300	\$1,500	25.86%
Orleans Cultural Council	\$4,500	\$4,800	\$300	6.67%
Otis Cultural Council	\$4,500	\$4,800	\$300	6.67%
Oxford Cultural Council	\$7,400	\$9,400	\$2,000	27.03%
Palmer Cultural Council	\$7,400	\$9,600	\$2,200	29.73%
Paxton Cultural Council	\$4,800	\$5,400	\$600	12.50%
Peabody Cultural Council	\$17,500	\$22,500	\$5,000	28.57%
Pelham Cultural Council	\$4,500	\$4,800	\$300	6.67%
Pembroke Cultural Council	\$6,200	\$7,900	\$1,700	27.42%
Pepperell Cultural Council	\$5,600	\$7,200	\$1,600	28.57%
Petersham Cultural Council	\$4,500	\$4,800	\$300	6.67%
Phillipston Cultural Council	\$4,500	\$4,800	\$300	6.67%
Pittsfield Cultural Council	\$28,200	\$35,300	\$7,100	25.18%
Plainfield Cultural Council	\$4,500	\$4,800	\$300	6.67%
Plainville Cultural Council	\$5,000	\$5,800	\$800	16.00%
Plymouth Cultural Council	\$15,000	\$19,800	\$4,800	32.00%
Plympton Cultural Council	\$4,500	\$4,800	\$300	6.67%
Princeton Cultural Council	\$4,600	\$4,900	\$300	6.52%
Provincetown Cultural Council	\$4,500	\$4,800	\$300	6.67%
Quincy Arts Council	\$35,300	\$41,000	\$5,700	16.15%
Randolph Cultural Council	\$14,600	\$19,100	\$4,500	30.82%
Raynham Cultural Council	\$5,300	\$6,600	\$1,300	24.53%
Reading Cultural Council	\$7,300	\$9,000	\$1,700	23.29%
Rehoboth Cultural Council	\$5,200	\$6,300	\$1,100	21.15%
Revere Cultural Council	\$23,700	\$30,300	\$6,600	27.85%
Richmond Cultural Council	\$4,500	\$4,800	\$300	6.67%
Rochester Cultural Council	\$4,600	\$5,000	\$400	8.70%
Rockland Cultural Council	\$8,400	\$10,500	\$2,100	25.00%
Rockport Cultural Council	\$4,600	\$4,900	\$300	6.52%
Rowe Cultural Council	\$4,500	\$4,800	\$300	6.67%
Rowley Cultural Council	\$4,700	\$5,200	\$500	10.64%
Royalston Cultural Council	\$4,500	\$4,800	\$300	6.67%
Russell Cultural Council	\$4,500	\$4,800	\$300	6.67%

FY20 Local Cultural Council Recommendations

Council	FY19 Allocation	FY20 Recommendation	Difference from FY19	% Difference from FY19
Rutland Cultural Council	\$5,300	\$6,500	\$1,200	22.64%
Salem Cultural Council	\$16,400	\$21,300	\$4,900	29.88%
Salisbury Cultural Council	\$4,800	\$5,500	\$700	14.58%
Sandisfield Cultural Council	\$4,500	\$4,800	\$300	6.67%
Sandwich Cultural Council	\$5,400	\$6,700	\$1,300	24.07%
Saugus Cultural Council	\$8,400	\$10,800	\$2,400	28.57%
Scituate Cultural Council	\$5,100	\$6,100	\$1,000	19.61%
Seekonk Cultural Council	\$5,400	\$6,800	\$1,400	25.93%
Sharon Cultural Council	\$5,400	\$6,800	\$1,400	25.93%
Sheffield Cultural Council	\$4,500	\$4,800	\$300	6.67%
Shelburne Cultural Council	\$4,500	\$4,800	\$300	6.67%
Sherborn Arts Council	\$4,500	\$4,800	\$300	6.67%
Shirley Cultural Council	\$5,300	\$6,500	\$1,200	22.64%
Shrewsbury Cultural Council	\$9,800	\$13,100	\$3,300	33.67%
Shutesbury Cultural Council	\$4,500	\$4,800	\$300	6.67%
Somerset Cultural Council	\$6,000	\$8,100	\$2,100	35.00%
Somerville Arts Council	\$37,500	\$43,600	\$6,100	16.27%
South Hadley Cultural Council	\$9,600	\$12,400	\$2,800	29.17%
Southampton Cultural Council	\$4,800	\$5,500	\$700	14.58%
Southborough Cultural Arts Council	\$4,800	\$5,300	\$500	10.42%
Southbridge Cultural Council	\$13,000	\$16,800	\$3,800	29.23%
Southwick Cultural Council	\$5,300	\$6,500	\$1,200	22.64%
Spencer Cultural Council	\$7,000	\$8,800	\$1,800	25.71%
Springfield Cultural Council	\$137,500	\$178,500	\$41,000	29.82%
Sterling Cultural Council	\$5,000	\$5,800	\$800	16.00%
Stockbridge Cultural Council	\$4,500	\$4,800	\$300	6.67%
Stoneham Cultural Council	\$7,500	\$9,300	\$1,800	24.00%
Stoughton Cultural Council	\$11,300	\$14,200	\$2,900	25.66%
Stow Cultural Council	\$4,700	\$5,200	\$500	10.64%
Sturbridge Cultural Council	\$5,100	\$6,100	\$1,000	19.61%
Sudbury Cultural Council	\$5,100	\$6,200	\$1,100	21.57%
Sunderland Cultural Council	\$4,700	\$5,200	\$500	10.64%
Sutton Cultural Council	\$5,000	\$5,900	\$900	18.00%
Swampscott Cultural Council	\$5,100	\$6,200	\$1,100	21.57%
Swansea Cultural Council	\$6,700	\$8,400	\$1,700	25.37%
Taunton Cultural Council	\$30,900	\$39,500	\$8,600	27.83%
Templeton Cultural Council	\$5,500	\$6,900	\$1,400	25.45%
Tewksbury Cultural Council	\$10,300	\$13,100	\$2,800	27.18%
Tolland Cultural Council	\$4,500	\$4,800	\$300	6.67%
Topsfield Cultural Council	\$4,600	\$5,000	\$400	8.70%
Townsend Cultural Council	\$5,500	\$6,900	\$1,400	25.45%
Truro Cultural Council	\$4,500	\$4,800	\$300	6.67%
Tyngsborough Cultural Council	\$5,300	\$6,600	\$1,300	24.53%
Tyringham Cultural Council	\$4,500	\$4,800	\$300	6.67%
Upton Cultural Council	\$4,900	\$5,600	\$700	14.29%
Uxbridge Cultural Council	\$5,600	\$7,200	\$1,600	28.57%
Wakefield Cultural Council	\$8,000	\$10,000	\$2,000	25.00%
Wales Cultural Council	\$4,500	\$4,800	\$300	6.67%

FY20 Local Cultural Council Recommendations

Council	FY19 Allocation	FY20 Recommendation	Difference from FY19	% Difference from FY19
Walpole Cultural Council	\$6,800	\$8,700	\$1,900	27.94%
Waltham Cultural Council	\$18,900	\$23,400	\$4,500	23.81%
Ware Cultural Council	\$6,300	\$8,100	\$1,800	28.57%
Wareham Cultural Council	\$7,200	\$9,100	\$1,900	26.39%
Warren Cultural Council	\$5,200	\$6,200	\$1,000	19.23%
Warwick Cultural Council	\$4,500	\$4,800	\$300	6.67%
Washington Cultural Council	\$4,500	\$4,800	\$300	6.67%
Watertown Cultural Council	\$9,900	\$12,200	\$2,300	23.23%
Wayland Cultural Council	\$4,800	\$5,500	\$700	14.58%
Webster Cultural Council	\$8,900	\$11,400	\$2,500	28.09%
Wellesley Cultural Council	\$5,100	\$6,100	\$1,000	19.61%
Wellfleet Cultural Council	\$4,500	\$4,800	\$300	6.67%
Wendell Cultural Council	\$4,500	\$4,800	\$300	6.67%
West Boylston Cultural Council	\$5,000	\$6,000	\$1,000	20.00%
West Bridgewater Cultural Council	\$4,800	\$5,400	\$600	12.50%
West Brookfield Cultural Council	\$4,700	\$5,200	\$500	10.64%
West Newbury Cultural Council	\$4,500	\$4,800	\$300	6.67%
West Springfield Arts Council (WSAC)	\$13,400	\$17,500	\$4,100	30.60%
West Stockbridge Cultural Council	\$4,500	\$4,800	\$300	6.67%
Westborough Cultural Council	\$5,300	\$6,500	\$1,200	22.64%
Westfield Cultural Council	\$23,600	\$30,900	\$7,300	30.93%
Westford Cultural Council	\$5,700	\$7,400	\$1,700	29.82%
Westhampton Cultural Council	\$4,500	\$4,800	\$300	6.67%
Westminster Cultural Council	\$5,000	\$5,900	\$900	18.00%
Weston Cultural Council	\$4,500	\$4,800	\$300	6.67%
Westport Cultural Council	\$5,100	\$6,100	\$1,000	19.61%
Westwood Cultural Council	\$4,900	\$5,700	\$800	16.33%
Weymouth Cultural Council	\$24,100	\$29,800	\$5,700	23.65%
Whately Cultural Council	\$4,500	\$4,800	\$300	6.67%
Whitman Cultural Council	\$7,500	\$9,500	\$2,000	26.67%
Wilbraham Cultural Council	\$5,600	\$7,300	\$1,700	30.36%
Williamsburg Cultural Council	\$4,500	\$4,800	\$300	6.67%
Wilmington Cultural Council	\$5,800	\$7,500	\$1,700	29.31%
Winchendon Cultural Council	\$6,500	\$8,800	\$2,300	35.38%
Winchester Cultural Council	\$5,100	\$6,000	\$900	17.65%
Windsor Cultural Council	\$4,500	\$4,800	\$300	6.67%
Winthrop Cultural Council	\$8,600	\$10,600	\$2,000	23.26%
Woburn Cultural Council	\$11,200	\$14,100	\$2,900	25.89%
Worcester Arts Council	\$120,800	\$157,100	\$36,300	30.05%
Worthington Cultural Council	\$4,500	\$4,800	\$300	6.67%
Wrentham Cultural Council	\$5,000	\$5,900	\$900	18.00%
	\$3,400,000	\$4,154,000	\$754,000	22.18%



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Jen Lawless, Lisa Simmons, Luis Cotto, Mina Kim, Samantha Montano, Timothea Pham
Dt: August 27, 2019
Re: Cultural Compact Grants

The Massachusetts Cultural Compact Program

The Cultural Compact is shaped around the idea of city and town government working together with the cultural sector to instill the power of culture in their communities. The Compact requires a working partnership with the cultural community, artists and the municipality to make cities and towns a better place for people to live, work, and thrive. The Cultural Compact that is signed by all parties is designed to build relationships, support economic growth, cultivate a strong cultural environment, and promote the power of culture.

The municipality and the cultural community sign the Cultural Compact and agree, through a shared vision, to commit to and support a cultural agenda in their communities. By adhering to the partnership principles of leadership, communication, transparency, accountability and engagement, communities will attest in the belief that the power of culture can add benefit and richness to communities.

The program was piloted during FY18 and there were 6 communities that participated. The program was supported with \$10,000 grants to each community for a total of \$60,000. In FY19 the Compact communities were convened for Mass Cultural Council to get a better idea of the impact of the program and we found that the communities had accomplished exactly what the Compact had set out to do. To bring together top municipal officials with the Local Cultural Councils and Cultural Districts (only one Compact community did not have a district but is working on creating one) to create a partnership around supporting arts and culture in their communities and agree that this was a priority and come up with ways in which they could work together to achieve certain goals. More information is available about the program, the impact it

has had on the communities in a recent blog post on the Mass Cultural Council site: <https://massculturalcouncil.org/blog/cultural-compact-pilot-program-findings/>

The Compact communities are: Harwich, Worcester, Springfield, New Bedford, Lynn, & Pittsfield.

For FY20 we are requesting \$30,000 to offer continued support to the six communities which will have a matching grant component. In addition, we will be using this year to work out how we can use our findings to support all of our municipalities and cultural councils around shared values and focus on cultural investment in their communities. The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.



Power of culture

To: Mass Cultural Council
 Fr: Anita Walker, David Slatery, Luis E. Cotto, Lisa Simmons
 Dt: August 27, 2019
 Re: Cultural Districts/Fair Saturday– FY20 Grant Recommendations

For FY20, we are recommending **\$265,000** to be allocated to the Cultural District Initiative for the grants to support the functioning and thriving of state-designated Cultural Districts. Staff is recommending up to a \$5,000 grant per district. The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

There are currently forty seven (47) districts designated (listed on the next page), each to receive grants of up to \$5,000:

\$235,000

Additionally, We wish to set aside a small reserve for up to an additional six (6) districts yet to be designated in FY20 (NOTE-This includes Winchester which will be recommended for designation at the August Council Meeting).

\$30,000

Total: **\$265,000**

In addition staff recommends up to \$1,000 (up to a total of no more than \$20,000) will be made available to each District that participates in the Mass Cultural Council's Fair Saturday¹ Pilot. (NOTE-if there appear to fewer new

¹ Per the organization's [website](#) "Fair Saturday is a global cultural movement with a positive cultural impact that takes place every last Saturday of November, the day following Black Friday. Its aim is to generate a massive mobilization of people in favor of arts and culture, to highlight their essential role in the construction of a better future. Fair Saturday is based on the open and participatory organizations of cultural activities of all kind. Each of which collaborate with a social cause the artists choose". Fair Saturday aligns with "Small Business Saturday" in the United States. The Administration introduced the concept of Fair Saturday to Mass Cultural Council and we believed it was a good fit with the Cultural District program.

districts and greater interest in Fair Saturday, we may deploy some of the funds reserved for new districts to support Fair Saturday participation).

To receive a Cultural District grant, a municipality must apply through a streamlined application process highlighting how the funds would be used to promote or support the district and, if applicable, how the district would be implementing the Fair Saturday. The funds will go to the municipality to disburse.

Applications will be reviewed internally by staff. The grant must be spent in FY20 and a Final Report will be due in July.

There is no longer a matching requirement for these grant funds as was the case in previous years' grants to Cultural Districts. In FY16, we provided matching grants to all of the then designated cultural districts thinking that they would be able to leverage their standing in their community and easily raise funds from the municipality and other sources. We learned that although some districts in larger cities and towns were able to meet the requirement, others struggled to find the funds for a variety of reasons such as; competing with organizations in the cultural districts partnership that also raise funds at the local level; capacity to raise funds in the timeframe allotted; and unintentionally impeding progress by adding fundraising as a requirement thus creating stress on the partnership, particularly in the formative first two years of the designation. Staff therefore recommends that the FY20 grants do not require a match, and that further consideration is given to this issue at a later date.

MASSACHUSETTS CULTURAL DISTRICTS**(as of August 13, 2019)**[Amherst Center Cultural District](#) Amherst[Aquinnah Circle Cultural District](#) Aquinnah[Arlington Cultural District](#) Arlington[Barnstable Village Cultural District](#) Barnstable[Hyannis HyArts Cultural District](#) Barnstable[Beverly Arts District](#), Beverly[Boston's Latin Quarter Cultural District](#) Boston[Boston's Literary Cultural District](#), Boston[Fenway Cultural District](#), Boston[Roxbury Cultural District](#), Boston[Central Square Cultural District](#), Cambridge[Concord Center Cultural District](#), Concord[Cottage Street Cultural District](#), Easthampton[Shovel Town Cultural District](#), Easton[Essex River Cultural District](#), Essex[Franklin Cultural District](#), Franklin[Harbortown Cultural District](#), Gloucester[Rocky Neck Cultural District](#), Gloucester[Great Barrington Cultural District](#), Great Barrington[Crossroads Cultural District](#), Greenfield[Riverfront Cultural District](#), Haverhill[Lenox Cultural District](#), Lenox[Lowell's Canalway Cultural District](#), Lowell[Downtown Lynn Cultural District](#), Lynn[Marlborough Downtown Village Cultural District](#), Marlborough[Maynard Cultural District](#), Maynard[Nantucket Cultural District](#), Nantucket[Natick Center Cultural District](#), Natick[North Adams Cultural District](#), North Adams[Seaport Cultural District](#), New Bedford[Newburyport Cultural District](#),

Newburyport

[Paradise City Cultural District](#),

Northampton

[Orleans Cultural District](#), Orleans[Upstreet Cultural District](#), Pittsfield[Plymouth Bay Cultural District](#), Plymouth[Provincetown Cultural District](#),

Provincetown

[Rockport Cultural District](#), Rockport[Salisbury Cultural District](#), Worcester[Glass Town Cultural District](#), Sandwich[Scituate Harbor Cultural District](#), Scituate[Shelburne Falls Cultural District](#), Shelburne Falls[Springfield Central Cultural District](#), Springfield[Turners Falls Cultural District](#), Turners Falls[Vineyard Haven Harbor Cultural District](#), Vineyard Haven[Wellfleet Cultural District](#), Wellfleet[West Concord Junction Cultural District](#),

West Concord

[Williamstown Cultural District](#),

Williamstown



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Jen Lawless, Lisa Simmons, Luis Cotto, Mina Kim, Samantha Montano, Timothea Pham
Dt: August 27, 2019
Re: FY20 Program Recommendation for Art Week Program

ArtWeek is an annual 10-day celebration of the Commonwealth's arts, culture, and creative communities that showcases one-of-a-kind, interactive, learning-based, and/or unique hands-on events. Mass Cultural Council in FY19 was a Lead Champion supporting the program providing \$20,000 to support, promote and advance ArtWeek's mission of shining the statewide spotlight on hundreds of affordable and accessible creative experiences during this innovative creative festival.

ArtWeek works directly with the local cultural community to assist them in amplifying and creating arts and culture programming at the local level and provides marketing and visibility at the statewide level to events happening across the Commonwealth. The program directly correlates to our message that the power of culture can add benefit and richness to communities.

FY19 was the first year we financially supported the program and we found it to be a successful partnership.

For FY20 we are requesting \$20,000 to continue our support, classify it formally as a grant and work with ArtWeek around connecting the arts community statewide with health-related programming. The grant recommendation in this memo was recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Jen Lawless, Lisa Simmons, Luis Cotto, Mina Kim, Samantha Montano, Timothea Pham
Dt: August 27, 2019
Re: FY20 Program Recommendation for the Massachusetts Festivals Program/Audience Lab Project

Festivals are a vital part of the cultural landscape in Massachusetts offering creative platforms, performance spaces and exhibition opportunities for artists and cultural products. They add a rich and vibrant texture to communities, and provide access to arts, heritage, and educational programs that engage wide and varied audiences.

The Festivals Grant Program is now in its sixth grant cycle and has granted to over 225 festivals since the inception of the program. The amount of funding for the program has remained steady at \$100,000. For FY19 we increased that amount and spent approximately \$110,000 and were able to support even more festivals.

In addition to this amount, we are requesting additional funding for \$20,000 for grants in support of the Festival Audience Lab program (pilot program).

The Festivals Grant is administered in two cycles, spring/summer for festivals that take place March 1 – August 31, and September 1 – February 28.

The program is a first come/first review process where festival producers submit an online application.

For FY20 we are requesting level funding (to provide direct grants to festivals) of \$110,000 to further support more festivals, especially first-time festivals, and anticipate that there will be an increase in applications for Fall/Winter and Spring/Summer this fiscal year based on outreach and removal of the requirement that a festival has to be in existence more than one year.

The Audience Lab is being created in conjunction with ArtsBoston to ascertain how we can best support festivals in the Commonwealth. The Lab will work with a cohort of selected festivals to review their marketing strategies, their inclusion and diversity efforts and their current capacity to expand & better market themselves to a wider community. From the pilot program which will happen over 12 months, we will be able to take the findings and apply them to all of our 225+ festivals and give them the support they need to be grow their audiences and be more intentional about outreach and inclusion of their audiences.

While most of the Audience Lab program consists of a contract with ArtsBoston (which is not a grant), we are requesting the ability to provide up to \$20,000 for Mini-grants to participants in the program for digital marketing experiments they will be conducting as part of the cohort. These grants will allow stipends for the participants to participate in the program as well as using funds to experiment with digital marketing platforms that will help build their audiences.

The Festivals Grant Program goals are:

- To engage residents and visitors with programs that celebrate the arts, humanities, and sciences;
- To build community;
- To offer diverse arts and cultural experiences;
- To showcase Massachusetts artists, humanists, and scientists
- To showcase the Commonwealth's geographic, artistic, and cultural diversity.

MCC has defined an eligible festival as:

- An annual or bi-annual celebration.
- An organized sequence of curated events within a certain time period - not less than 4 hours in one day and not to exceed 14 consecutive days.
- An identifiable unified theme that either has an arts, humanities or interpretive science component.
- In operation for 1 year or more.
- Employ or showcases MA artists, humanists, or scientists.
- Meet the 501(c) (3) requirements.
- Open to the public and include free programming

Total amount requested, \$130,000. The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.



Power of culture

To: Mass Cultural Council
 Fr: Anita Walker, David Slatery, Erik Holmgren
 Dt: August 27, 2019
 Re: FY20 Creative Youth Development Funding Recommendations

Summary

YouthReach and SerHacer, the two flagship grant programs in Creative Youth Development at the Mass Cultural Council, will be entering the second year of a three-year funding cycle in FY20. We are pleased to bring forward recommendations for continued funding for all 52 YouthReach grantees and 22 SerHacer grantees after successful review of their final reports. In FY19, each funded organization in these two grant programs received \$16,000 per year representing a total investment of \$1.184 million. We are recommending the funding for these nationally recognized Creative Youth Development programs be increased to \$19,000 in FY20 for a total investment of \$1.406 million.

This memo also includes an update and recommendations for continued funding of three projects – Amplify, the Instrument Program (aka Johnson String Project) and the META Fellowship, as well as the expansion of the META program to support artistic disciplines outside of music. It also describes a small pilot program in Western Massachusetts that is intended to connect cultural opportunities to Department of Children and Family (DCF) involved youth and families. The total recommended funding for YouthReach, SerHacer and relevant support programs is \$1.528 million consisting of the following:

YouthReach	\$988,000
SerHacer	\$418,000
Amplify	\$22,500
Instrument Program	\$30,000
META Original	[\$191,000 but funded by Klarman]
META Expansion	\$50,000
W Mass DCF Pilot	\$20,000
Total	\$1,528,500 (Mass Cultural Council Grants)

The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

Background

The YouthReach Initiative was launched in 1994 to promote the integration of substantive out-of-school arts learning opportunities into a collaborative community response to the needs of young people – especially those at risk of not making a successful transition from adolescence to young adulthood. The program has received several national awards and has been replicated by the Ohio and Colorado arts councils. More than 40 YouthReach grant recipients have been also honored over the years with *National Arts & Humanities Youth Program* (formerly *Coming Up Taller*) awards from the President's Committee on the Arts and Humanities.

In March 2014, MCC hosted the National Summit on Creative Youth Development, which catalyzed the work of YouthReach into a national spotlight and generated an ongoing national partnership between the Mass Cultural Council, the National Guild for Community Arts Education, the President's Committee on the Arts and Humanities, and Americans for the Arts. This partnership has brought visibility, technical support, and new sources of funding to our programs in Massachusetts over the last four years.

In December of 2014, Massachusetts became the first state in the nation to create a public support system for El Sistema inspired work. In September 2015, we launched Amplify, which provides grants for youth led projects around Massachusetts and in 2016 we launched the Music Educator and Teaching Artists (META) Fellowship Pilot Program, which is currently the largest teaching artist support program in the United States. We are pleased to report that we have emerged from that pilot and The Klarman Family Foundation has agreed to continue to provide up to the \$300,000 to the Mass Cultural Council over the next two years to continue the program.

Application Review Process

For the third consecutive cycle, YouthReach Grants were being awarded for a 3-year grant cycle, with SerHacer adopting that same cycle.

Three panels met in July of 2018 and reviewed a total of 85 applications. One panel reviewed 23 applications from currently funded YouthReach organizations, another panel reviewed 31 new applications to YouthReach, and the third panel reviewed 29 applications to SerHacer. This report combines the results of all three panels.

All applicants received on-site evaluations as part of their review that included a panelist and a Mass Cultural Council staff member. The Panels met at the Mass Cultural Council offices on July 10, 11, and 12, 2018 and were public, meaning applying organizations were encouraged to call in to listen to the deliberations. At the end of the scoring process panelists were asked to come to consensus around a funding line, above which they would make recommendations to the Mass Cultural Council. This document includes those recommendations from last year at the end of this memo. As a reminder, FY20 represents the second year of funding for the programs recommended through this process.

YouthReach Partners

One of the new policies adopted by the Council in FY11 was the creation of the YouthReach Partners—projects in which the Mass Cultural Council has made the longest investments. Like our Cultural Investment Portfolio Partners, the eighteen YouthReach Partners were not required to apply for continued funding. Instead, they were required to commit senior staff in their project or organization to meet specific service requirements – and help build the Creative Youth Development field. For many this year, their service to the field was serving as YouthReach review panelists.

FY19 Recommendations

We are recommending a total of *52 YouthReach grants* for FY19-21:

- 18 YouthReach Partners
- 21 Applicants for continued YouthReach funding
- 13 Projects new to YouthReach funding

We are recommending a total of *22 SerHacer grants* for FY19-21.

The recommended grant amounts are all \$19,000 for a total of **\$1,406,000** for these 74 YouthReach and SerHacer programs. This is keeping with the policy adopted in FY11 to keep all YouthReach grants consistent and bringing SerHacer into alignment with YouthReach. The grants represent an increase of \$3,000 per organization over the last year. The list of YouthReach and SerHacer grantees is contained at the end of this memo.

Amplify Youth Voice Grants

Mass Cultural Council has been a leader in supporting Creative Youth Development over the past 25 years, providing more than \$15 million of support to programs that infuse the arts with the principles of youth development, empowering a generation of young people to find their voice and contribute

to their communities. In its short three-year history, Amplify has supported over 40 youth led projects that heightened the visibility of contributions that young people make to their communities in the arts, sciences and humanities and sharing their work in a public setting.

Amplify grants provided support for projects designed and executed by young people in programs currently supported by the Council's YouthReach and SerHacer programs. These grants supported the creation of work by young people in the arts, sciences, or humanities that demonstrates the capacity they have to be visible and audible part of developing safe and thriving communities throughout the Commonwealth.

Proposals for Amplify grants, which come from young people include a written application and presentation to a groundbreaking panel composed of expert youth practitioners, past Amplify grantees and youth workers who make funding recommendations for the projects. Each project is required to have a public culminating event.

Amplify grant recipients have been celebrated in the Massachusetts State House, eliciting fantastic responses from legislators, organizations and participants alike with Representative Jeffrey Sanchez stating: "To see you here and to see the power of what Mass Cultural Council is doing with state resources is dramatic to me... I see what it's doing, it's giving all of you a voice." And Senator Adam Hinds: "I'm so glad that you are stepping up in helping your communities, and I want you to know that in this building you've got a bunch of people who are going to get your back, and make sure that you can keep doing that,"

We are recommending an increase in the funding levels of each of these grants for the first time since its inception, moving from \$1,000 grants to \$1,500 grants up to a total of **\$22,500**. This recommendation is being made after deploying a survey to past grantees and applicants where, unsurprisingly, grant amounts were the main area of critique. Specifically, the field identified travel to, and collaboration with, other community organizations and youth programs as the part of their work that would benefit from the increased funding.

Creative Youth Development Support Programs

META Fellowship (Original-Klarman Funded)

In 2016 the Mass Cultural Council, in partnership with the Klarman Family Foundation, launched the META Fellowship pilot program. The program

included more than 50 Fellows from 32 different schools and organizations throughout the Commonwealth. Over a two year period the Fellows met 8 times for workshops with leaders from around the country, visited at least 4 other programs represented in the Fellowship, and took advantage of Professional or Artistic Development grants of up to \$3,000. Throughout the pilot we worked with a skilled evaluator, Julia Gittleman, to understand the impact of the Fellowship on Fellows and on their organizations. The Fellows identified four key areas of impact:

- 1.) Increased connections to peers and music educator community
- 2.) Improved skills related to student voice and engagement, classroom management, lesson and curriculum planning
- 3.) Stronger sense and appreciation for themselves as music educators AND as artists
- 4.) Greater motivation and engagement with their teaching

In addition, several Fellows provided comments on the experience:

"Through my involvement with META, I have definitely made more of an effort to create programs that are **culturally relevant to our youth.**"

"Following the example of what I observed at site visits, I **structure my lessons differently, and greatly expanded the teaching materials** I use."

"Because of my participation in the program I have been **re-inspired**, and have **had time to reflect on my own experience as a young person learning to play a classical instrument.**"

"I have been filled with **tons of new ideas, offered many new resources, and made many connections**, and, ultimately, this has **reinvigorated**, in particular, the teacher in me. But also the musician, as well."

"I'd just like to emphasize how **extremely uplifting our sessions** were: to come together with so many FELLOW teaching artists, see their faces, hear their concerns and enjoy their personalities."

"To be honest, before the META Fellowship opportunity, I did not realize I was even a part of such a community. Thank you to both MCC and Klarman for gathering our community together. **I left sessions feeling rejuvenated, as a result of the human connection with my peers.**"

Organizational leaders also identified the Fellowship as being an impactful experience on their organization with 87% saying the Fellowship improved the practice of participating educators and had a positive impact on other teachers at the organizations who were not Fellows. Organizational and School leadership commented:

" programs like the META Fellowship that offer the opportunity for teachers to learn from each other over an extended period of time (two years) are **extremely motivating**. The results are **far more important than a one-time workshop alone**. This in turn improves teacher retention within the field."

" (The Fellowship...) **Initiated regional collaborations in western MA** - started second site in elementary school."

" **I would love to have more staff participating in the META fellowship**. It is a brand of thinking that we'd like to continue having in our organization."

The report from this pilot was broadly disseminated throughout the country and, most notably, to an international audience at Carnegie Hall during the 2018 International Teaching Artist Collaborative conference. As a result of the overwhelmingly positive evaluation and subsequent feedback, we fully implemented this program with The Klarman Family Foundation in the fall of 2018. The second cohort of META Fellowship included 57 participants from more than 30 schools and organizations, all nominated by their employers. The program is a public-private partnership with approximately \$20,000 of funding coming from the Council and \$250,000 coming from The Klarman Family Foundation over the course of two years.

The primary changes to the program for the second cohort included:

- **Utilizing META Fellowship program application to improve communications related to expectations and commitment** – The META Fellowship application included questions for Fellows about each component of the Fellowship, including initial brainstorms on potential grants, site visits, and project ideas. In addition to collecting basic data about each individual and their areas of teaching, the entire application was utilized to design Fellowship discussions and the begin the work of the Fellowship earlier in the two-year arc of the program

- **Increase integration among program components-** group convenings were used to share site visit and professional/artistic development grant experiences and learnings and more time was created in sessions for Fellows to connect to one another. In addition, the Final Project was introduced at the end of year one, instead of the beginning of year two, to allow for group work throughout the summer.

The second cohort of Fellows differed from the first in a few key ways. First, the current group included more in-school educators as a result of opening up spots in the Fellowship for at large recommendations by the leadership of the arts programs in Boston Public Schools, Worcester Public Schools, and Springfield public schools. Second, the cohort included a higher number of teachers with more than 10-years' experience, largely from the bigger group of in-school educators. Finally, as compared with the first group, the current class of Fellows was less connected entering the program, meaning they did not bring in as many existing relationships.

Summary of Year One Activities

The META Fellowship is a learning community comprised 48 Fellows from more than 30 organizations will meet over the course of the next two years. The program components include:

Workshops

- Four workshops will be held each year:
 - **October 11, 2018:** Eric Booth
 - **November 5, 2018:** Dr. Bettina Love and cultural competency
 - **March 4, 2019:** BEST Initiative Training
 - **April 6, 2019:** Liz O'Connor facilitates a workshop focusing the development of showcase projects

Each of the workshops was reviewed positively, with the final workshop being the most valued of the year due to the opportunity that was given to work directly with colleagues in the Fellowship. The session with Dr. Love was the second most valued. The BEST initiative training, despite being cited as having the largest impact in the pilot program was not as positively reviewed as during the pilot. This session was rescheduled due to weather and was still cited as one of the key changes in practice for Fellows in a survey at the end of year one. This raises a question about the ways we evaluate sessions in the future. The language of each session evaluation may need to more clearly articulate the difference between perceived value and impact on practice or both questions

need to be asked at different intervals of time.

Site Visits

Each Fellow is expected to visit at least two programs of other Fellows each year. These visits are continuing as during the pilot. The one significant change for the second cohort has been the opportunity to report out about site visits during each session. In addition, we will be reminding Fellows that Site Visit reports from this cohort and the prior cohort are all available on the Google Drive as well as some basic information about each of the participating programs.

Stipends (funded by Klarman)

All Fellows were paid initial stipends of \$1,000 during the first year, up from \$800 during the pilot, to compensate for additional time spent in Fellowship activities. Fellows receiving stipends continues to be a challenge with some organizations as it requires sometimes complex communication between Fellows, program and organizational leadership and financial staff. In year two, contracts for each of the Fellows will be physically distributed during the first session to be signed by their organizations. These contracts will be physically returned during the second session in November to expedite the payment process.

Professional Development and Artistic Grants (Funded by Klarman)

Despite consistent efforts from the application through each of the first four sessions, the number of Fellows utilizing the grant resource remains low. We anticipate the number of grants will rise through the second year and we will continue to share potential grant opportunities, offer technical assistance, and encourage Fellows to plan ahead to utilize this resource. A listing of all awarded grants is below:

Fellow	Organization	Grant Amount	Activity
Susanna Johnson-Chelaru	Bridge Boston	\$3,000	To attend the "El Sistema Academy" in Stockholm, Sweden
Derek Beckvold	Boston Philharmonic (grant paid directly to Fellow)	\$3,000	To examine folk music pedagogy and teacher training at the Kathmandu Jazz Conservatory, the Global Music

			Institute, and Musicmatters school.
Robert Jordon	Boston Philharmonic (grant paid directly to Fellow)	\$3,000	To examine folk music pedagogy and teacher training at the Kathmandu Jazz Conservatory, the Global Music Institute, and Musicmatters school.
Miles Wilcox	Berklee Institute for Arts Education and Special Needs	\$2,200	To participate in a 3-week Dalcroze training at the Longy School of Music of Bard College
Stephen Curtis	Making Music Matters (grant paid directly to Fellow).	\$3,000	To write and record 10 beginner band songs to be learned by ear, based on the work of Chris Azerra

Showcase Projects

Showcase projects were introduced earlier in the Fellowship during this second cycle and with much more clarity. Fellows ended the final session of the year with an increased understanding of the goals, scope, and process of completing these projects. In addition, the funding to support these projects has been systematized with a more formal application and timeframe. There are also fewer and larger groups in the cohort as compared with the pilot program.

Expanding the META Fellowship (Mass Cultural Council Funds)

As a funder and a service provider for the field, Mass Cultural Council rarely provides discipline specific programming. One exception has been the META Fellowship, which focuses specifically on music as our funding partner's interests are limited to that discipline. It is clear, however, from our work in the field, site visits, and experience in operating the META Fellowship over the last three years, that Teaching Artists from all disciplines are in need of significant support in bridging the gap between higher education training and the realities of

community based work. Specifically, almost the entirety of the group learning in the META Fellowship is not about music at all...it is about young people.

Drawing on our experiences in developing, implementing, and evaluating the META Fellowship over the last several years, we are recommending the expansion of this program to serve Teaching Artists from all of our funded YouthReach programs. While we have received significant interest from other area funders in collaborating on this project, we are initially proposing a smaller pilot as we explore a new group of constituents in Massachusetts and learn more about their specific needs. As such, the program would invite up to 50 Fellows, each nominated to participate by their sponsoring organizations, to take part in the two-year pilot program. The curriculum and program components will mirror the META Fellowship, however the Final Projects component will be removed initially as it is one area where the discipline specific. Fellows will be paid a stipend of \$1,000 each year for their investment of time in the program and will be eligible for grants of up to \$1,000 for professional or artistic development experiences. This grant amount is lower than the META Fellowship, which awards grants of up to \$3,000. This lower grant amount represents significant savings as we pilot the program. We are recommending a total of \$91,000 be invested in the first year of this program, of which **\$50,000** consists of grants and stipends to be approved by Grants Committee.

Instrument Program

As part of the launch of SerHacer, the Mass Cultural Council issued an RFP in FY15 for two projects designed to strengthen the foundation of support for El Sistema-inspired work throughout the Commonwealth. The first was for a partner to provide instruments to young programs supported in our initiative. We worked with the Johnson String Project to support their launch of a 501(c)3 non-profit arm of their string business dedicated to providing instruments, complete with maintenance and insurance, to SerHacer programs. Our initial funding of \$15,000 came with a continued commitment to leverage funding from the private sector. In its first year, Johnson Strings has raised nearly \$100,000 above and beyond our funding. For FY20, we are recommending continued funding of **\$30,000** as a matching grant to Johnson Strings as we continue push toward our goal of providing every young person in SerHacer a high quality instrument.

The Department of Children and Families Western Massachusetts Pilot Program

Over the last several months we have been working closely with contacts at the Department of Children and Families to connect some of Massachusetts most vulnerable young people with cultural opportunities in the Commonwealth. This work has made clear some of the extraordinary challenges facing young

people and their families. After conversations with everyone from the Secretary of Health and Human Services, Mary Lou Sudders, to the heads of local DCF area offices and social workers, we have found very receptive partners who recognize as we do the value that the cultural field can provide youth and families. These partnerships are currently being developed in four regions in Western Mass including Greenfield, Pittsfield, Springfield, and Holyoke. We are recommending a pool of \$20,000 be allocated to compensate each participating organization, the number of which currently stands at 15, to compensate them for the significant time staff members from these organizations will take in setting up visits, welcoming families, and ensuring the experience is positive for the children, families, and the DCF.

Our one-year pilot program involves connecting local area DCF offices and social workers with a contact person at participating cultural organizations in the regions. The social workers identify specific needs and opportunities that DCF engaged youth experience in their lives. For example, Sibling Saturdays are an opportunity for siblings, who are often placed with separate families, to spend time together. This time often occurs in the conference room of a local DCF office without programmatic planning. Similarly, birth parents often have supervised visits with biological children in the same spaces. The pilot program is focused on connecting cultural organizations to these offices to create opportunities for young people and families to engage with culture experiences as part of these visits. We anticipate the creativity of the cultural sector in Massachusetts will undoubtedly find other opportunities beyond these.

What participation entails

Participating organizations have three main responsibilities:

- 1.) **Identify a point of contact** for area DCF offices and social workers
- 2.) **Review and agree to** DCF's specific space requirements for the kinds of visits described above.
- 3.) **Track the number of visits and connections** with DCF involved youth during the one-year pilot.

What we are trying to learn

The pilot program is focused on understanding two key areas:

- 1.) Participation – how many young people took advantage of this opportunity and did they come back multiple times?
- 2.) How is the collaboration valuable for DCF involved youth and for cultural organizations?

List of YouthReach and SerHacer Grantees

YouthReach, Partners

Organization	Location
Artists for Humanity	South Boston
Berklee College of Music	Boston
Community Art Center	Cambridge
Express Yourself	Beverly
Partners for Youth with Disabilities	Boston
RAW Art Works	Lynn
Shakespeare and Company	Lenox
The Theater Offensive	Boston
Zumix	East Boston
Angkor Dance Troupe	Lowell
Actors Shakespeare Project	Boston
Barrington Stage Company	Pittsfield
Cambridge Community Television	Cambridge
The CARE Center	Holyoke
Hyde Square Task Force	Boston
Medicine Wheel Productions	Boston
Northern Berkshire Community Coalition	North Adams
Zoo New England	Boston

YouthReach, Returning Applicants

Organization	Location	Panel Score
Sociedad Latina	Boston	90.2
South End Technology Center	Boston	89.5
Enchanted Circle Theater	Holyoke	88.4
The Clubhouse Network	Boston	88.3
Transformative Culture Project	Boston	87.3
Girls Inc. of Lynn	Lynn	85.1
Elevated Thought	Lawrence	83.8
BalletRox	Boston	83.5
New England Aquarium	Boston	83.5
New Bedford Whaling Museum	New Bedford	83.1
The Institute of Contemporary Art	Boston	82.2
Artistic Noise	Boston	82
Performance Project	Holyoke	81

Central Square Theater	Cambridge	80.8
Mystic Learning Center	Somerville	80.8
Provincetown Art Association and Museum	Provincetown	79.1
Worcester Youth Center	Worcester	78.7
Groundwork Lawrence	Lawrence	78.3
Bird Street Community Center	Boston	75.8
Project STEP	Boston	72.2
Mass Audubon	Lowell	72

YouthReach, New Applicants

Organization	Location	Panel Score
Inquillinos Boricus en Accion	Boston	82.87
Origination	Boston	82.25
Mass College of Art and Design	Boston	81.5
Cambridge Community Center	Cambridge	79.87
The Art Garden	Shelburne Falls	79.75
Mass LEAP	Boston	79.37
Boys and Girls Club of Greater Lowell	Lowell	79.12
The Brick House Community Resource	Turners Falls	78.37
New England Public Radio	Springfield	77.62
GreenRoots	Chelsea	72.87
'E' Inc	Charlestown	72.75
Berkshire Pulse	Housatonic	72.29
Rehearsal for Life (formerly Urban Improv)	Boston	72.125

Serhacer

Organization	Location	Panel Score
Berklee College of Music*	Boston	98
Boston City Singers	Dorchester	98
Margarita Muniz Academy	Jamaica Plain	97
Springfield Public Schools (SciTech Band)	Springfield	97
Josiah Quincy Orchestra Program	Boston	96
musiConnects	Roslindale/Mattapan	96

Musica Franklin, Inc.	Greenfield	95
Bridge Boston Charter School	Dorchester	95
Boston Children's Chorus, Inc.	Boston	94
Berkshire Children & Families, Inc.	Pittsfield	94
Somerville Public Schools	Somerville	92
Community Day Charter Public School – Prospect*	Lawrence	91
Boston Youth Symphony Orchestras, Inc.	Boston	91
Worcester Chamber Music Society	Worcester	88
Boston String Academy	Boston	87
Community Music School of Springfield	Springfield	85
Conservatory Lab Charter School	Dorchester	81
Lawrence Public Schools*	Boston	81
Merrimack Valley Comm Music School*	Lawrence	79
Worcester Public Schools*	Worcester	73
Community Music Center of Boston	Boston	73
City Strings United	Dorchester	

*indicates programs new to the SerHacer portfolio



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Diane Daily
Dt: August 27, 2019
Re: FY20 Funding of STARS Residencies

As referred to in the FY20 Budget and Allocation Plan, staff is recommending funding for the STARS Residencies program in the amount of \$1,150,000. STARS Residencies provides grants of \$500-\$5000 to Massachusetts K-12 schools to support residencies of 3 days or more with a teaching artist, scientist, or scholar. Demand for these grants is very strong – schools are hungry for this type of learning. The amount recommended by staff represents an increase from \$958,400 to \$1,150,000. This 20% increase is expected to result in a 20% increase in grants (from 245 to 294) and a 20% increase in students served (from 24,108 to 28,930.)

Unlike many programs submitted to the Grants Committee for approval and recommendation to the full Council, FY20 grantees under the STARS program have not yet been identified; grant awards are made pursuant to an application process previously approved by the Council. Reports on STARS awards made in FY19 will be provided in the materials for the Council meeting on August 27, 2019.

The program allocation in this memo was recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Diane Daily
Dt: August 27, 2019
Re: FY20 Funding of Big Yellow School Bus

As referred to in the FY20 Budget and Allocation Plan, staff is recommending level funding for the Big Yellow School Bus program in the amount of \$150,000. Big Yellow School Bus provides grants of \$250 to Massachusetts K-12 schools to defray the cost of field trips to non-profit cultural programs and destinations in Massachusetts. The proposed funding will support a total of 600 grants. Last year we increased the grant amount from \$200 to \$250 in recognition of fuel and other transportation cost increases since the program began. All funds were granted by the end of February.

Unlike many programs submitted to the Grants Committee for approval and recommendation to the full Council, FY20 grantees under the BYSB program have not yet been identified; grant awards are made pursuant to an application process previously approved by the Council. Reports on BYSB awards made in FY19 will be provided in the materials for the Council meeting on August 27, 2019.

The program allocation in this memo was recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Diane Daily
Dt: August 27, 2019
Re: FY20 Funding of Creative Minds Out of School Time (CMOST)

As referred to in the FY20 Budget and Allocation Plan, staff is recommending funding for the Creative Minds Out of School Time (CMOST) program in the amount of \$40,000. CMOST provides free visual art education training and curriculum developed by Mass Cultural Council to youth workers who serve K-5 children in afterschool and out-of-school programs.

For implementation of CMOST, Mass Cultural Council contracts with a vendor selected pursuant to an RFP process. The contractor conducts outreach, recruits participants, provides free training and follow-up support and provides content for Mass Cultural Council communications. It has been five years since the last RFP process was undertaken. Consequently, we are conducting a new RFP process to select a contractor to carry out the program in FY20.

The program allocation in this memo was recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Diane Daily
Dt: August 27, 2019
Re: FY20 Funding for Early Education & Childcare

For FY20, staff is recommending \$5,000 to fund year two of a pilot designed to help cultural resources serve high need families with children ages 0-5 in their areas. In FY19, Mass Cultural Council partnered with the Department of Early Education and Childcare (EEC) to design and run year one of the pilot. EEC has a network of community-based grantees statewide who provide families with access to local services and supports that strengthen families, promote optimal child development and bolster school readiness.

In the FY19 pilot, we used EEC's Cape network to reach out to high need families. Mass Cultural Council paid the registration fees to allow these families to participate in programs at four Cape cultural organizations (all grantees under our CIP program.) Our evaluation of the pilot found that EEC, their community organizations, and the families who participated were very appreciative of the opportunities. For FY20, we propose to run the pilot again to address lessons learned and determine if our partnership with EEC can help us serve very young children in other areas of the state. Participating cultural organizations are the Cape Cod Museum of Natural History, Green Briar Nature Center, the Cape Conservatory, and Heritage Gardens and Museum.

The program allocation in this memo was recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Diane Daily
Dt: August 27, 2019
Re: FY20 Funding of Massachusetts History Day

FY20 marks the second year of our partnership with the Massachusetts Historical Society to support and grow Massachusetts History Day (MHD.) MHD is the local affiliate of National History Day, an inter-disciplinary research program for students in grades 6-12 that encourages exploration of local, state, national, and world history. Last year, Mass Historical Society used Mass Cultural Council funding to lower student and teacher fees, support teacher workshops, and help fund students going to the national competition. For FY20, staff is recommending a grant of \$20,000 to Massachusetts Historical Society to accelerate the growth of program participation statewide. This represents an increase of \$5,000 over FY19 funding. The grant recommendation in this memo was recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Diane Daily
Dt: August 27, 2019
Re: FY20 Funding for Poetry Out Loud

Again, this year, we will be contracting with the Huntington Theatre Company to implement to national Poetry Out Loud program on behalf of Mass Cultural Council here in Massachusetts. POL is a program of the National Endowment for the Arts and the Poetry Foundation. The \$17,500 for the contract is designated for the program by the NEA in their grant to us. The Huntington Theatre Company raises approximately \$50,000 in additional funds to carry out the program, which is among the top 5 in the country for school, student and teacher participation. This funding was recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Greg Liakos, Diane Daily
Dt: August 27, 2019
Re: Holyoke Arts Education Task Force

We propose a \$5,000 pilot grant to the Holyoke Public Schools to seed-fund the creation of an Arts Education Task Force.

The Task Force will look systemwide at the availability and quality of arts education in Holyoke, one of two public school systems in state receivership.

The current Receiver/Superintendent, Dr. Stephen Zrike, seeks to use the arts as part of his strategy to turn around performance in a district struggling with many students living in poverty, learning English as a second language, and trying to overcome disabilities. He has worked closely with Priscilla Kane Hellweg and the Enchanted Circle Theater and others to increase access to the arts with limited resources.

We believe the Task Force has the potential to create a systemwide arts education integration plan that could serve as a model for other Gateway Cities in Massachusetts. The funding in this memo was recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

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Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Erik Holmgren
Dt: August 27, 2019
Re: Health Initiative

The Health Initiative is a larger program and the entire concept is described in detail in Item #2b of this Meeting Book and on the Attachment. The reason for this memo is to recommend that up to **\$55,000** in grants contemplated by the initiative be authorized to support the initiative. These grants would consist of

- Grants to organizations to provide programming at community health center (\$5,000); and
- Grants to reimburse organizations take part in social prescribing pilot (\$50,000).

Please see the items identified in red on the Attachment to this memo in the "Health Center Pilot" section. The grant recommendations in this memo were recommended for Council approval by the Grants Committee at its meeting on August 13, 2019.

ATTACHMENT

Mass Cultural Council Health and Wellness Pilot Program Task Analysis

Year One (FY20)

Tasks	Projected Costs	Staffing	Timeline
<u>Health Connector Partnership</u>			
Activities			
Enroll Cultural Organizations	\$0	Mass Cultural Council CIP	November/December 2019
Develop best practices for welcoming organizations	\$0	Mass Cultural Council CIP, CYD, UP	September/October 2019
Train organizations in best practices	\$1,000 Facilitator	Mass Cultural Council Facilitator, CYD, CIP	December 2019
Develop and launch marketing initiative	\$0	Mass Cultural Council CYD, CIP, Communications	Fall 2019
Drive constituents to Health Connector	\$0	Mass Cultural Council CIP, CYD	September-January 2019
Research			
Increase # enrollments at Health Connector	\$0	Mass Health Connector	January 2019

Grow # organizations in program	\$0	Mass Cultural Council	September – January 2019
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Tasks	Projected Costs	Staffing	Timeline
<u>Health Center Pilot</u>			
Activities			
Secure health center partners in Springfield and North Adams	\$0	Mass Cultural Council CIP	November/December 2019
Recruit cultural organizations in Springfield and North Adams for pilot	\$0	Mass Cultural Council CIP, CYD, UP	September/October 2019
Develop and deploy on-site programming model	\$5,000	Mass Cultural Council Facilitator, CYD, CIP	December 2019
Develop and deliver education for providers	\$5,000	Mass Cultural Council CYD, CIP, Communications	Fall 2019
Develop and deliver education for participating organizations	\$1,500	Mass Cultural Council CIP, CYD	September-January 2019
Insert arts/culture question in medical checklist	\$0	Partner Health Organizations	January 2019
Develop and deploy patient/organization prescribing model for providers	\$50,000	Partner Health Organizations Mass Cultural Council CYD staff	January 2019
Develop and deploy messaging and marketing materials	\$20,000	Mass Cultural Council Communications, CYD, CIP Mass Health Connector	January 2019
Research			
# on-site programs/participants/referrals	\$20,000 Covering 2 sites	Partner Health Organizations	January 2019

# prescriptions/fulfillment	\$0 Included in research	Partner Health Organizations	September – January 2019
Tasks	Projected Costs	Staffing	Timeline
<u>Prescription Reimbursement</u>			
Activities			
Establish Fund/reimbursement amounts	\$0	Mass Cultural Council Exec, CIP, CYD	September 2019
Develop process for reimbursements	\$0	Mass Cultural Council CIP, CYD, UP	September – December 2019
Research			
Evaluate cost/outcomes	\$10,000	External Research Partner Springfield	January 2019-June 2020

Year Two Activities Include:

- Partnership with the Robert Wood Johnson Foundation – Multi-million-dollar grant to develop, deploy and evaluate as a scalable model
- Research Model and Partner secured in collaboration with the Robert Wood Johnson Foundation
- All Health Connector participating organizations reimbursed for participation in the program
- A dedicated consultant is hired through RWJF partnership to work with participating organization to enhance impact of prescribed experiences
- Visual Thinking Strategy training for all participating doctors, in partnership with the MFA existing work
- Pilot providers participate in wellness experiences through the arts

Year Three Activities Include:

- Edit and revise protocols based on evaluation data and partner experience
- Add 2 health centers
- Establish partnership with Mass Health to expand cultural access to cardholders

Year Four Activities Include:

- Edit and revise protocols
- Develop partnerships with insurance companies to include experiences as covered expenses
- Add 2 health centers

Year Five Activities Include:

- Edit and revise protocols
- Insurance company reimburses health and wellness experiences in the cultural sector
- Publish Study of five-year findings

Five Year Outcomes Include:

Minimum of 6 community health centers throughout the Commonwealth

Free or reduced price access to nearly 2 million lower income Massachusetts residents

Partnerships with major insurance companies



Power of culture

To: Mass Cultural Council

Fr: Anita Walker, David Slatery, Jenifer Lawless, Kelly Bennett, Dan Blask, Maggie Holtzberg

Dt: August 27, 2019

Re: FY20 Artist Fellowships Budget

In FY19, \$543,000 was allocated to the Artist Fellowships for 34 \$15,000 fellowship grants and 33 \$1,000 finalist awards.

In FY20, we propose an increase the Finalist award amount from \$1,000 to \$1,500 and increasing the number of awards to 40 fellowships (\$15,000) and 35 finalist awards (\$1,500), resulting in a \$652,500 Artist Fellowships budget. The following table represents a potential distribution of FY20 Artist Fellowships awards based on a total budget of \$652,500 and estimates for applicant totals (based on averages of past cycles). The grants allocated to each discipline may be adjusted based on the number of applications actually received in each discipline.

	FY20 - \$15,000 fellowships, \$1,500 finalist awards							
<u>Discipline</u>	Applicants	Grants	Percent	Amount	Finalists	Percent	Amount	Total
Drawing & Printmaking	380	8	2.11%	\$120,000	6	1.58%	\$9,000	\$129,000
Poetry	350	8	2.29%	\$120,000	6	1.71%	\$9,000	\$129,000
Traditional Arts	25	3	12.00 %	\$45,000	4	16.00 %	\$6,000	\$51,000
Choreography	50	5	10.00 %	\$75,000	5	10.00 %	\$7,500	\$82,500
Fiction/ Nonfiction	580	8	1.38%	\$120,000	7	1.21%	\$10,500	\$130,500
Painting	580	8	1.38%	\$120,000	7	1.21%	\$10,500	\$130,500
<u>TOTAL</u>	1965	40	2.04%	\$600,000	35	1.78%	\$52,500	\$652,500

Please note that we are seeking in this vote as an endorsement of the process by which Artist Fellowships grants are made (consistent with all of the other Mass Cultural Council programs), and we will bring all recommendations for Artist Fellowship and Finalist awards back to the Grants Committee and full Council in January and May. This program recommendation was recommended by the Grants Committee on August 13, 2019 for approval by the full Council.



Power of culture

To: Mass Cultural Council
 Fr: Anita Walker, David Slatery, Jen Lawless, Charles Baldwin
 Dt: August 27, 2019
 Re: UP

Background

Having completed its fifth year, the Universal Participation Initiative (UP) of Mass Cultural Council will be modified for FY2020 so as to also include a DEI Pilot Program (as discussed further below). The UP Initiative is designed to steward ADA compliance by breaking down barriers to participation with strategic partnerships, experiential learning workshops, technical resource assistance, user/expert consulting, and a peer network for the sharing of best practices/innovative solutions in the field.

Request

In FY20, we are recommending the following grants under the UP program.

Innovation Fund Grants	\$45,000
UP Awards	\$14,000
LEAD Stipend Grant	<u>\$11,000</u>
	\$70,000

Innovation Fund Grants

The UP initiative began offering access grants on first come, first-served basis to UP Designated organizations that pursue a deeper understanding of inclusive practice; or create an innovative, accessible program; or commit to the development of a technological or human resource. We are requesting **\$45,000** for FY20 which will allow us to provide \$3000 grants to the first 15 applicants that meet the Innovation Fund requirements. The application for the Innovation Fund will open in September 2019 and will be due by the end of November.

UP Awards

The UP Award is a **\$10,000 award** presented at a public ceremony every other year to a Massachusetts organization selected as best reflecting UP principles. Additionally up to four runners up for the award receive recognitions of **\$1000**.

All organizations with UP Designation are eligible. Peer voting will ensue December 2019-January 2020. A panel of 5-6 user/experts from the creative field will be formed to determine the top 5 and the number 1 institution. Criteria for nominations include an exemplary commitment to the UP behaviors (Education, Representation, Vision, Innovation) as well as an examination of access to their physical, digital, programmatic, and social environments. The UP Award ceremony will take place in Spring 2020 at the WGBH studios, Boston. Besides a spotlight on the nominees, a showcase of talent, with and without disabilities will be featured.

LEAD Stipend Grants

The Kennedy Center for the Performing Arts LEAD Conference (Leadership Exchange in Arts and Disability) continues to be at the forefront of accessibility and inclusion work. LEAD provides participants with effective accessible practices, emerging technologies, and a strong peer network. While UP organizations are informed and encouraged to attend, most often cited for non-attendance are fiscal barriers. With 10k allotted in FY19, ten organizations were able to send 14 representatives. To that end, we are requesting **\$11,000** in FY20 for up to eleven \$1,000 professional development stipends to support UP Organizations sending a representative to the LEAD conference in August 2020. The application for the LEAD Stipend will open in March 2020 and will be due by the end of April.

Recipients of the Innovation Fund and the LEAD stipend make a commitment to participate in the UP Network as a workshop teacher, access convener, roundtable host, blog contributor, webinar participant, or podcast interview.

The grants recommendations described in this memo were recommended by the Grants Committee on August 13, 2019 for approval by the full Council.

In addition to the grants requested above, other essential aspects and FY20 activities of the UP program include the following:

UP Designation

Organizations are requested to submit an application designed to surface information about four key behavioral indicators:

- **Education: Provide training about inclusive culture.** An educated and empowered staff uplifts the patron experience and builds strong relationships between board, staff, patrons, volunteers, teachers, and students. Stay nimble by cultivating human resources, technological awareness, and best/next practices.

- **Representation: Engage with user/experts to inform.** A user/expert can be anyone who by lived experience has developed natural expertise in dealing with the barriers in our physical, social, digital, or economic environments. Establish a routine commitment to engage people with disabilities to teach, review, consult, and evaluate.
- **Vision: Integrate inclusion throughout the entire organization.** A shared sense of purpose and intention is woven into the fabric of the organization– facilities, marketing, budgeting, operations, and programming. “Access” is not a retro-fit, but an integral part of the foundation, shaping priorities from start to finish.
- **Innovation: Adaptive thinking.** Designing places and experiences that work for everyone can be challenging, despite a multi-departmental, user/expert, all-hands-on-deck approach. Fresh ideas come from fresh insights and a willingness to engage in trial and error. UP is a direction, not a destination. UP is about process, not perfection.

The Executive Director will select a panel made up of staff and experts in the field of universal design and accessibility to review the applications. The panel will review the materials and recommend up to ten organizations that demonstrate evidence of a commitment to learn, take action, and embrace inclusion as a core organizational value; demonstrate evidence that the organization behaviors and culture are reflective of the aspirations of the UP Program.

Once designated, organizations are eligible to apply for the Innovation Fund and the LEAD Stipend. Organizations are also eligible for the UP Award. The application for UP Designation will open in September 2019 and will be due by the end of November.

DEI Pilot Program

The Mass Cultural Council, as part of a continuum of diversity, equity, and inclusion (DEI) work being addressed by the Universal Participation Initiative (UP), has partnered with artists Maia Chao and Josephine Devanbu, to pilot an artist-led program that stewards an innovative approach to drive institutional change. This DEI Pilot Program is a creative, social experiment that centers the non-attending public as museum critics and consulting experts. The non-user/critics are financially compensated by the participating institutions to provide bold and authentic feedback. The opportunity to hear directly from community members outside one’s established visitor base can be catalytic. The feedback from the analysis is externalized and shared with the institution’s patron base as an art intervention after a year of curated DEI conversations

and initiatives. This pilot program will launch across a cohort of 3 art museums in Massachusetts in FY2020.

UP Education/Consultation

- **Innovation and Learning Network:** based on sector survey, workshops planned on job pipelines in the creative field for people with disabilities, theater practices for Deaf youth development, response creative aging statistics, and ADA 101's to introduce compliance and UP principles.
- **StageSource:** positioning and training to position service organization to be the ADA coordinator for emerging and fringe theater groups.
- **Grub Street:** charette consultation on Grub Street's new headquarters.
- **ICA Boston:** consultation on emerging grievance re: film captions.
- **MCC Creative Communities:** working with Communities and LCC's to connect creative sector/municipalities, and accessible practice.
- **Cultural Access New England (CANE):** workshop designed to complement UP workshops: access at historic sites, website access, emergency preparedness.

Leadership/Branding

- **LEAD Conference:** the UP Initiative is recognized for a Community Asset Award.
- **ADA at 30:** working with the Institute for Human Centered Design, the New England ADA Center, Mass Office on Disability, and ArtWeek to facilitate 30th anniversary of the ADA as a Cultural Festival with a spotlight on artists with disabilities and creative sector jobs.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery
Dt: August 27, 2019
Re: FY20 Partnership Grant with MassHumanities

In our FY20 budget we are recommending **\$679,397** for our annual partnership grant with the Massachusetts Foundation for the Humanities (MassHumanities).. The proposed partnership award for FY20 is **12.25% (\$74,000) greater** than the amount actually awarded in for FY19 (\$605,229). The percentage is the same as the percentage increase in Mass Cultural Council's FY20 state appropriation (after earmarks) from the amount actually received (after earmarks) for FY19. We have an agreement with MFH that this grant will increase or decrease at the same percentage rate as our state appropriation from one year to the next.

This partnership goes back more than twenty years. The qualifications of both organizations for these partnerships were re-established through a statewide RFP process in July 2008. The partnership is renewed each year through a vote of the full Council.

The grant recommendation described in this memo was recommended by the Grants Committee on August 13, 2019 for approval by the full Council.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery
Dt: August 27, 2019
Re: FY20 Project Grant for New England Foundation for the Arts (NEFA)

Per a vote at Mass Cultural Council's January 2014 Council meeting, in a change from past practice which involved more of a dues-based scheme, the council now considers annual funding requests from NEFA for projects and activities that benefit the Commonwealth of Massachusetts. In addition, we require an annual accounting of NEFA's expenditure of any Mass Cultural Council funding with a clear showing of the benefits to Massachusetts. We of course continue to work closely with and collaborate with NEFA as an important local arts organization representing the region on issues of mutual interest.

Staff will present a summary of NEFA's FY19 Massachusetts activities and its proposal for FY20 funding in the amount of \$60,000 at the Grants Committee meeting. NEFA has requested that Mass Cultural Council increase its annual contract and staff is recommending that NEFA receive that NEFA receive an increase of \$5,000 from last year's award provided, that Massachusetts is providing no more than 50% of the funding that NEFA receives from all of the New England states. In FY19, Massachusetts provided \$55,000 to NEFA and the other 5 states provided a total of \$55,000.

For further information, we have included a report from NEFA detailing use of our FY19 award of \$55,000 which was used to support its New England States Touring (NEST) Program. According to the report, Massachusetts artists and venues received almost \$135,000 in support from NEST and another \$48,000 to Massachusetts presenting organizations through other touring programs. In addition, as the report shows, Massachusetts organizations and artists received an additional \$178,000 in support from other NEFA programs (although not specifically supported by Mass Cultural Council funding). The NEFA report also highlights other projects which generally support the Massachusetts cultural community such as Idea Swap, Assets for Artists workshop, the Northeast Indigenous Arts Alliance, Creative Communities Exchange (CCX) conference,

community placemaking initiatives, the CreativeGround online directory of New England artists and research on the creative economy in New England.

Please see the attached narrative report for further information.

The grant recommendation described in this memo was recommended by the Grants Committee on August 13, 2019 for approval by the full Council.



FY19 REPORT TO THE MASSACHUSETTS CULTURAL COUNCIL

Overview

The New England Foundation for the Arts (NEFA) is one of six regional arts organizations (RAOs) established in 1976 in partnership with the National Endowment for the Arts (NEA) to strengthen the national arts infrastructure by cultivating the arts on a regional level. NEFA invests in artists and communities and fosters equitable access to the arts, enriching the cultural landscape in New England and the nation. NEFA is widely recognized as an influential and successful grantmaker and intermediary. We incubate challenging, meaningful initiatives while serving as a steward to long-running programs locally, regionally, nationally, and internationally. Through grants, convenings, network building, online tools, and data-driven research on the economic impact of the arts, NEFA continues an over 40-year history of pioneering partnerships and programs supporting dance, music, theater, public art, and the creative economy.

The Massachusetts Cultural Council and its state agency equivalents in Connecticut, Maine, New Hampshire, Rhode Island, and Vermont have been among NEFA's key partners since its founding. NEFA's New England Partnership Program is sustained by funding from the National Endowment for the Arts and New England's six state arts agencies. The Partnership Program provides:

- GRANTS that subsidize artist touring fees and employment;
- [CREATIVEGROUND](#): An online directory for artists and cultural organizations;
- CONVENINGS that bring project partners together across state lines; and
- CREATIVE ECONOMY case-making data and networking.

Beyond New England-specific programs, NEFA's full roster of programs, including Center Stage, Creative City, Fund for the Arts, the National Dance Project, and the National Theater Project, bring further benefit to Massachusetts artists, organizations, and communities. The narrative below includes information on Partnership-supported New England-wide grantmaking during NEFA's FY19 (June – May), as well as Massachusetts-specific grantmaking during the reporting period (July – June). Please see the accompanying grants detail report for information on specific grants made from July 1, 2018 – June 30, 2019.

New England Presenting & Touring

New England Presenting and Touring programs support the New England presentation of performing artists of all disciplines from the region and around the globe and provide professional development and technical assistance to presenters throughout the six New England states. New England Presenting and Touring grants and convenings are funded through our partnerships with the National Endowment for the Arts and with the six New England State Arts Agencies.

GRANTS

- ***New England States Touring (NEST)*** funds nonprofit organizations in New England to present and support performances and community activities by New England-based performing artists listed as NEST-eligible in CreativeGround. Representatives from each of the six New England state arts agencies meet every four months with NEFA staff to review applications and discuss current issues facing the region. In NEFA's FY19 (June – May), NEFA awarded **34** grants in all six New England states ranging from **\$410 - \$4,000**, totaling **\$80,134**. During the Mass Cultural Council's fiscal year (July – June), NEFA awarded **8** NEST grants totaling **\$20,240** to Massachusetts organizations, as well as **15** grants totaling **\$33,332** to organizations in other New England states to support engagements by Massachusetts artists. Three yearly deadlines in August, December, and April.
- ***Expeditions Touring*** grants provide funding for tours featuring New England, national, and international artists that exhibit strong collaboration between artists, presenters, and nonprofit



organizations to creatively engage communities in New England. In NEFA's FY19, NEFA awarded **40 grants totaling \$243,062** in all six states ranging from **\$1,650 – \$10,000** that will support projects in music, theater, and dance. In the Mass Cultural Council's fiscal year, NEFA awarded **17 Expeditions Touring grants totaling \$96,978** to Massachusetts organizations, as well as **2 grants totaling \$14,256** to organizations in other New England states to support engagements by Massachusetts artists. Annual deadline in February.

- ***Expeditions Tour Planning*** grants provide resources for projects that need additional planning time to build interest among presenters, leading to an application for Expeditions Touring support. In NEFA's FY19, NEFA awarded **4 grants** in all six New England states ranging from **\$4,000 - \$10,000**, totaling **\$23,000**. During the Mass Cultural Council's fiscal year, NEFA awarded **1 grant totaling \$10,000** to Massachusetts organization Double Edge Theatre in Ashfield, MA. Deadline in February.
- ***Presenter Travel Fund*** enhances the performing arts in the region by supporting programming and curatorial staff's travel costs associated with research. In NEFA's FY19, NEFA awarded **18 grants** ranging from **\$373 - \$1,000** for a total of **\$12,673**. This included **10 Presenter Travel Fund grants totaling \$7,300** to Massachusetts organizations in the Mass Cultural Council's fiscal year. Rolling deadline.

CONVENINGS

- ***Idea Swap*** is an annual event held at Mechanics Hall in Worcester, MA, for New England-based nonprofit presenting organizations to network and share ideas for touring projects. With over 180 presenters and artists from all six New England states in attendance, NEFA's 17th Annual Idea Swap in October 2018 was sold out with a record number of attendees. **42%** of participants were from Massachusetts. 22 tour project ideas were presented to all attendees, and 69 New England-based artists pitched projects in smaller "mini-swap" breakout sessions. The next Idea Swap will take place at Mechanics Hall in Worcester, MA on October 30, 2019.
- ***Assets for Artists:*** NEFA partnered with Assets for Artists, based at MASS MoCA in North Adams, MA, and The Boston Foundation to co-host a workshop in Boston entitled *The Nuts & Bolts of Being a Performing Artist* in April 2019. NEFA invited performing artists with profiles on CreativeGround to take part. Approximately 25 artists spent two days learning about the ins and outs of running a creative business from two working artists/educators. The majority of participants were from the Greater Boston area.
- ***New England Presenters and Arts Presenters of Northern New England:*** NEFA staff participate in regular meetings of the two New England presenting consortia. In FY19, NEFA's New England Programs staff attended nearly all NEP and APNNE meetings which were held in Amherst, MA, Worcester, MA, Manchester, CT, Middletown, CT, New York, NY, Concord, NH, Keene, NH, and Lebanon, NH.
- ***Cultural Equity Workshop for New England Arts Presenters & Cultural Organizations:*** In partnership with NEP and APNNE, NEFA co-hosted a cultural equity workshop titled "Undoing Racism and Building Cultural Change" for New England arts presenters and cultural organizers in May 2019. The [Steward Cultural Development Group](#) facilitated a gathering of 27 participants, including 10 individuals from Massachusetts, to build a shared vocabulary by examining race, privilege, power, and systems of oppression, and to develop new strategies and ideas to help affect cultural and institutional change within business operations and programming in their communities.



- **Accessibility Committee:** Under the direction of Program Manager and Accessibility Coordinator Daniela Jacobson, NEFA maintains an Accessibility Committee, which is comprised of individuals from throughout New England. The Committee is helping NEFA frame learning opportunities and best practices related to accessibility at NEFA and by our constituents. Committee member and artist Toby MacNutt (Burlington, VT) conducted site visits for NEFA's 2019 Creative Communities Exchange in Montpelier, VT to evaluate venue accessibility and also led a NEFA staff training on accessible event planning in May 2019. Committee members from Massachusetts include NEFA Board members, Lisa Wong and Ann Smith, and Massachusetts Rehabilitation Commission Vocational Counselor, Loredana Brugnaro.
- **Partnership with [The Northeast Indigenous Arts Alliance \(NIAA\)](#)**
 - *Markets and Marketing Yourself:* NEFA partnered with NIAA to host a marketing workshop for Native American artists in New England at Crandall "minacommuck" Farm in Westerly, RI in November 2018. The workshop included tips to assist artists interested in arts markets, including a tutorial on the benefits of using CreativeGround and a panel discussion featuring artists Margaret Jacobs (Mohawk), Berta Welch (Aquinnah Wampanoag), and Endawnis Spears (Diné/Ojibwe/Choctaw/Chicksaw), who shared insights on participating in local and national markets. For more information, see the event recap [here](#).
 - *Second Annual Abbe Museum Indian Market 2019:* In collaboration with NIAA, NEFA supported the participation of 13 New England Native artists, including 5 from Massachusetts, in the Abbe Museum Indian Market in May 2019. The market featured a pop-up market with art from nearly 100 indigenous artists from over 40 nations, and included a film festival, food, exhibit tours at the museum, a fashion show, ongoing artist demonstrations, and more entertainment.

NATIONAL INITIATIVES & COLLABORATIONS

- **Partnership with South Arts on Jazz Road**
 - In Spring 2019, South Arts launched Jazz Road, a new national initiative to provide direct support to U.S.-based jazz musicians, in partnership with the five other U.S. Regional Arts Organizations. Jazz Road is an artist-centric touring and residency grant program aimed to spread jazz throughout the country, strengthen work opportunities and compensation for jazz artists, and bolster deeper engagement between jazz musicians, presenters, and communities. In December 2018, NEFA gathered over 25 jazz artists, presenters, arts administrators, and other key stakeholders from New England's jazz community for a regional focus group during the grant program planning process.
- **Partnership with Western Arts Alliance (WAA) on Advancing Indigenous Performance (AIP)**
 - To deepen support, touring networks, and audience building for U.S.-based Indigenous performing artists, WAA recently launched the Advancing Indigenous Performing (AIP) Touring Fund in partnership with the five other U.S. Regional Arts Organizations. The AIP Touring Fund matches any Regional Arts Organization's Touring grants awarded to a presenter engaging an Indigenous performing artist for touring within the RAO's region. New England nonprofits receiving FY20 NEST or Expeditions Touring grants are eligible to receive AIP Tour Funds for fee support (up to 50% of the artist fee) for the 2019-20 and 2020-21 seasons.

Creative Economy

NEFA's creative economy work supports the creative sector and creative placemaking work by highlighting the rich cultural activity of New England, quantifying its impact, connecting its leaders, and providing opportunities for anyone across the U.S. to apply research frameworks or New England model projects locally.



CONVENINGS

- ***Creative Communities Exchange (CCX)*** gathers New England's creative and cultural community leaders for networking and practical creative economy projects prepared by their peers. The Exchange, which rotates to different New England communities, highlights a wide range of successful initiatives from around New England that leverage the local creative sector for revitalization and growth of the broader community.
 - NEFA held the sixth version of this biennial event on June 6-7, 2019 in Montpelier, VT. With our local host [Montpelier Alive](#), we hosted over **260** participants over the two-day exchange. Special plenary sessions were planned to focus on inclusive creative communities and on strengthening connection and shared resources among the New England creative economy network. The reach of this year's CCX increased due to coordination with two local partners, Montpelier Alive and the Vermont Department of Housing and Community Development, who hosted their Downtown and Historic Preservation Conference in Montpelier the day prior to CCX. Combining receptions with our partners created opportunity for more participants and local VIPs to celebrate CreativeGround's fifth anniversary and future plans. We raised cash and in-kind sponsorships from local and regional organizations. Other funders, including our State Arts Agency colleagues, joined NEFA in offering registration and travel subsidy for constituents, resulting in an early sell out. The Barr Foundation brought a Learning Cohort of ten people from the Creative Commonwealth (their community foundation partners) and about fifteen Fellows from MassDevelopment's Transformative Development Initiative. The CCX advisors and review committee chose workshops representing communities across New England. Workshop leaders were individually mentored in the signature CCX format of 20 minutes of presentation, 20 minutes of discussion and 20 minutes of networking and transitions. **7** of the **24** projects presented came from Massachusetts. ZUMIX, a youth development, arts, and creative technology organization in East Boston, MA won a Creative Economy Award for their project Constelación de Historias. Photos from the event can be found [here](#).

ONLINE SERVICES

- ***Community Initiatives:*** Exemplary creative placemaking initiatives posted on nefa.org by organizations that leverage local creative assets and cross-sector partnerships for community revitalization and growth. **30%** of projects [currently posted](#) are from Massachusetts
- **CreativeGround** is a real-time online community that reflects the rich range of creative people and places at work in the six New England states in order to promote and connect them with each other and with those who know that vibrant neighborhoods go hand-in-hand with a vibrant creative sector. A product of the New England Foundation for the Arts (NEFA), this free online directory includes profiles for cultural nonprofits like libraries and theaters, creative businesses like recording studios and design agencies, and artists of all disciplines such as performing arts, visual arts, and crafts. The more it's used and promoted, the better CreativeGround illustrates the vital creative work occurring in New England communities and informs state and regional decisions about how to support and strengthen those doing that work. CreativeGround enables NEFA to continue compiling important data to add to its 40 years of research quantifying and demonstrating the impact of the New England creative economy.

Response to CreativeGround continues to be positive, and many site enhancements were made as the result of feedback from users submitted through emails, phone calls, surveys, and direct interactions at workshops and conferences. At the five-year anniversary of this New England-wide resource, NEFA received funding from a new foundation to analyze user feedback and assess CreativeGround. We commissioned a significant review of its structure and impact, resulting in a



roadmap for strategic growth. CreativeGround staff worked with Verge Arts Group, a consulting team based in Connecticut for technology, marketing and business planning, and with Vermont based consultant Dawn Ellis for additional strategies around equity, diversity, inclusion, and accessibility. Planning activities included a discovery process with consultants and staff; meetings and workshops with stakeholders including state arts agency staff, local cultural councils and community foundations; user surveys; an accessibility audit and meeting with NEFA's accessibility committee. CreativeGround has an ongoing relationship with web developers who also collaborated in the planning and identified impending needs for technology upgrades. During planning, CreativeGround staff maintained administration and promotion of the current site, offering direct technical assistance, demonstrations, information, and meeting participation at 32 events throughout New England.

Since launch in January 2014, 3,555 new Massachusetts profiles have been created or updated, representing 44.4% of all updated profiles on CreativeGround, and 5 Massachusetts profiles have been featured on the website over the past year. In FY19, CreativeGround hosted, attended, or otherwise maintained a presence at 8 workshops in Massachusetts, including a NEFA Boston Info Session hosted by Black Cotton Club, Idea Swap 2018, Greater Boston Theater Expo, and the inaugural Arts Equity Summit. CreativeGround continues to form key partnerships with local cultural councils and cultural districts, exploring ways in which these entities can utilize CreativeGround's free services to benefit their communities. CreativeGround was promoted to various Local Cultural Councils and community groups, not just by our staff and immediate partners, but by the LCCs and community groups that had previously been made aware of and have used CreativeGround as an important cultural resource for Massachusetts cultural organizations.

The Massachusetts Cultural Council has been integral to the development and continued growth of CreativeGround, and regularly provides feedback and ideas about the site. The Mass Cultural Council staff serve as important partners and ambassadors for the site, spreading the word about CreativeGround to Massachusetts constituents through social media, website links, and email communication. Since launch, the Mass Cultural Council and ArtSake websites have been responsible for over 4,200 web referrals to CreativeGround! CreativeGround would not be possible without the partnership of each of the New England SAAs.

RESEARCH

NEFA has a 40-year history of national leadership and excellence in the fields of creative economy research, analysis, and network building, beginning with our first economic impact study in 1978. Our constituents look to us to provide data and tools that strengthen the creative sector in our region. NEFA research models, network resources, and online tools can be used by anyone in the U.S. to quantify and develop their own creative community.

- ***Creative Sector Reports:*** NEFA periodically commissions studies that include methodology and data to measure the economic impact of New England's creative sector. After the launch of NEFA's most recent creative economy employment research report [The Jobs in New England's Creative Economy and Why They Matter](#) in June 2017, we have been focused on the promotion of the report and its findings throughout the region.

Selected Constituent Testimonials

For the New England States Touring tour of BABYLON:

"The show and workshop had powerful impact. After the workshop/simulation, participants spoke about how playing a game with unfair rules made them empathize with the extreme conditions faced by refugees. One participant, who works in international development, said: 'Of



course I had to send my child away, even if I would never see her again. It wasn't even a choice.' She is now creating her own puppetry piece about refugees."

Cat Meilus
Puppet Showplace Theater
Brookline, MA

For Idea Swap 2018:

"Idea Swap is a connective event that invites artists, presenters, and programmers to get a true sense of what is happening in the New England performing arts world. It's a moment to put your finger on the pulse of the performing arts pipeline!"

Andrea Blesso Albuquerque
Boston Center for the Arts
Boston, MA

For support of the Boston Area Dance Showcase:

"Thank you to you and all the support from the NEFA team we received to accomplish this (first! first ever?) Boston Area Dance showcase for New England presenters. Your incentives to the presenters' attendance gave us weight and import and it paid off. 16 presenters/arts admin folks - including you - were in attendance for most of the day. 23 choreographers (and approximately 30 more dancers) were able to share their work with everyone. Thank you- I know you all collaborate in the way we do here, so I appreciate the whole team, the support, the quick turnaround and your presence, too."

Peter DiMuro
The Dance Complex
Cambridge, MA

For the Creative Communities Exchange 2019:

"It's a great inspirational boost. The value of being reminded that others in the field are working and succeeding through some of the same issues can't be overstated."

Hank Von Hellion
Worcester PopUp
Worcester, MA

For the Expeditions program tour of Le Patin Libre (Montreal, Quebec, Canada):

"We were delighted with the community response to the skate dance party after Saturday night's performance, which attracted nearly the entire audience. Participants told us how much fun they had dancing on ice with each other and the performers. It was a truly multigenerational dance party that left seemingly everyone feeling cheerful... Our community's enthusiasm for Le Patin Libre is encapsulated in something said by Bill Eville, a year-round island resident who is Managing Editor at the local Vineyard Gazette... 'I will attend the 11am performance... and when it finishes I will text everyone I know, and others I do not know, telling them their life depends on getting to the 7pm show.'"

Alison Manning
The Yard
Chilmark, MA



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery
Dt: August 27, 2019
Re: FY20 Grant to Support JFK Library Forum

We propose continuing our partnership with the John F. Kennedy Library Foundation to support a spring 2020 Library Forum featuring Dr. Gretchen Sorin and the documentary film *Driving While Black*.

JFK Library has proposed continuing a partnership we engaged in during the JFK centennial to jointly present one of the Library's annual forums. Our 2018 Kennedy Library Forum with actor and author John Lithgow drew more than 1,000 attendees.

A public presentation of *Driving While Black* and related forum will present an opportunity to reach new audiences with our ongoing commitment to Diversity, Equity, and Inclusion (DEI) and tie directly to another related initiative, "Look At Art Get Paid" that we will pilot this year (and discussed in the agenda item covering the UP program).

Staff recommends approval of a \$35,000 grant to support the partnership between the Library, the Library Foundation and Mass Cultural Council

The grant recommendation described in this memo was recommended by the Grants Committee on August 13, 2019 for approval by the full Council.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Jen Lawless, Lisa Simmons
Dt: August 27, 2019
Re: FY20 Grant to Support Network Arts Administrators of Color

Request Summary ArtsBoston has requested funding to support the continued enhancement and expansion of its Network for Arts Administrators of Color Boston (NAAC Boston), with a long-term goal of building a statewide alliance of regional networks working collectively to attract and retain people of color working in the arts sector. Staff is recommending a \$25,000 grant to support the effort. The grant recommendation described in this memo was recommended by the Grants Committee on August 13, 2019 for approval by the full Council.

Project Background Launched in 2016 with thirty members, NAAC Boston has grown dramatically. Today it includes more than 300 individual members who are self-identifying people of color and allies committed to building collective and individual power that fosters equity within the arts sector. NAAC Boston is led by a community-based Advisory Committee of nine members and hosts monthly events which range from professional development sessions, to member socials, to public panel discussions. The Network also maintains an online member directory (which has become a valued resource for HR directors searching for job candidates of color as well as funders working to build diverse grant review panels) and monthly newsletter. There is an active NAAC Boston Google Group listserv and Facebook group that allows members to share job postings, professional development opportunities, and other information with one another. Most recently, NAAC Boston, with support from MCC, launched its Mentorship & Sponsorship Pilot Program, which pairs both early and midcareer arts administrators of color with leaders of color in the arts for nine months of advising and career coaching.



Power of culture

To: Grants Committee
Fr: Anita Walker, David Slatery
Dt: August 13, 2019
Re: FY20 DataArts Contract

As referenced in the grants recommendation memo for the Cultural Investment Portfolio (CIP), Mass Cultural Council makes use of a data reporting platform called the "Cultural Data Profile" administered by the organization now known as SMU DataArts (after a recent merger and affiliation with Southern Methodist University) and formerly known as the Cultural Data Project or CDP, a powerful online financial tracking tool that was created by the Pew Charitable Trusts and launched in Massachusetts in 2009 through a partnership between Mass Cultural Council, Pew, and other Massachusetts funders. This application over the years has evolved into a basic grantmaking tool for which we pay a fee each year. The price we have negotiated for FY20 is \$47,500, the same cost as last year. The funding recommendation described in this memo was recommended by the Grants Committee on August 13, 2019 for approval by the full Council.



Power of culture

To: Mass Cultural Council
Fr: Anita Walker and David Slatery
Dt: August 27, 2019
Re: FY 20 State Budget Requirements

In Massachusetts State budget for FY 2020, the line item for Mass Cultural Council (Chapter 41 of the Acts of 2019, Section 2, Line Item 0640-300), contained some additional requirements applicable to the Council's operations this year. These have been referenced earlier in the Meeting as part of our power point presentation on the FY20 Budget and Spending Plan. Set forth below are a summary the requirements and a discussion of how we are complying them

1. The council shall expend from any source an amount not less than 75 per cent of the amount of this item on grants and subsidies to further the achievement of the goals of the council's 5 year strategic plan

This requirement means that the Council needs to spend an amount equal to 75% of the amount of the line item, or **\$13,635,000** (\$18,180,000 x 0.75) on "grants and subsidies" and that they must further the achievement of the Council's Strategic Plan. On Attachment 1 to this memo, please find a calculation showing the amount the Council is planning to spend on grants under the proposed FY 20 Budget and Spending Plan. We are actually planning to spend far more than \$13,635,000 on items which we consider to be grants. However, the term "grants" is not defined in our line item, so we have taken the conservative approach and only identified items which are clearly "grants" under longstanding practice for purposes of complying with this item. As you will see on the attachment, we will also list several other items which could conceivably be categorized as grants for purposes of this requirement.

Furthermore the previous power point presentation, we have previously described how all of these grants further the Council's Strategic Plan

- 2. The council's appointed governing board shall establish spending guidelines ensuring that public funds provided to the council are spent in a manner consistent with other state agencies and quasi-public agencies, including, but not limited to, the use of vehicles, the cost of travel and the purchase of meals by council staff and management.**

Working with the Council's appointed Financial Task Force, we centralized and revamped our financial policies in FY 19. Copies of the revised guidelines (subject to the change required by point 3 below) were presented to the Council at its May 2019 meeting.

- 3. The guidelines shall include, at minimum, provisions that ensure pre-approval by the board for all out-of-state travel and associated travel budgets by council employees.**

Attached to this memo as Attachment 2 is a copy of the Financial Policies marked to show revisions to add a provision providing for Council pre-approval of out-of-state travel. Please note that while staff will be bringing forward travel requests directly to the Council today, the Executive Committee has proposed that in order to entertain such requests more expeditiously, the Council delegate its travel pre-approval authority to the Executive Committee consistent with the provisions of our enabling act. Please also note that due to the Council being recognized for a national award over the summer which required attendance at the LEAD Conference in early August to accept, the Executive Committee at its July 22 pre-approved staff attendance at such conference and is seeking ratification of such approval by the full Council today.

- 4. In developing these guidelines, the council's appointed governing board shall consult with the state ethics commission, the comptroller of the commonwealth, and other entities with relevant expertise to ensure the guidelines are based on best practices for governmental and quasi-governmental spending.**

Staff has reached out to the Comptroller's Office and the State Ethics Commission earlier this month for consultation on our Financial Policies and forwarded the draft of the policies that is attached to this memo. Such agencies indicated they would review the materials and offer comment though they could not promise they could respond in advance of our meeting today.

- 5. Not later than October 1, 2019, the council shall submit its board-approved fiscal year 2020 spending plan to the state treasurer, the secretary of administration and finance, the house and senate committees on ways and means and the joint committee on tourism, arts and cultural development, including, but not limited to, the amounts to be expended on:**

- (a) grants and subsidies;**
- (b) personnel;**
- (c) leases and utilities; and**
- (d) travel, delineated by in-state and board-approved out-of- state travel;**

Once the FY 20 Budget and Spending Plan has been approved by the Council today, staff will forward a copy of the plan to the bodies identified in this requirement and will identify and highlight the items specified in clauses (a) to (d) above.

Attachments

- 1. Calculation of grants spending in Council's FY20 Budget and Spending Plan.**
- 2. Revised Financial Policies with travel pre-approval provisions.**
- 3. Travel requests**

Resolutions are contained at the beginning of this Council Meeting Book immediately after the Meeting Agenda.

Attachment 1 Calculation of Grants Spending

FY 20 Line Item Appropriation: \$18,180,000
 75% of Line Item Required To Spent of Grants and Subsidies: \$13,635,000

Grants Recommended in the Mass Cultural Council FY 20 Budget and
 Spending Plan:

<u>Program</u>	<u>Projected FY20 Grant Amount</u>
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Basic Grants

Cultural Investment Portfolio	\$ 5,626,000
CIP Gateway	\$ 101,500
CIP Projects	\$ 302,500
Local Cultural Councils	\$ 4,154,000
CYD-YouthReach	\$ 988,000
CYD-Ser Hacer	\$ 418,000
CYD-Amplify	\$ 22,500
STARS	\$ 1,150,000
Artist Fellowships	\$ 652,500
Big Yellow School Bus	\$ 150,000
Festival	\$ 110,000
Compact Grants	\$ 30,000
UP	\$ 70,000
Cultural Districts	\$ 265,000
<u>Earmarks</u>	<u>\$ 180,000</u>
Total Basic Grants	\$ 14,220,000 (78%)

Other Grants

Media Partnerships	\$ 130,000
Cultural Data Project	\$ 47,500
Poetry Out Loud	\$ 17,500
META (Klarman)	\$ 191,000
Mass Humanities	\$ 679,397
NEFA	\$ 60,000
<u>Other New Grants</u>	<u>\$ 360,000</u>
Total Other Grants	\$ 1,485,397 (8%)

Total All Grants \$ 15,705,397 (86%)

ATTACHMENT 2

8.14.2019 Draft marked to show changes from copy presented at Mass Cultural Council's May 21, 2019 Meeting

Mass Cultural Council *Financial Policies and Procedures*

- **Travel Guidelines**
- **Credit Card Use**
- **Purchasing Goods and Services**
- **Internal Controls and Fraud Prevention**

TRAVEL GUIDELINES

During employment with Mass Cultural Council, travel for business is often required. The goal of this policy is to ensure fair and equitable treatment of all staff by defining procedures for authorized business travel and guidelines for travel expense reimbursement. A balance must be sought when requesting travel, with consideration for Mass Cultural Council's need for cost effectiveness and the employee's need for comfort and safety. Additionally, to the extent feasible, Mass Cultural Council also encourages employees when travelling to patronize businesses which help to advance the agency's cultural mission (as further discussed below). These guidelines reflect Mass Cultural Council Policies as well as the Out of State Travel Guidelines issued by Executive Office for Administration and Finance (A&F) for the Executive Branch.

Requirements

- All Mass Cultural Council employees engaged in publicly and privately subsidized travel shall adhere to the guidance set forth in Mass Cultural Council's Credit Card Use Policy found below.
- All travel must serve a legitimate public purpose of Mass Cultural Council and have a direct, defined benefit to a Mass Cultural Council employee's job function.
- Mass Cultural Council will not reimburse employees for any expenses incurred for the sole benefit of the traveler. These expenses include, but are not limited to, alcoholic beverages, entertainment, newspapers, magazines, laundry services, travel accident insurance, change fees for non-emergency personal reasons and TSA Pre-Check fees.
- Any Mass Cultural Council employee that is accepting any privately subsidized travel must disclose further details in a separate form to the Deputy Director to comply with the state conflict of interest law. Such person must make a written determination permitting such travel. [Disclosure and determination forms](#)

prescribed for use by the State Ethics Commission must be used per 930 CMR 5.08(2)(d)1.

- Per Section 2, Line Item 0640-0300 of Chapter 41 of the Massachusetts Acts of 2019 (commonly referred to as the Massachusetts FY 20 state budget), all out of state travel including any associated travel budgets must be pre-approved by either the Council or the Executive Committee. Under Section 54 of the Council's enabling act (M.G.L. Chapter 10 Sections 52-58A), the Council has delegated the authority to pre-approve any such out-of-state travel to the Executive Committee. Staff will advance any requests for out of state travel to the Executive Committee prior to its scheduled meetings. The Executive Committee will report to the Council at the next Council meeting as to any approvals granted.
- Any requests for out of state travel to be submitted for pre-approval under the foregoing provision must first comply with the following internal procedures:

All travel must serve a legitimate public purpose of Mass Cultural Council and have a direct, defined benefit to a Mass Cultural Council employee's job function. To that end, an employee requesting approval for out-of-state travel should provide:

- ☐ A description of the meeting, conference, or event they would like to attend.
- ☐ A description of how the meeting/conference/event will provide a defined benefit the Mass Cultural Council and to the employee's role at the Mass Cultural Council.
- ☐ A description of how the learning/information/resources gained at the meeting/event/conference will benefit Mass Cultural Council's constituents, including how the information will be shared.
- ☐ A Travel Authorization Form (TAF), must be fully completed to receive approval.

All out of state travel must first be approved by an immediate supervisor and then submitted to senior staff (a group consisting of the Executive Director, the Deputy Director, the Operations Director and the Communications Director).

Senior staff will review the requests and will determine if the request should be recommended for approval or not. When reviewing the proposals, senior staff will consider:

- ☐ Whether the proposed trip provides a direct benefit to the agency and constituents.
- ☐ Whether the proposed trip aligns with the strategic plan.
- ☐ Whether the staff making the request has been invited to speak/present and/or will receive scholarships/discounts/outside funding to offset the cost of the trip.
- ☐ Whether the total cost of the proposed trip outlined in the travel authorization form is in line with the value the trip would provide.

Additionally, senior staff will determine the minimum number of staff that need to attend in order to provide the maximum benefit to the agency and/or field.

If senior staff decides to recommend the proposed trip for approval, they will provide the request and associated materials to the Executive Committee or Council for review and approval. All requests for out of state travel must be submitted no later than four weeks prior to the next occurring Executive Committee meeting .

- Employees who violate the agency's travel policy will have travel privileges reviewed and can have such privileges suspended or be subject to other applicable consequences, in accordance with applicable provisions of collective bargaining agreements.

The following applies to both in state and out of state travel. The agency will reimburse approved travel related expenditures at the following rates:

- Airfare and ground transportation (train, bus, taxi, ridesharing services) – 100% (including reasonable tips not in excess of 20% of a fare)
- Hotel and Lodgings – 100%
- Conference fees – 100%
- Private auto-mileage - \$0.45/mile
- Parking and tolls – 100%
- Cost of agency rental car – 100%
- Gas for agency rental car or agency fleet vehicle – 100%
- Meals – Capped amounts, details below

Additional details about the above expenses can be found below. The agency does not reimburse employees for commuting costs to and from the employee's home and the office.

Air and Rail Travel

- Travelers should make every effort to minimize overall cost of travel, with consideration given to alternate and off-peak travel times, overtime costs, and other relevant factors.
- Mass Cultural Council will pay or reimburse for only coach or economy fares.
- Mass Cultural Council shall only reimburse luggage fees of the first checked bag per traveler; the Council will not reimburse for overweight or extra bag fees. Exceptions will be granted for luggage directly related to the purpose of travel (ex. presentation materials).

Lodging

- Lodging for out of state travel is addressed below in the section regarding "Out of State Travel".

- Lodging shall be available to employees for multiday instate business trips when an employee and supervisor shall have determined that an overnight stay is more efficient than an employee returning home at the end of a business day and returning to the same location the next day. All overnight stays must be approved in writing by the supervisor and the Deputy Director. Generally approval for overnight stays shall only be given for business more than 50 miles away from the Mass Cultural Council office.
- The traveler should select the least expensive lodging option available, considering proximity to the business destination and personal safety. Lodging at the business destination shall be allowed (ex. staying at an official conference hotel).
- When booking, travelers should request all applicable government and other available discounts.
- When requiring lodging while traveling in state, employees are encouraged to use locally-owned lodging businesses, lodging businesses located in state-designated cultural districts or businesses which otherwise are contributors to or supporters of the cultural sector provided, that such costs are reasonable and not significantly more expensive than other available options. If there are any questions as the appropriateness of any such charge, the employee should contact the Deputy Director for guidance.

Car Rental and Reimbursements

- Every effort should be made to use the lowest priced transportation available.
- For travel over long distances, the use of a state fleet vehicle, rental vehicle obtained through the state's statewide contract, or mileage reimbursement for use of personal vehicle will be allowed.
 - *For agency rental cars, the cost of the rental will be paid for by the agency, and the employee will be reimbursed for the cost of gas.*
 - *For private cars, the employee will be paid \$0.45/ per mile but will not be reimbursed for the cost of gas.*
- Employees may rent a car when it is required for business purposes and there is no other less expensive means available.
- For travel over shorter distances, public transportation, mass transit, and shuttle services should always be considered, when appropriate, over car rental, taxi services, and other ride sharing services.

Fleet Vehicle

In addition, Mass Cultural Council will provide a Council-leased "fleet vehicle" for the Executive Director's performance of state business. The availability of such vehicle will be made on the determination that the availability of such vehicle greatly enhances the efficiency of the Executive Director's work. Any such vehicle will be garaged at a location determined on cost and convenience considerations and may include the Executive Director's domicile. This vehicle shall only be used by the Executive Director.

- The fleet vehicle shall be used on official business only. It shall not be operated outside the necessary working hours (working hours to include time required to travel to and from place of authorized garaging). Use for private purposes is forbidden.
- No operator of the fleet vehicle shall transport a passenger or passengers other than those traveling on official business.
- Reimbursement shall be allowed for expenses incurred in the operation of the fleet vehicle, including charges for gas, oil and reasonable charges for repairs, public garage and parking fees, toll charges and reasonable charges for car washing. Such expense may be paid for using a "P-card" (see below).

Meal Reimbursement

- Meal reimbursements shall be given in accordance with the Red Book or applicable collective bargaining agreement. Currently, the reimbursement schedule is:
 - Breakfast: \$6
 - Lunch: \$8
 - Dinner: \$16
- Consistent with Rule 9.14 of the Commonwealth's "Red Book" the above limits shall not apply to the Executive Director. Reimbursement for such person shall be the reasonable and necessary meal expenses subject to review of the Council.
- Mass Cultural Council recognizes that meetings, panels, etc. may make it challenging to eat during the allotted meal times. In those cases, during a 24-hour travel period, the traveler may use the total meal amount (\$30) as a per diem on one or two meals, so long as the reimbursement for any one day does not exceed \$30.
- Meals provided by lodging, conference, or host should be used when applicable as part of the trip's itinerary (ex. conference lunch, hotel inclusive meal, etc.), and no meal reimbursements shall be given for a meal that was otherwise provided or included during business travel.
- Mass Cultural Council will not reimburse for alcohol-related expenses.
- When requiring meals while travelling in state, employees are encouraged to use locally-owned businesses, businesses located in state-designated cultural districts or businesses which otherwise are contributors to or supporters of the cultural sector provided, that such costs are reasonable and not significantly more expensive than other available options. If there are any questions as the appropriateness of any such charge, the employee should contact the Deputy Director for guidance.

Out of State Travel

When an employee travels out-of-state they must meet the following additional requirements:

- Any out-of-state travel done in an official capacity must be authorized by the Deputy Director, and if it is funded in part with private funding, will require an additional disclosure and a determination by the appointing authority under the state conflict of interest law.
- All out of state travel paid for by the Commonwealth requires approval from the Deputy Director. Except in extraordinary circumstances, such approval shall be obtained in advance of the trip.
- A [Travel Authorization Form \(TAF\)](#) ([Link To Be Added](#)), must be fully completed to receive approval.
- A copy of the appropriate ethics disclosure form should also be included with the TAF when private funding is anticipated. Employees should take note of additional requirements of the State Ethics Commission. For instance, extending or using travel arrangements made under these guidelines to include personal vacation plans, family members or other travel companions may be a violation of the state conflict of interest law.
- Except in extraordinary circumstances, travel arrangements should be made far enough in advance of departure date to take advantage of discounted fares, conference lodging rates, etc. For example, flights should be booked no less than 14 days in advance of departure date.
- All out of state travel arrangements and expenses must be detailed in the TAF. No expenses or reimbursements detailed in this form shall be approved unless they are consistent with applicable provisions of statute and this guidance.

More information regarding policies and procedures for travel expense reimbursement can be found on the [Human Resources Division's website](#)

CREDIT CARD USE

The Commonwealth Procurement Card (or "P-Card") Program is governed by the Commonwealth Procurement Card Program Policy and Procedure (the "Commonwealth P-Card Policy") issued by the Office of the Comptroller. The Commonwealth P-Card Policy, available [here](#), provides substantial guidance on the appropriate use of P-Cards in state government and should be consulted regularly for guidance. *[NOTE-This section only refers to use of P-Cards- please also see Section entitled "ADDITIONAL APPROVALS FOR EXPENDITURES" below for information about obtaining the appropriate **approvals** for purchasing such goods and services.]*

The Commonwealth P-Card Policy requires Mass Cultural Council to also issue its own internal controls policy to implement the Comptroller's guidance. That document enables Mass Cultural Council to shape its own forms of oversight and constraints, also known as the Internal Control Plan ("ICP"), on the use of state-issued credit cards, as long as those protocols satisfy the minimum standards set out in the Comptroller's guidance. Our ICP plan has been deemed to comply.

Credit card use policy guidelines

At all times, Cardholders must be aware that their use of state-issued credit cards results in the spending of taxpayer dollars, and the Cardholders' use of such cards must be consistent with this awareness.

Who can own/use a state authorized credit card?

Except in extraordinary circumstances, Mass Cultural Council should significantly restrict the number of state-owned credit cards issued. If Mass Cultural Council determines that a state-owned credit card is necessary, the permitted users of the card should generally be restricted to the Executive Director and Deputy Director/CFO. The Executive Director can authorize additional employees to receive a P-Card if it is necessary to cover frequently incurred and extraordinary travel costs to conduct agency business, or if an employee's official duties require the use of a P-Card to make emergency purchases; in either case, a P-Card should not be issued if the purchases can be made in advance by the Deputy Director. These exceptions should be strictly enforced and granted only in extraordinary circumstances where the unavailability of a P-Card will result in substantial inefficiencies in making travel-related or emergency purchases.

The issuance of a P-Card to anyone (including the Deputy Director/CFO) must be approved in writing by the Executive Director. If the Executive Director believes that anyone other than the Executive Director and the Deputy Director/ CFO should be authorized to have a P-Card, the Executive Director should set forth in the written approval the extraordinary circumstances described above, which warrant authorizing a credit card to that employee.

The written approval must establish a limit on any single transaction, and the applicable monthly credit limit. The per-transaction limit should not exceed \$1,000. The monthly credit limit should not exceed \$7,000. For either of these limits, if special circumstances warrant a higher limit, the Executive Director or Deputy Director shall identify those circumstances in the approval letter or will authorize exceptions on a transaction-by-transaction basis, if so warranted.

What usages are permissible?

Even when issued, the P-Card is to be used only as a "payment of last resort", namely, (i) where the good or service being purchased is not susceptible of being procured in the ordinary course under the Commonwealth's laws governing procurement; (ii) where the selected vendor will not invoice or bill the Commonwealth for the purchased goods or services; or (iii) in the case where P-Card is to be used for the expenses of an individual employee, where requiring the employee to seek reimbursement for the purchase would cause substantial hardship to Mass Cultural Council as determined by the Deputy Director. The use of a P-Card should supplement, not replace, other

payment methods if they are otherwise available. Each purchase must serve a legitimate public purpose, and not be intended primarily to confer a personal benefit or a benefit to another individual or entity.

Allowable expenses for P-Card use include the following, in cases where direct billing is not available or where the good or service being purchased is not susceptible of being procured in the ordinary course under the Commonwealth's laws governing procurement:

- Conference registrations
- Conference expenses for trade shows (e.g., electric, carpet)
- Airline ticket purchases
- Emergency office supplies
- Vehicle rental payments
- Gasoline for rental or fleet vehicles
- Maintenance costs for fleet vehicles
- Other transportation ticket payments
- Hotel payments for overnight accommodations. Please make sure that the hotel bill does not include the cost of meals during approved overnight travel; the bill may include business related phone charges and internet access charges.
- Costs of approved Mass Cultural Council convenings (including food, venue and other costs) where use of another payment method is not feasible

Deputy Director/CFO approval is required for the expenses above, in accordance with Mass Cultural Council needs and internal procedures (i.e. through a Fiscal Expenditure Form). Travel Authorization Form (TAF) approval is also be required for certain expenses per Mass Cultural Council's Travel Guidelines.

State issued P-Cards SHALL NOT BE USED for the following:

- Cost of meals, snacks, or coffee for individual employees (whether during travel or otherwise)
- Cash Advances (ATMs)
- Gift Cards
- Legal services
- Medical services
- Alcohol purchases
- A single purchase that exceeds the card limit or the single purchase limit determined by the Executive Director or Deputy Director/CFO
- Personal expenses of the Cardholder
- Gasoline for personal vehicle
- Books, magazines, and other entertainment items while employee is travelling
- Gifts for colleagues
- Costs of attendance or admission to galas or other after-hours events

Cardholders must adhere to all restrictions on P-Card usage, even if the Cardholder plans to reimburse or arrange for reimbursement of the Department for impermissible expenditures.

This list is not intended to limit any additional restrictions adopted by Mass Cultural Council in its Internal Control Plan.

What minimum forms of oversight are required in order to ensure the proper use of state-issued credit cards?

The Commonwealth P-Card Policy serves as a sound starting point for the steps that should be taken to ensure oversight of the use of state-issued credit cards. The Commonwealth P-Card Policy "sets minimum standards for use of P-Cards on a statewide basis", and "at a minimum, the Internal Department P-Card Use Policy must be the adoption of the Commonwealth P-Card Use Policy."

Mass Cultural Council will adopt and document the following additional items in the ICPs:

- The ability of a Cardholder to carry a P-Card in the Cardholder's wallet or otherwise to remove a P-Card from work premises shall be limited, unless doing so is necessary for the use of the P-Card (e.g., travel).
- Annually, Mass Cultural Council will review all purchase activity in the last 12 months and compare the actual activity with the Department's ICP, this bulletin and the Commonwealth P-Card Policy, and certify compliance.
- Mass Cultural Council will institute blackout periods for P-Card purchases near the end of the fiscal year.
- Mass Cultural Council will explicitly address in its ICP the protocol for reporting unauthorized use of a P-Card and the consequences for such unauthorized use.
- The Deputy Director/CFO should require that the Cardholder maintain an expenditure log and certify that each purchase on the log complies with the ICP, including any use restrictions imposed beyond the Comptroller's policies.
- BOTH the Deputy Director/CFO and the Cardholder must review the monthly statement, expenditure log, and related receipts and other documentation to validate charges and ensure other compliance issue, such as whether the Commonwealth was charged sales tax. The Deputy Director/CFO must sign off on this validation.
- Monthly billing statements MUST be made available to the Deputy Director/CFO together with the expenditure log and other required documentation.
- The Cardholder should be held liable for any unauthorized charges, including sales tax erroneously charged to the Commonwealth. The Department should also specify other disciplinary measures that will result from abuse of the privilege to use a P-Card.
- The Council will reserve any and all remedies to recover unauthorized charges including to the extent legally permissible, the offset or garnishing of wages.

PURCHASING GOODS AND SERVICES

This section addresses the process for Mass Cultural Council employees seeking to procure goods and services and employs a question and answer format. *[NOTE-This section only refers to process- please also see Section entitled “ADDITIONAL APPROVALS FOR EXPENDITURES” below for information about obtaining the appropriate **approvals** for purchasing such goods and services.]*

What are Statewide Contracts?

Vendors that have been approved by the state are on statewide contracts. This means that they do enough business with various agencies across Massachusetts, not just with Mass Cultural Council so that they have negotiated rates with the state to ensure agencies get the best deals possible. Even if a vendor is on a statewide contract, they do need complete a contract with Mass Cultural Council. Statewide contracts can be used by any agency in the Commonwealth, including Mass Cultural Council.

What are the Statewide Contract numbers?

A few common statewide contract numbers are as follows:

- For hotels, reference contract #GRO27C
- For catering, reference contract #GRO27A
- For printing & advertising, reference contract #OFF33

To verify that a vendor is on a Statewide Contract:

The statewide system to search for statewide contracts is www.commbuys.com. Go to “Contract & Bid Search”, then check “Contracts & Blankets”, which leads to the search page. From there, search by vendor name.

To place an order with a vendor once approval is obtained:

- If the vendor is on a Statewide Contract:
 - Call/email the contact listed for the corresponding vendor. (see last page for contact information)
 - Tell them that you are a state employee and would like to place an order using a statewide contract (have the contract number available)
 - Obtain a written quote for the services needed. The vendor should provide the negotiated rate for services based on the statewide contract.
 - All vendors on a statewide contract should be paid using EFT. Because they have agreed to the terms of a statewide contract, no upfront payment should be required.
 - Even if a vendor is on a statewide contract, the following will still be required: W9, T&C, EFT & Contractor Authorized Signatory forms of information from the vendor, and the initial quote for services and the invoice after services were finished.
- If the vendor is not on a Statewide Contract:

- Call/email the vendor. Explain the goods or services being sought and obtain a written quote for the goods or services. It is recommended that three written quotes are received for each service.
- If paying the vendor by EFT, draft a contract with the vendor and send the vendor additional paperwork (W9, EFT, T&C). Also fill out a Fiscal Expenditure form and indicate "I will be spending money." The purchase may not occur until all of these contracts and forms have been completed, submitted and signed by all parties.
- If paying by credit card, no contract is needed, but receipts must be kept and submitted with the Fiscal Expenditure form (**To Be Attached**). Please attach receipts and indicate "I Spent Money".

Please note that when drafting a Standard Contract Form, the Deputy Director is the only person who has signing authority for the Mass Cultural Council and is the only person at the agency who is legally responsible for contract documents.

If a vendor is not on a statewide contract, is the Standard Contract form required each time this vendor is used?

Yes. Mass Cultural Council cannot add vendors to a statewide contract. Whether a vendor is on a statewide contract or not, they **MUST** complete a contract package with Mass Cultural Council. The "Standard Contract Form" is used **IN PLACE** of a statewide contract and is the legally binding agreement between the Mass Cultural Council and the vendor.

A new Standard Contract form must be sent for every new service, and Standard Contract forms are only valid for the duration of the current fiscal year (July 1-June 30)

The process for utilizing a vendor who is not on a statewide contract is as follows:

First determine whether Mass Cultural Council has used the vendor before and follow the steps below:

- If Mass Cultural Council has used this vendor before:
 - Draft a new contract with the vendor, clearly explaining in the scope what the product/service is and the cost. Include a payment schedule with deliverables if necessary.
 - NOTE-If the vendor's legal name, tax ID, or mailing address has changed since the last time the vendor has contracted with Mass Cultural Council, the vendor needs to fill out a new W9 and a Terms and Conditions form
 - NOTE-If the vendor's bank details have changed, the vendor needs to fill out a new EFT form in its entirety. Payment will be generated after receipt of an invoice from vendor. No payments can be sent without an invoice.
- If Mass Cultural Council has NOT used this vendor before:

- Draft a new contract with the vendor, clearly explaining in the scope what the product/service is and the cost. Include a payment schedule with deliverables if necessary.
- Send the vendor a complete Contract Packet, which includes a Standard Contract form, a W9, and EFT form, and a Terms and Conditions form.
- Explain to the vendor that they will be paid using EFT and Payment will be generated after receipt of an invoice from vendor. No payments can be sent without an invoice.

Why would a vendor not be on a statewide contract?

This usually happens when a vendor is an individual/sole proprietor (ex., panelist, photographer, designer) or is in a very specific niche category such as a gourmet catering services, florist, IT company, etc. Because statewide contracts are used across agencies, vendors who do not do business with the state on an ongoing basis are not going to be part of a statewide contract.

How do vendors get paid?

Vendors are paid using one of the three methods:

- Mass Cultural Council pays vendor directly using electronic funds (EFT) or a check:
 - All vendors need to send an invoice regardless of whether the vendor is on a statewide contract. This invoice is the paperwork needed to process a check/EFT payment through MMARS
 - Invoices can be attached to a Fiscal Expenditure form and check off “I Need a Bill Paid” or can be given to the Fiscal department.
- Mass Cultural Council pays vendor directly using agency credit card (P-card):
 - If a vendor requires immediate payment, or it is a one-time purchase, we can use the agency P-card as long as the purchase does not violate any of the P-card restrictions (please refer to the P-card policy for more information).
 - Any purchases made using a P-card must have back-up documentation (receipt) and be attached to a Fiscal Expenditure form. Please check off “I Spent Money”.
- Mass Cultural Council staff member pays the vendor using a personal credit card:
 - If an employee does not have access to an agency P-card, and needs to pay a vendor, a personal credit card may be used. Keep the receipt and submit for reimbursement through the paycheck reimbursement process. Reimbursement funds are not subject to payroll taxes. If a reimbursement request is completed including obtaining all necessary approvals by the

Tuesday in a week with a Friday payday, the reimbursement will be included in that paycheck. Otherwise, it will be included in the following paycheck two weeks later.

Why are credit cards not used to pay all vendors?

Some vendors, such as airlines, require immediate payment and other vendors offer one-time incidental goods/services. In those circumstances, a credit card should be used because the Council is not building a relationship with that vendor and an immediate payment is typically required.

In circumstances where Mass Cultural Council is cultivating a business relationship, a contract needs to be in place so that vendors deliver the items/services Mass Cultural Council wants at a negotiated price. This provides protection to the Council in the form of legal recourse if the service/item is not delivered as expected.

ADDITIONAL APPROVALS FOR EXPENDITURES.

All appropriate approvals must be obtained before Mass Cultural Council expends funds.

- All contracts must be signed by the Deputy Director to attest as to budgetary availability and legal form.
- Any contract committing more than \$25,000 (other than grants or other contracts specifically approved by the Council in a vote at a public meeting) must also be approved by the Executive Director.
- Any contract or other expenditure of funds which causes more than a 10% increase in any subsidiary lines of the fiscal year budget approved by the Council (i.e. Lines AA to UU) must be approved by the Chair and reported to the Council at the next Council meeting.
- Supervisors possess the delegated authority to approve routine instate travel expense reimbursements (not including lodging) from direct reports and requests for expenditures not in excess of \$100.
- P-card holders are expected to comply with "CREDIT CARD USE" policies above when employing the P-card for expenses. When a P-card holder is requested to use the P-card to purchase goods or services for another staff member, it is the responsibility of the P-card holder to determine that all necessary approvals have been obtained. Any questions should be referred to the Deputy Director for guidance. All P-card purchases should be made in conjunction with an approved "FISCAL EXPENDITURE FORM"
- Any approval authority of the Deputy Director in these policies may also be exercised by the Executive Director as the senior official.
- Senior Management reserves the right to include additional requirements or processes for signature authority as circumstances may dictate, provided that any less restrictive policies with first be reviewed with the Chair and in her discretion, with other Council Committees or task forces or the full Council .

INTERNAL CONTROLS AND FRAUD PREVENTION

Internal Control Plan

Mass Cultural Council is an agency of the Commonwealth of Massachusetts and as such has an especial obligation to the public to be careful stewards of our resources and assets in order to better fulfill our mission to the citizens of the Commonwealth of Massachusetts. To that end, we have adopted an internal control plan in accordance with the law (Chapter 647 of the Acts of 1989) to continue to demonstrate our commitment to integrity and ethical values, to exercise appropriate oversight responsibility, to establish structure, authority and responsibility, to demonstrate a commitment to competence and to create an environment of accountability. The Internal Control Plan can be read here [\[ADD LINK\]](#). *[Note- for review purposes- we have attached to this document to show the changes from the prior draft]*

Reporting Fraud

As of November 26, 2018, all employees were made aware (through email notification and posting on the Agency's kitchen bulletin board) of specific statewide hotlines available to the public and to employees for reporting suspicions of fraud, waste or abuse or other illegalities, as follows:

(There are several specific statewide hotlines available to both the public and employees that are anonymous and are staffed by individuals trained in receiving such information)

- *Inspector General (800) 322-1323 to report suspected fraud, waste or abuse in government.*
- *Attorney General-Fair Labor Helpline (617) 727-3465 to report violations of minimum wage and overtime laws and Requirement for timely payment of wages.*
- *Division of Unemployment Assistance (800) 354-9927 to report unreported wages or persons collecting benefits while working.*
- *Office of the State Auditor (617) 727-6200 for state agencies to report variances, shortages or thefts of funds or property.*
- *PERAC-Public Employee Retirement Administration Commission (800) 445-3266. If you have reason to believe that public pension fraud may have occurred or is about to occur, notify PERAC's Fraud Prevention Unit. You can call (800) 445-3266, file a written Referral Report of Potential Fraud, or Email at PensionFraud@per.state.ma.us “*

TRAVEL.

Senior Staff of the Mass Cultural Council has reviewed the following travel requests submitted by staff and approved by their supervisors and finds them to constitute a direct benefit to the Council and its constituents, aligns with the strategic plan and finds the cost in line with the value the travel would provide. Set forth below is a brief summary of each request **and key information regarding the value of such travel is contained on the attached materials.** Senior staff requests the Council approve the following travel.

1. Kennedy Center LEAD (Leadership Exchange in Art and Disability) Conference – Denver, CO 8/5-8/2019.

Mass Cultural Council received the LEAD Community Asset Award. Description of the award and nomination materials attached. Attendance at ceremony required to accept award. Speech required. Two tickets to ceremony and free conference registration were provided to the Council. Anita Walker attended the Award ceremony and spoke while Charles Baldwin, Program Officer of the UP Initiative attended the conference. Travel Authorization Forms (TAF) containing further description and justification is attached. Cost to Agency for two persons was \$2,758.27. Executive Committee pre-approved attendance by staff at LEAD at its July 22d meeting due to fact travel would be required before the Council next met on August 27. Seeking ratification from the Council of the Executive Committee approval.

2. National Heritage Fellowship Award- Washington DC 9/18-20/2019

Proposed is that Maggie Holtzberg, Program Manager, Folk Arts & Heritage. TAF containing further description and justification is attached. Cost to Agency is \$314.92

3. National Assembly of State Arts Agencies (NASAA)—Leadership Institute, Providence, RI 9/18-20/2019

- a. Proposed is that David Slatery, Deputy Director, attend the annual meeting of the state arts agency affinity group and serve on panel discussing Creative Aging. Dave usually attends the annual NASAA conference (though not last year). NASAA will waive the \$475 registration fee and lodging costs and additionally provide the Council with a \$100 stipend for Dave's time, which should offset any incidental costs (i.e. mileage, meals and parking). TAF containing further description and justification is attached No cost to the Agency
- b. Also proposed if for Jen Lawless, Operations Director, to attend the NASAA Conference in Providence to take advantage of DEI sessions as she has been leading the efforts here. TAF containing further description and justification attached. Costs to Agency is \$682 (\$475 Registration fee plus incidental travel).

4. American Folklore Society- Baltimore, MD 10/16-20/2019-

Proposed is that Maggie Holtzberg attend the annual meeting of her professional society which she has been attending annually since the 1980s and from which she has received a lifetime achievement award. Maggie will be presenting in a forum on Fieldwork. TAF containing further description and justification attached. Costs to Agency is \$1445.

5. National Partnership for Creative Youth Development, Detroit, MI, 9/16-17/19

Proposed is that Program Officer Kathe Swaback (started at the Council on August 1) attend a CYD Partnership convening. Mass Cultural Council is a founding partner National Partnership since 2014. TAF containing further description and justification attached. Costs to the Agency will be \$500.

6. Annual Conference for Community Arts Education, Austin TX 10/20-11/2/2019

Proposed is that Program Officer Kathe Swaback attend the Annual Conference in order to support her role at the Council . TAF containing further description and justification attached. The National Guild for Community Arts Education will be providing Mass Cultural Council with a stipend of \$1500 for this travel. Costs to the Agency will be \$220.

#1 Kennedy Center LEAD

LEAD Community Asset Award

The LEAD® Community Asset Award recognizes the achievements of cultural arts administrators or organizations that continually **demonstrate success with access initiatives, improving accessibility in their organization, city, state or region.**

Recipients must be an individual or team on staff at a cultural arts organization or a cultural arts organization that **has demonstrated success improving or providing access for individuals with disabilities** for a minimum of 5 years. The body of work will be **a comprehensive accessibility initiative that recognizes the diversity within the disability community.**

To accept the award, a representative from Mass Cultural Council must be present at the LEAD Awards Evening on Wednesday, August 7 at 7:00 p.m. in Denver, CO. The representative will be given 2 minutes to speak during the presentation of the award. Conference registration fees are waived for one organizational representative for sessions August 5-7 and they also receive two complimentary tickets, for themselves and a guest, for the Awards Evening.

About LEAD

LEAD was born out of a group of arts administrators with one common goal: the desire to create accessible cultural arts programs that are inclusive of people with disabilities and older adults.

That initial group has now grown into a professional network focused on expanding the breadth and scope of accessibility services and programming across the country and around the world. The Leadership Exchange in Arts and Disability (LEAD) network:

- explores practical methods for implementing accessibility in cultural environments;
- communicates information about arts and accessibility, and;
- shares resources and knowledge among professionals in the field of accessibility.

LEAD accomplishes its objectives through an annual conference, an active communications network, and resources generated by the LEAD network and maintained by **the Kennedy Center.**

Annual LEAD Conference

The Community Asset Award is presented at the annual LEAD Conference. Every year the Kennedy Center's Leadership Exchange in Arts and Disability (LEAD®) conference brings experienced and new professionals together to explore practical methods for implementing accessibility in cultural environments. At LEAD® we share resources and knowledge, develop best practices, and experience accessibility in action.

- **Facilities to Programs:** Sessions and discussions will cover all aspects of accessibility from the built environment to programs and communication.
- **Legal Obligations & Customer Service:** Learn about relevant laws and regulations and explore accessibility from the customer service and business case perspectives.
- **Networking:** Engage in conversations with colleagues who are enthusiastic about accessibility and eager to share their insights and learn from others.

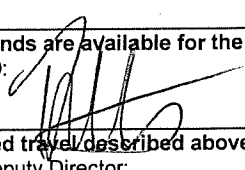
**MASS CULTURAL COUNCIL
TRAVEL AUTHORIZATION FORM (Form TAF)**

Page 190 of 219

1. Date of Request: 8/1/2019	2. Travel Request #:	3. Department/Division: Executive	4. DEPT/ORGN: ART	5. Appropriation No.: N/A
6. Name of Traveler(s): Anita Walker		7. Title(s): Executive Director		8. Dates of Travel: 8/7/2019 – 8/8/2019
9. Travel Itinerary and Justification Traveling to the Kennedy Center's LEAD Conference to attend sessions pertinent to the agency's UP initiative and to be recognized as a leader in the field at the conference's awards ceremony on the evening of August 7 th . Supporting documentation, i.e. Agendas or brochures.				

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Airfare <input type="checkbox"/> Car: <input type="checkbox"/> State <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input checked="" type="checkbox"/> Taxi X Other: Parking		\$518.60 (airfare) \$128.40 (taxis)	
Lodging: One night in conference hotel Embassy Suites Denver Downtown		\$332.20	
Meals: Lunch on 8/7 and breakfast on 8/8		\$14.00	
Other: (please list): Parking at airport		\$76.00	
Sub Total(s):		\$1069.20	

GRAND TOTAL: \$1069.20

11. Certifications and Authorizations	
I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct. Signature of Traveler: _____ Date: _____	
I hereby certify that sufficient funds are available for the above described travel accommodations. Signature of Deputy Director/ CFO:  Date: August 1, 2019	
I hereby authorize the anticipated travel described above and related expenses listed in this form. Signature of Executive Director/Deputy Director: _____ Title: _____ Date: _____	

12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe: Travel Funded By Private Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: \$ _____ Source (Contact Information): _____ TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: https://www.mass.gov/disclosure-forms
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TRAVEL AUTHORIZATION FORM (Form TAF) - INSTRUCTIONS

1. Date of Request: Date the form is executed by traveler. Approval of this form is required in advance of travel, except in extraordinary circumstances.
2. Travel Request #: Deputy Director/CFO may insert internal control or sequence number for audit/tracking purposes.
3. Department/Division: Insert the name of your department and division.
4. DEPT/ORGN: Insert traveler's Departmental MMARS three-letter code and four-digit Organization Number.
5. Appropriation Number: N/A
6. Name(s) of Traveler(s): List names of traveler(s) traveling on the same itinerary.
7. Title(s): Position/Title of each traveler.
8. Dates of Travel: List the departure and return dates of travel.
9. Travel Itinerary and Justification: The traveler should provide the destination and a brief summary of the trip itinerary. State the sponsoring organization. Supporting documentation may be attached.
10. Expenses:
 - a. Personal Funds: Indicate the amount of personal funds that are to be used and for which reimbursement will not be sought.
 - b. MA State Funds: Indicate the total funds that will be expended by Mass Cultural Council on behalf of the state employee traveler, either in direct payment to a travel service vendor, charge account vendor, or through employee reimbursements.
 - c. Federal/Other State Funds: Indicate the total funds that will be expended by the federal government or another state on behalf of the state employee traveler, either in direct payment to a travel service vendor, charge account vendor, or through employee reimbursements.
 - d. Transportation: Include the total round-trip travel fare for a common carrier (air, rail bus, etc.). If using a personal vehicle, indicate the rate per mile that is reimbursable under the relevant provisions of current Collective Bargaining Agreements for union members or applicable Rules for non-union employees.
 - e. Lodging: Include the total hotel room and tax expenditure. Use more than one line if more than one hotel property is used.
 - f. Meals: Indicate the total reimbursable amount for meals. It is not necessary to break out the individual amounts for each meal. This will be accounted for in attached receipts and internal control procedures.
 - g. Other: State type and amount of any anticipated expenses not otherwise named, such as telephone calls.
 - h. Sub Total: Total the dollar expenditure expected for each column.
 - i. Grand Total: List the grand total for the trip. (The sum of the sub totals for Personal Funds, MA State Funds, and Federal/Other State Funds)
11. Certifications and Authorizations: In accordance with state law, the traveler must receive approval from the appointing authorities and officers listed in this form. Approval is required in advance of travel, except in extraordinary circumstances.
12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe: A state employee may not accept an offer from a private entity or individual, foreign government entity, or federally recognized tribe subsidizing travel and related expenses worth \$50 or more unless an exemption applies under the conflict of interest law, M.G.L. c. 268A, §§3, 23(b)(2) and 23(b)(3), and related regulation 930 CMR 5.05(2). An exemption may apply if the employee makes the proper disclosure and his or her appointing authority determines that the travel will serve a legitimate public purpose that is not outweighed by a private benefit. See 930 CMR 5.08 (2)(d)(1). Disclosure of private funding on the TAF alone will not meet the requirements of the state conflict of interest law. The State Ethics Commission has developed a form that should be used for both the disclosure and determination. Go to <https://www.mass.gov/disclosure-forms>.

**MASS CULTURAL COUNCIL
TRAVEL AUTHORIZATION FORM (Form TAF)**
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1. Date of Request: July 26, 2019	2. Travel Request #:	3. Department/Division: Universal Participation Initiative	4. DEPT/ORGN: ART	5. Appropriation No.: N/A
6. Name of Traveler(s): Charles G. Baldwin		7. Title(s): Program Coordinator II		8. Dates of Travel: 8/5/2019 - 8/8/2019
9. Travel Itinerary and Justification LEAD conference - leadership exchange in Arts & Disability MCC recipient of LEAD Community Asset Award - and this comes w/ full scholarship for conference attendance. Going to receive award, attend the conference, and lead the Mass cohort attending (@ 20 ppl) Supporting documentation, i.e. Agendas or brochures.				

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Airfare <input type="checkbox"/> Car: <input type="checkbox"/> State <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input type="checkbox"/> Taxi <input type="checkbox"/> Other:			
Lodging: reservation for flight & lodging done as package thru			
Meals: exped -			
Other: (please list):			
Sub Total(s):			

GRAND TOTAL: **1689.07**

11. Certifications and Authorizations		
I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.		
Signature of Traveler:		Date: Aug 1, 2019
I hereby certify that sufficient funds are available for the above described travel accommodations.		
Signature of Deputy Director/ CFO:		Date: August 1, 2019
I hereby authorize the anticipated travel described above and related expenses listed in this form.		
Signature of Executive Director/Deputy Director:	Title: Deputy Director	Date: August 1, 2019

12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe:	
Travel Funded By Private Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes: \$ _____ Source (Contact Information): _____	
TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: https://www.mass.gov/disclosure-forms	

TRAVEL AUTHORIZATION FORM (Form TAF) - INSTRUCTIONS

1. Date of ReqDest: Date the form is efecDted by traveler. Arr roval of this form is reqDred in advance of travel, ef cer t in ef traordinary circDmstances.
2. Travel ReqDest #: Der Dty Director/CFO may insert internal control or seqDence nDmber for aDdit/tracking r Dr oses.
3. Department/Division: Insert the name of your department and division.
4. DEPT/ORGN: Insert traveler's Departmental MMARS three-letter code and foPr-digit Organization NPmber.
5. AMMoMiation NPmber: N/A
6. Name(s) of Traveler(s): List names of traveler(s) traveling on the same itinerary.
7. Title(s): Position/Title of each traveler.
8. Dates of Travel: List the departere and retern dates of travel.
9. Travel Itinerary and JTstification: The traveler shoTld 4rovide the destination and a brief sTmmary of the tri4 itinerary. State the s4onsoring organization. ST44orting docTmentation may be attached.
- 10.: TT4enses::
 - a.: Personal:Funds:::Indicate:the:amount:of:Tersonal:funds:that:are:to:be:used:and:for:which:reimbursement: will:Not:Be:Sougt.TT
 - b.T MAStateFunds:TIndicateTheTotalFundsThatWillBeTexTendedByTMassTCulturalTCouncilTnBehalfTfTheT state emTLOYEE traveler, either in direct Tayment to a travel service vendor, charge account vendor, or through emTLOYEE reimbursements.
 - c. Federal/Other State Funds: Indicate the total funds that will be eOTended by the federal government or another state on behalf of the state employee traveler, either in direct payment to a travel service vender, charge account vendor, or through employee reimbursements.
 - d. TransTortation: Include the total round-triT travel fare for a common carrier (air, rail bus, etc.:. If using a personal: vehicle,: indicate: the: rate: per: mile: that: is: reimbursable: under: the: relevant: provisions: of: current: Collective: Bargaining: Agreements: for: union: members: or: applicable: Rules: for: non-union: employees.:.
 - e. Lodging: Include the total hotel room and tax exeenditure. Tse more than one line if more than one hotel eroeerty is used.
 - f. Meals: Indicate the total reimbursable amount for meals. It is not necessary to break out the individual amounts for each meal. This will be accounted for in attached receiTts and internal control Trocedures.
 - g. Other: State tyTe and amount of any anticiTated eTTenses not otherwise named, such as teleThone calls.
 - h. Sub Total: Total the dollar expenditure expected for each column.
 - i.T GrandTTtotal:TListTtheTgrandTtotalTforTtheTtrip. T(TheTsumTofTtheTsubTTotalsTforTPersonalTFunds,TMATStateT Funds,TandTFederal/OtherTStateTFunds)T
11. TCertificationsTandTAuthorizations:TInTaccordanceTwithTstateTlaw,TtheTtravelerTmustTreceiveTaTTrovalTfromTtheT appointing authorities and officers listed in this form. Approval is required in advance of travel, except in extraordinary circumstances.
12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe: A state employee mayNotAccettAnbfferFromaTPrivateEntityorTndividual,ToreignTgovernmentTentity,orTederallyTrecognizedTtribeT subsidizingTtravelTandTrelatedTexTensesTworthT\$50TforTmoreTunlessTanT exemptionTthatTliesTunderTtheTconflictTofT interestTlaw,IM.G.L.c.1268A,I\$§3,123(b)(2)land123(b)(3),landTrelatedTregulation1930TCMR15.05(29)TanT exemptionT mayTapplyTifTtheTemployeeTmakesTtheTproperTdisclosureTandThisorTherTappointingTauthorityTdeterminesTthatThel travelTwillTserveTaTegitimateTT9blicTT9rToseTthatTisTnotT9TweighedTbyTaTPrivateTbenefit.TSeeT930TCMR15.08T (2)(d)(1).Tdisclos9reTofTPrivateT9ndingT9nTtheTTAFTaloneTwillTnotTmeetTtheTreq9irementsTofTtheTstateTconflictTofT interestTlaw.TTheTstateTthicsTCommissionThasTdeveloTedTaTformTthatTshouldTbeTusedTforTbothTtheTdisclosureTandT determination.TGoTtoThtts://www.mass.gov/disclosure-forms.TTTTTTTTT



Denver

Aug 5, 2019 - Aug 8, 2019 | Itinerary # 7457262296249

E-Ticket

This page can be used as an E-Ticket.

Itinerary # 7457262296249

Before travelling, print a copy of your itinerary and take it with you!

Important Information

- We combined two one-way tickets to get you the best deal on this flight. If you need to make changes or cancel, you'll need to do it twice-once for each one-way ticket.
- Remember to bring your itinerary and government-issued photo ID for airport check-in and security

Price Summary

One way Flight	
Hotel	
Travel Protection - Vacation Waiver	
Total	\$1,689.07
Subtotal	\$1,464.94
Taxes & Fees	\$224.13

Boston (BOS) → Denver (DEN)

Aug 5, 2019 - Aug 5, 2019 , 1 one way ticket

CONFIRMED

Expedia.com Booking UVGKCA
ID

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Traveler Information

Charles G. Gibson Baldwin
Adult

No frequent flyer details provided

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Aug 5, 2019 - Departure Nonstop

Total travel time: 4 h 43 m

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.
 - Additional fees for your flight to Denver

Web Fare

	Boston	Denver	4 h 43 m
jetBlue	BOS 6:36pm	DEN 9:19pm	
	Terminal C		
	JetBlue Airways 993		
	Economy / Coach (V) BLUE Confirm seats with the airline*		

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable, nontransferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- View the complete terms and conditions in the Description of Coverage.
- Please read important information regarding airline liability limitations .

Denver (DEN) → Boston (BOS)

Aug 8, 2019 - Aug 8, 2019 , 1 one way ticket

CONFIRMEDExpedia.com Booking UV4726
ID

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Traveler Information

Charles G. Gibson Baldwin
Adult

No frequent flyer details provided

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

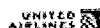
Aug 8, 2019 - Departure Nonstop

Total travel time: 3 h 54 m

Denver
DEN 8:10am

Boston
BOS 2:04pm
Terminal B

3 h 54 m



United 599

Economy / Coach (N) | BASIC ECONOMY

Fare type: Basic Economy

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.
 - Additional fees for your flight to Boston

Airline Rules & Regulations**United Basic Economy Fare Rules****Restrictions include:**

- Pay to choose your seat
- Carry-on bag not allowed
- Pay to bring a checked bag
- No refund 24 hours after booking
- Changes not allowed
- Bring a personal item
- Upgrades not allowed
- Board in the last group

- **We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.**
- **Tickets are nonrefundable, nontransferable and name changes are not allowed.**
- **Please read the complete penalty rules for changes and cancellations applicable to this fare.**
- **View the complete terms and conditions in the Description of Coverage.**
- **Please read important information regarding airline liability limitations .**

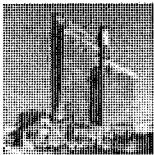
Hyatt Regency Denver at Colorado Convention Center

Aug 5, 2019 - Aug 8, 2019 , 1 room | 3 nights

CONFIRMED

Confirmation # 38242234

We have confirmed your hotel reservation with the property.



650 15th St., Denver, CO, 80202 United States of America

Tel: 1 (303) 436-1234, Fax: 1 (303) 486-4314

Check-in

- Check-in time starts at 4 PM
- Check-in time ends at midnight
- Minimum check-in age is 21
- It is Hyatt's practice to enter any occupied guestroom at a minimum of once within a 24-hour period, even if a guest has requested privacy. Appropriate efforts are made to provide advance notice to the registered guest before entering an occupied guestroom.
- If a late check-in is planned, contact this property directly for their late check-in policy.

Important Hotel Information

This reservation is non-refundable and cannot be canceled or changed.

- **View your online itinerary for additional rules and restrictions.**

Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Room	Room, 1 King Bed, City View
Confirmation #:	38242234
Reserved for	Charles G. Baldwin 1 adult
Requests	1 King Bed, non-smoking room

Vacation Waiver**Aug 5, 2019 - Aug 8, 2019**

You have purchased the Vacation Waiver. Please refer to your itinerary number when calling to ask questions or file a claim.

Need help with your reservation?

- **Visit our Customer Support page.**
- **Call us at 1-877-261-3523.**
- **For faster service, mention itinerary #7457262296249**

#2 National Heritage Fellowship

**MASS CULTURAL COUNCIL
TRAVEL AUTHORIZATION FORM (Form TAF)**

Page 199 of 219

1. Date of Request: July 23, 2019	2. Travel Request #:	3. Department/Division:	4. DEPT/ORGN: ART	5. Appropriation No.: N/A
6. Name of Traveler(s): Maggie Holtzberg		7. Title(s): Folk Art & Heritage Program Manager		8. Dates of Travel: Sept 18-21, 2019
9. Travel Itinerary and Justification <p>Travel from Boston to Washington, DC to attend National Heritage Fellowship Award events: 9/18 Congressional presentation, Library of Congress presentation/ceremony; 9/19 meeting with NEA Folk Arts director, concert rehearsal; 9/20 concert at the Harman Center for the Arts</p> <p>In early September, the National Endowment for the Arts (NEA) will bestow this year's National Heritage Awards. These highly competitive fellowships are the country's highest honor given in the folk and traditional arts. Last year, I nominated Balla Kouyaté (Medford, MA), for this award. He is a virtuoso <i>balafon</i> player, the West African antecedent of the xylophone. His family lineage on this instrument goes back over 800 years. Balla emigrated from Mali in 2000, settling in Massachusetts in 2001 to pursue a career in music.</p> <p>Balla is one of the nine artists that will be recognized this September at events in Washington, DC, including a formal ceremony at the Library of Congress, a meeting with Congressional leaders, and a public performance. It is customary for the nominating folklorist to attend. Balla Kouyaté is expecting my presence during the ceremonial events. It will be a proud moment, and one that clearly reflects well on Mass Cultural Council and its work in the traditional arts. Attending will also be a networking opportunity with NCTA and NEA folk arts staff— all of whom are a critical network of colleagues that I work with throughout the year to curate the presentation of traditional craft and performing artists and connect them to presenting opportunities in the state, as well as at national folk festivals around the US. In addition, the 9/20/19 concert is a professional development opportunity for me in terms of how we can improve our own showcase concerts going forward.</p> <p>I hope to document key moments of Balla receiving the award and performing. We will share the honorific events in MCC's Power of Culture blog. Promoting the Heritage Awards event will make other traditional artists in Massachusetts aware that they can be nominated for a National Heritage Award; sharing the information should also alert potential nominators about the opportunity.</p> <p>Supporting documentation: https://www.arts.gov/honors/heritage/fellows/balla-kouyat%C3%A9</p>				

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Airfare <input type="checkbox"/> Car: <input type="checkbox"/> State <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input type="checkbox"/> Taxi <input type="checkbox"/> Other:	Used Jet Blue points for one-way fare - equivalent to \$149.92	\$149.92	
Lodging:	Staying with a friend		
Meals:		\$120	
Other: (please list): ground transportation, DC metro		\$45	
Sub Total(s):		\$149.92	

GRAND TOTAL: _____ \$314.92 _____

11. Certifications and Authorizations

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct. Signature of Traveler: _____ Date: _____		
I hereby certify that sufficient funds are available for the above described travel accommodations. Signature of Deputy Director/ CFO: _____ Date: _____		
I hereby authorize the anticipated travel described above and related expenses listed in this form. Signature of Executive Director/Deputy Director: _____ Title: _____ Date: _____		

12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe:

Travel Funded By Private Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: \$ _____ Source (Contact Information): _____	
TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: https://www.mass.gov/disclosure-forms	

#3- NASAA

From: [Kelly Barsdate](#)
To: [Slatery, David T. \(ART\)](#)
Cc: [Feby Varghese](#)
Subject: An Invitation for Massachusetts!
Date: Wednesday, August 7, 2019 12:50:55 PM

Hello again Dave:

It was great to speak with you on the phone just now! I'm following up to share more details about the opportunity that we discussed.

NASAA has received new foundation funding to convene a small brain-trust of state arts agencies for an invitation-only forum next month... and you are invited!

THE OPPORTUNITY: CREATIVE AGING

NASAA has secured a grant from [Aroha Philanthropies](#) to explore how state arts agencies can expand opportunities for creative aging. We received underwriting for a field survey (results to be shared shortly) and a convening to explore how future investments in state arts agencies might have a meaningful impact on creative aging. *NASAA has the chance to help Aroha Philanthropies envision a new initiative that could (potentially) provide grant funding to state arts agencies wishing to start or expand creative aging programming.* This is a singular opportunity, one that might generate new resources for state arts agencies. However, NASAA cannot bring this idea to fruition without candid input from the state arts agency field. That's where you come in!

THE EVENT: A DESIGN CHARRETTE

On Wednesday afternoon, September 18 (one day before NASAA's [2019 Leadership Institute](#) convenes in Rhode Island September 19-20) we will facilitate a half-day creative aging "design charrette." This highly participatory session will explore state arts agency perspectives on creative aging and will generate ideas for how additional funding could empower your work. The session will take place from 1:00–4:30 p.m. at the Graduate Providence Hotel. We would like you to participate! Given the leadership role Massachusetts has played in accessibility programming, we'd love your agency to be at the table. Since the Leadership Institute is the broader forum for this discussion, we're hoping to draw on a number of Deputy Director perspectives in addition to your own.

HOTEL & REGISTRATION FUNDS

Part of NASAA's grant from Aroha includes travel funds to help state arts agencies get to the creative aging charrette. Since you are located so close to Boston and won't need to fly in, NASAA is willing to apply your portion of travel funds to waive one Leadership Institute registration for Massachusetts (\$495), plus we'll cover two hotel nights in NASAA's room block at the Graduate Providence Hotel. In addition to making it possible for you to join in the creative aging forum, we hope this support helps to make it more affordable for the MCC to be represented at the larger Leadership Institute.

WILL YOU JOIN US?

I understand that your council will be reviewing travel requests at the end of August, so please let us know if that approval is secured. In the meantime, I recommend that you work with my Executive Associate, Feby Varghese, to make a (refundable if needed) hotel reservation - to ensure that you're able to get a room before the cutoff date of August 23. Feby will reach out to you soon, or you can contact her at feby.varghese@nasaa-arts.org or 202-618-3378.

Massachusetts' participation would be a boon to this project, so I really hope you can join us, David. By assembling a thoughtful and diverse array of state perspectives, we'll gain valuable insights—and we also hope to inspire future investments in your work!

Looking forward to seeing you soon,

Kelly

Kelly J. Barsdate
Chief Program & Planning Officer
National Assembly of State Arts Agencies
Phone: 202-347-6354
E-mail: kelly.barsdate@nasaa-arts.org

Feby Varghese
Executive Associate to the Chief Program & Planning Officer
National Assembly of State Arts Agencies
Phone: 202-618-3378
E-mail: feby.varghese@nasaa-arts.org

Visit our website: www.nasaa-arts.org
Like us on Facebook: www.facebook.com/NASAA.Arts

**MASS CULTURAL COUNCIL
TRAVEL AUTHORIZATION FORM (Form TAF)**

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1. Date of Request: August 13, 2019	2. Travel Request #:	3. Department/Division: Mass Cultural Council	4. DEPT/ORGN: ART	5. Appropriation No.: N/A
6. Name of Traveler(s): Jen Lawless		7. Title(s): Operation Director		8. Dates of Travel: September 18, 19 20, 2019

9. Travel Itinerary and Justification

I would like to attend the NASAA's 2019 Leadership Institute in Providence Rhode Island September 18, 19, and 20. Leadership Institute is designed specifically to meet the needs of state arts agency leaders. Please join NASAA and your colleagues from around the nation for: Sessions and trainings that help you address and adapt to challenges in our field; Peer gatherings for commissioners, executive directors and assistant/deputy directors; and Informative and inspiring plenary sessions.

In my role on the leadership team and as operations director, I am tasked with leading, coordinating, and facilitating agency wide initiatives. This has included the diversity, equity, and inclusion work over the past three years. The primary reason I would like to attend is to take part in the following sessions to learn what other's are doing, what best practices we could borrow, and to share the learning of our agency with others in these areas:

- **Plenary Session: How Grant Makers Can Encourage Diversity, Equity and Inclusion**

Through a dialogue moderated by Georgia Council for the Arts Executive Director Karen Paty, Grantmakers in the Arts President & CEO Eddie Torres and Boston University Associate Provost for Diversity and Inclusion Crystal Williams discuss how grant makers can model and lead diversity, equity and inclusion efforts.

- **Equity in the Panel Room Training**

These training sessions invite you to examine your role in leading your agency toward greater equity in grant making. Skilled facilitators lead you through a dialogue designed to help you short-circuit implicit bias in your grant-making processes. You receive practical guidance to strengthen your funding practices based on lessons learned from the Equity in the Panel Room initiative. This initiative convened public and private arts funders in a rigorous self-assessment journey designed to enhance the responsiveness, accountability and accessibility of arts funding programs.

- **Inclusive Leadership**

To lead effectively, leaders need to be open to new ideas from diverse views and voices. How can we encourage and hear input from different individuals and communities than we have in the past? How do we make sure that all constituents feel heard, and make sure we are truly representing the people we are leading? In this workshop, we explore leadership methods and techniques that level power differences, elevate voices and engage communities at a deeper level.

Gaining additional insight in these key areas will support me in my role and will help me better support agency staff as we work together on a key strategic plan objective: "Cultivate a culture of equity and inclusion within Mass Cultural Council to ensure these values are reflected in all of our grants and initiatives."

I will share information, resources, and lessons learned with all staff. I am particularly interested in how other state arts agencies are promoting inclusive leadership and think that will be really useful in our agency wide review/reflection on our DEI plan so that we can collectively compare our approach with other possible approaches. Because this conference is so focused on agency leadership and arts agency work, I am not sure it would be relevant to the field, but if any content is, I can write a blog post as well. The true benefit to the field is that my attendance will support all agency staff in their work as they work with their constituents directly.

Supporting documentation, i.e. Agendas or brochures.: <http://conferences.nasaa-arts.org/>

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Airfare XCar: <input type="checkbox"/> State XPersonal <input type="checkbox"/> Rental <input type="checkbox"/> Taxi <input type="checkbox"/> Other:		(Mileage at \$.45/mile) \$135	

Lodging:			
Meals:		\$16	
Other: (please list): Parking Conference Registration		\$60 \$475	
Sub Total(s):		\$682	

GRAND TOTAL: \$682

11. Certifications and Authorizations

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.
Signature of Traveler: _____ Date: _____

I hereby certify that sufficient funds are available for the above described travel accommodations.
Signature of Deputy Director/ CFO: _____ Date: _____

I hereby authorize the anticipated travel described above and related expenses listed in this form.
Signature of Executive Director/Deputy Director: _____ Title: _____ Date: _____

12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe:

Travel Funded By Private Funds: ☐ Yes ☐ No

If Yes: \$ _____ Source (Contact Information): _____

TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY
PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: <https://www.mass.gov/disclosure-forms>



Agenda & Sessions *as of 08/13/19*

Sessions take place at the conference hotel, the Graduate Providence. Session topics and times are subject to change.

Wednesday, September 18

Morning

NASAA Board Meeting

Afternoon

NASAA Board Meeting

6:00 – 8:00 p.m.

Opening Reception

*Rhode Island School of Design Museum
20 North Main Street
Providence, RI 02903*

The Rhode Island School of Design curates works of art representing diverse cultures from ancient times to the present interpreted with a focus on the maker of the work as much as the work itself. The evening is a grand kickoff to the Leadership Institute in the centerpiece gallery of the RISD collection.

Shuttles depart the Graduate Providence hotel's Dorrance Street entrance beginning at 5:40 p.m. Shuttles depart the museum's Chace Center entrance, at 20 North Main Street, beginning at 8:00 p.m.

Thursday, September 19

7:00 – 8:30 a.m.

Breakfast

9:00 – 10:30 a.m.

Welcome Plenary & Roll Call of the States

Join your colleagues in a NASAA tradition, the annual roll call of the states and jurisdictions! In addition to a welcome from our Leadership Institute host, the Rhode Island State Council on the Arts, Conference Artist-in-Residence Vatic Kuumba performs one of his poems to help launch our meeting.

11:00 a.m. – 12:30 p.m.

Peer Sessions

Join your peers to network and exchange ideas in discussions developed and led by volunteer members.

Chairs and Council Members

Draft Agenda

Coordinators:

Lorén Spears, Rhode Island State Council on the Arts

Kara Milner, Rhode Island State Council on the Arts

NASAA Staff: Laura Smith

Executive Directors

Draft Agenda

Coordinators:

Jaime Dempsey, Arizona Commission on the Arts

Lewis Ricci, Indiana Arts Commission

Peter Jasso, Kansas Creative Arts Industries

Commission

NASAA Staff: Pam Breaux

Deputy / Assistant Directors

Draft Agenda

Coordinators:

Chandra Boyd, Oklahoma Arts Council

Michael Markey, Nebraska Arts Council

Natalie Petersen, Utah Division of Arts & Museums

NASAA Staff: Sylvia Prickett

NASAA 2019 Leadership Institute peer sessions are sponsored by Mid-America Arts Alliance.

12:30 – 1:30 p.m.

Networking Luncheon

1:45 – 2:45 p.m.

Plenary Session: How Grant Makers Can Encourage Diversity, Equity and Inclusion

Through a dialogue moderated by Georgia Council for the Arts Executive Director Karen Paty, Grantmakers in the Arts President & CEO Eddie Torres and Boston University Associate Provost for Diversity and Inclusion Crystal Williams discuss how grant makers can model and lead diversity, equity and inclusion efforts.

3:00 – 5:00 p.m.

Equity in the Panel Room Training

These training sessions invite you to examine your role in leading your agency toward greater equity in grant making. Skilled facilitators lead you through a dialogue designed to help you short-circuit implicit bias in your grant-making processes. You receive practical guidance to strengthen your funding practices based on lessons learned from the Equity in the Panel Room initiative. This initiative convened public and private arts funders in a rigorous self-assessment journey designed to enhance the responsiveness, accountability and accessibility of arts funding programs.

Chairs and Council Members Session

Executive Directors Session

Deputy/Assistant Directors Session

FACILITATORS: Pam Breaux, President and CEO, NASAA; Moira Brennon, Executive Director, MAP Fund; Emilyya Cachapero, Director, Artistic and International Programs, Theatre Communications Group; Ken May, Former Executive Director, South Carolina Arts Commission; Jane Preston, Deputy Director, New England Foundation for the Arts; Crystal Williams, Associate Provost for Diversity and Inclusion, Boston University

6:00 – 7:30 p.m.

Donor Reception

Mingle with your fellow NASAA supporters to celebrate and enjoy the Irish-inspired music of The Exiles. Indulge in some delicious hors d'oeuvres before heading out into Providence for the night. All individual donors and conference supporters are invited.

Evening

Dinner on your own / Gallery Night Providence

Providence is a food lover's dream, with a variety of restaurants offering cuisine choices from all over the globe. Since this is the third Thursday of the month, Gallery Night Providence will be in full swing. Eighteen of the city's hottest "art spots" open their doors for a visual arts party. You can take a free guided Art Trolley tour or choose your own itinerary, walking or taking a taxi to the galleries of your choice.

Friday, September 20

8:00 – 9:00 a.m.

Breakfast

9:15 – 10:15 a.m.

National Endowment for the Arts Plenary

Join National endowment for the Arts leadership for a discussion on the partnership between the NEA and state arts agencies and how they work together to help the arts and America flourish.

10:30 a.m. – 12:30 p.m.

Leadership Training Workshops

Mindfulness for Leadership

The quality of awareness that allows us to see clearly, understand fully and respond appropriately to whatever arises in our work is critical for extraordinary leadership. Thankfully, it is possible to raise the bar on awareness, and enhance decision making under pressure, through the practice of mindfulness. In this workshop, participants will learn practices and techniques, rooted in rigorous research, from renowned experts from the Mindfulness Center at Brown University. This session will be especially valuable for executive directors and deputy

directors who often have to make decisions in the moment that can have long-lasting effects.

FACILITATORS: Brenda Fingold, Assistant Director of Workplace and Leadership Education, Mindfulness Center at Brown University School of Public Health; Todd Iarussi, PCC, adjunct teacher, Workplace and Leadership Education, Mindfulness Center at Brown University School of Public Health

Inclusive Leadership

To lead effectively, leaders need to be open to new ideas from diverse views and voices. How can we encourage and hear input from different individuals and communities than we have in the past? How do we make sure that all constituents feel heard, and make sure we are truly representing the people we are leading? In this workshop, we explore leadership methods and techniques that level power differences, elevate voices and engage communities at a deeper level.

FACILITATOR: Jillian Hubbard, Founder and Principal, Jillian Hubbard Consulting

No Advocacy Group? Let's Talk!

Several states lack a citizen advocacy group to mobilize support or lobby on behalf of the arts. Although the circumstances vary, this situation often raises thorny questions for state arts agencies: How much advocacy can a state arts agency manage? Should a state arts agency wait until an advocacy group self-organizes, or can a new group be proactively cultivated? What partnerships are helpful? What silver linings may exist when an advocacy group doesn't? Share your own questions, experiences and insights in this facilitated conversation about the agonies and ecstasies of DIY advocacy.

FACILITATOR: Kelly Barsdate, Chief Program and Planning Officer, NASAA

12:30 – 1:30 p.m.

Networking Luncheon

#4 American Folklore Society

**MASS CULTURAL COUNCIL
TRAVEL AUTHORIZATION FORM (Form TAF)**

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1. Date of Request: 7/23/19	2. Travel Request #:	3. Department/Division:	4. DEPT/ORGN: ART	5. Appropriation No.: N/A
6. Name of Traveler(s): Maggie Holtzberg		7. Title(s): Folk Art & Heritage Program Manager		8. Dates of Travel: October 16-20, 2019
9. Travel Itinerary and Justification <p>The annual meeting of the American Folklore Society (AFS) meets this October in Baltimore, Maryland. AFS is my professional society. In addition to attending this conference on an annual basis since the mid-1980s, I have served on the AFS Executive Board, given papers, and chaired forums. Last year, I was awarded the <u>Benjamin Botkin Prize</u>, a lifetime achievement award for work in public folklore. This October I am scheduled to present on a Forum about fieldwork: <u>Fieldwork "Failures," Part I: Agency/Community Challenges</u></p> <p>Attending this conference is an important professional development opportunity for me to interact with colleagues and learn about current issues and best practices for folklorists working in the public sector. It is also a rare chance to interact with and learn from academic folklorists whose work should inform work in the public sector – and vice versa. (The field is equally split between academic and public sector folklorists).</p> <p>Sessions that will provide a direct benefit to my role as MCC Folk Arts & Heritage manager include: <u>Folklore in the Field: Defining Folklore in the Public Sector</u>; <u>Grant Workshop for Folklorists and Public Folklore Programs</u>; <u>Public Programs Business meeting</u>; and <u>New Directions Forum: The Ethics of Digital Fieldwork</u></p> <p>Mass Cultural Council constituents will benefit from my being better informed about best practices in defining what we do in the public sector, conducting field research, writing successful grants, managing a fair and equitable grantmaking process, and making our archival collections more accessible. Newly discovered resources, services, and opportunities relevant to traditional artists will be shared on Mass Cultural Council's <u>Power of Culture Blog</u> and on <u>Artsake</u>.</p> <p>Supporting documentation, i.e. Agendas or brochures. https://www.afsnet.org/page/2019AM</p>				

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Airfare <input type="checkbox"/> Car: <input type="checkbox"/> State <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input type="checkbox"/> Taxi <input type="checkbox"/> Other:		\$375	
Lodging: Hyatt Regency Baltimore – conference rate of \$230/night	*I will try to find a colleague to share cost of hotel room	\$920*	
Meals: 5 days @ \$30/day		\$150	
Other: (please list):			
Sub Total(s):		\$1445	

GRAND TOTAL: \$1445

11. Certifications and Authorizations		
I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.		Date:
Signature of Traveler:		
I hereby certify that sufficient funds are available for the above described travel accommodations.		Date:
Signature of Deputy Director/ CFO:		
I hereby authorize the anticipated travel described above and related expenses listed in this form.		Date:
Signature of Executive Director/Deputy Director:		
Title:		

12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe:

Travel Funded By Private Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: \$ _____ Source (Contact Information): _____ <p>TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: https://www.mass.gov/disclosure-forms</p>
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##5-6 National Partnership for Creative Youth Development /Annual Conference for
Community Arts Education



Power of culture

Travel Request 1

National Partnership for Creative Youth Development

Description of the meeting, conference, or event:

Creative Youth Development Partnership Convening

Location: Mosaic Youth Theatre, Detroit, MI.

Monday, September 16th 9am - 5pm

Tuesday, September 17th 9am - 3pm

Would leave Sunday Sept. 15th and return Tuesday night Sept. 17th

Description of how the meeting/conference/event will provide a defined benefit the Mass Cultural Council and to the employee's role:

I have been an active member of the National Guild for Community Arts Education's Visibility and Impact Action Team for the past two years. We were formed to carry out the goals of the National Blueprint. This meeting is where the deliverables of our year are showcased. The two other team members and I have completed much research on outcome areas for CYD and we will be presenting our findings. These findings will be brought back and will become available to all digitally. We will utilize this for advocacy for Youth Reach, SerHacer, and Amplify programs as well as tying it in to the health and wellness initiatives.

Description of how the learning/information/resources gained at the meeting/event/conference will benefit the Mass Cultural Council's constituents, including how the information will be shared.

It will advance our national leadership role in creative youth development through advocacy, field building, and partnerships to promote Massachusetts practitioners and attract additional public and private investments. This will be particularly beneficial for

Travel Request 2

National Partnership for Creative Youth Development

Description of the meeting, conference, or event:

82nd Annual Conference for Community Arts Education

October 30th - November 2nd, 2019

The Conference for Community Arts Education brings together more than 700 leaders and educators from a range of backgrounds to share knowledge, build relationships, and advance a common vision: a nation where arts education is accessible and embraced as essential for human development and healthy communities. This year, the Conference will showcase visionary and creative change makers from across the country and throughout Austin and Texas who are using the power of the arts to examine and challenge inequity, engender hope, and promote connected, creative communities.

Description of how the meeting/conference/event will provide a defined benefit the Mass Cultural Council and to the employee's role:

The conference provides a space for MCC to be recognized as one of the three partners in the National Partnership. It is also the final convening for the National Action Teams (of which I am a part of) to meet and to finalize their deliverables. In this venue, valuable discussions take place as well networking both with funders, grantees, and collaborators from MA and with community arts leaders from across the nation.

The conference provides a wealth of learning opportunities to bring back to the field of YouthReach, SerHacer, Amplify and especially to the new health initiatives that we are launching this year at the MCC. Some of the topics of presentations include:

- Creative Youth Development Program Model Deep Dive
- Centering Youth and Teaching Artist Voice in Evaluation
- Youth in the Lead: a Youth Development Approach for Engagement
- Arts Education Advocacy: A Primer on Affecting Policy Change & Leveraging Public Funding
- Intergenerational Leadership: Building Space for Growth, Mentorship, and Collective Learning
- Supporting Arts Learning in Rural/Remote Regions
- Leading with Race: Building the Foundation for an Anti-Racist Organization
- Setting the Tone and Driving Change: The Board's Role in Advancing Racial Equity
- MINDPOP and the Creative Learning Initiative: Collaborative Partnership to Ensure Equity and Access
- Keynote Address: "Arts Justice- Reframing Arts Education as a Civil & Human Right"

Description of how the learning/information/resources gained at the meeting/event/conference will benefit the Mass Cultural Council's constituents, including how the information will be shared.

It will advance our national leadership role in creative youth development through advocacy, field building, and partnerships to promote Massachusetts practitioners and attract additional public and private investments. This will be particularly beneficial for

- Providing information to recipients of YouthReach, SerHacer, and Amplify
- Helping to build a robust Teaching Artist and CYD platform with resources on-line both for the Mass Cultural Website and for the National Partnership CYD website.

Travel Costs 2

Must enroll by 9/18 \$465

Thursday, October 31, 2019 - Saturday, November 2, 2019
8:30 AM - 7:00 PM
Central Time

Conference attendees should register using the special conference rate by following [this link](#). **Reduced rate rooms must be requested by October 8th, 2019.**

JW Marriott Austin
110 East 2nd Street
Austin, Texas 78701
USA

(888) 236-2427 3 nights USD 735.00

Conference registration includes the following meals/snacks/reception:

- Preconference continental breakfast, lunch, afternoon snack break, Wednesday (*for those who register for a Preconference Institute only)
- Discipline Roundtable Breakfasts, Thursday
- Food for Thought Luncheons, Thursday
- Coffee and snack break, Thursday
- Opening Night Reception, drink tickets, hosted bar, & hors d'oeuvres, Thursday
- Meet the Ambassadors breakfast, Friday
- Coffee and snack break, Friday
- Annual Awards Breakfast, Saturday
- Lunch, Saturday
- Closing Night Reception, hosted bar, and hors d'oeuvres, Saturday



THE COMMONWEALTH OF MASSACHUSETTS
TRAVEL AUTHORIZATION FORM (Form TAF)

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1. Date of Request:	2. Travel Request #:	3. Department/Division:	4. DEPT/ORGN:	5. Appropriation No.:
8/15/19	1	MCC	CYD	
6. Name of Traveler(s): Kathe Swaback		7. Title(s): CYD Program Officer		8. Dates of Travel: 9/15 - 9/17/19
9. Travel Itinerary and Justification See attached Supporting documentation, i.e. Agendas or brochures. See attached				

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Airfare <input type="checkbox"/> Car: <input type="checkbox"/> State <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input checked="" type="checkbox"/> Taxi <input type="checkbox"/> Other:	\$50	\$450	
Lodging:	\$400		
Meals:		\$50	
Other: (please list):			
Sub Total(s):		\$500	

GRAND TOTAL: \$500

11. Certifications and Authorizations (See [G.L. c. 30, §25B](#))

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.	
Signature of Traveler:	Date:
I hereby certify that sufficient funds are available for the above described travel accommodations.	
Signature of Agency CFO:	Date:
I hereby authorize the anticipated travel described above and related expenses listed in this form.	
Signature of Traveler's Appointing Authority:	Title: Date:
I hereby authorize the anticipated travel described above and related expenses listed in this form.	
Signature of the Traveler's Cabinet Secretary	Date:

12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe:

Travel Funded By Private Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes: \$ _____ Source (Contact Information): _____
TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: https://www.mass.gov/disclosure-forms

13: Upon final approval, the Cabinet Secretary shall ensure that a copy of this form is distributed to:
☐ A&F Budget Director & The Office of the Comptroller (please check once complete)



**THE COMMONWEALTH OF MASSACHUSETTS
TRAVEL AUTHORIZATION FORM (Form TAF)**

1. Date of Request: 8/15/19	2. Travel Request #: 1	3. Department/Division: MCC	4. DEPT/ORGN: CYD	5. Appropriation No.:
6. Name of Traveler(s): KATE SWABACK		7. Title(s): CYD PROGRAM OFFICER		8. Dates of Travel: 10/30 - 11/2/19
9. Travel Itinerary and Justification SEE ATTACHED				
Supporting documentation, i.e. Agendas or brochures. SEE ATTACHED				

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Airfare <input type="checkbox"/> Car: <input type="checkbox"/> State <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input type="checkbox"/> Taxi <input type="checkbox"/> Other:	\$50	\$450	
Lodging:		\$735	
Meals:		\$70	
Other: (please list): NATIONAL GUILD FOR COM. ARTS ET.		\$465	\$1500
Sub Total(s):		\$1720	

GRAND TOTAL: **\$220**

11. Certifications and Authorizations (See G.L. c. 30, §25B)

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.		
Signature of Traveler: KATE SWABACK	Date: 8/15/19	
I hereby certify that sufficient funds are available for the above described travel accommodations.		
Signature of Agency CFO:	Date:	
I hereby authorize the anticipated travel described above and related expenses listed in this form.		
Signature of Traveler's Appointing Authority:	Title:	Date:

I hereby authorize the anticipated travel described above and related expenses listed in this form.	
Signature of the Traveler's Cabinet Secretary	Date:

12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe:

Travel Funded By Private Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes: \$ _____ Source (Contact Information): _____
TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: https://www.mass.gov/disclosure-forms

13. Upon final approval, the Cabinet Secretary shall ensure that a copy of this form is distributed to:

☐ A&F Budget Director & The Office of the Comptroller (please check once complete)



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Luis Cotto, Lisa Simmons
Re: Massachusetts Cultural District Initiative: Re-Designation of Nine (9) Districts
Dt: August 27, 2019

We are delighted to present the third cohort of municipalities that have applied for cultural district re-designation for a Council vote. The following designated cultural districts completed five years at the end of FY2019:

- **Barnstable Village, Barnstable**
- **Newburyport**
- **Paradise City, Northampton**
- **Riverfront, Haverhill**
- **Seaport, New Bedford**
- **Springfield Central**
- **Vineyard Haven, Tisbury**
- **Williamstown**

We are also presenting the **Harbortown Cultural District in Gloucester** for re-designation. Harbortown is a holdover from the FY2018 cohort.

The completion of five years triggers the option to renew the designation. Re-designation may be awarded as long as the cultural district has complied with filing yearly reports; used MCC Cultural District Initiative funds as intended; made reasonable progress against the goals identified in the initial application to the satisfaction of staff and the Executive Team; and submitted a renewal application that is compelling and achievable.

In December 2018 a letter was sent to the pertinent renewal municipality outlining the steps that had to be taken to renew with a deadline to respond by January 2019. We did not assume that the eight municipalities would want to renew, and past reports to the Council has chronicled how two districts initially expressed doubts. **We're happy to report that, after working with our Cultural District staff, all eight have chosen to continue the process towards re-designation.**

This is significant as most of the districts have experienced turnover of municipal leaders, department representatives, staff, and committee members. Change in

leadership has meant that in some instances, progress has been uneven. Such was the case with Gloucester's Harbortown Cultural District.

The application was positioned as an opportunity to get feedback on the initiative and see how the Mass Cultural Council can further assist the capacity of these spaces above and beyond grant funding. This process also allowed the newly appointed Cultural District Program Manager the opportunity to have substantive conversations with Cultural District stakeholders to acquaint himself further with those districts.

The application for renewal called for the following deliverables on behalf of the applying district:

- A letter of endorsement from top city/town official
- Proof of a vote by city/town council recommitting to CD
- Proof of a meeting with cultural organizations, artists in the district to set goals
- Third party agreement (if relevant) discussed and updated.
- Commentary on changes to the cultural district partnership and/or leadership

Below are quotes from municipal leaders in support of re-designation:

"Springfield was built on art and creativity and we anticipate our future will be built on the creative economy as well. We were the first city in the Commonwealth to sign the cultural Compact and are thrilled to have our fantastic Cultural Council, Cultural District, and City aligned in this important way." – *Mayor Domenic J. Sarno, Springfield*

"In the five years our district has been in place, we have been a model for the rest of the Commonwealth in maximizing the Cultural District program's potential benefits. District partners have come to the table in a spirit of collaboration and creativity, and have been instrumental in advancing our other big cultural initiatives—namely the establishment of the state's first Arts, Culture, and Tourism Fund and the position of Arts and Culture Strategist..." – *Mayor Jon Mitchell, New Bedford*

"The Paradise City Cultural District has established a dynamic collaboration that has bolstered the already vibrant downtown area." – *Mayor David J. Narkewicz, Northampton*



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Luis E. Cotto, Lisa Simmons
Re: Massachusetts Cultural District Initiative: Designation – Town of Winchester
Dt: August 27, 2019

We are pleased to submit a recommendation for the designation of the 48th cultural district for the Town of Winchester.

The site visit took place on June 12th assisted by Joyce Westner of the Winchester Cultural Council, Mary McKenna of the Cultural District Steering Committee, Susan Verdicchio of the Select board, and about 20 more stakeholders from the community. Representatives from the office of State Senator Jason Lewis were also present.

Anita Lauricella was the site advisor for the district; Anita Walker, Luis Cotto, and Timothea Pham attended for the agency.

Excerpted from the site advisor report:

"The district has a very strong and diverse mix of facilities and attractions for both residents and visitors. The mix of facilities, with beautiful green spaces integrated into the fabric and feel of the proposed district, are very strong assets for the proposed District. The historic Town facilities are well-maintained, welcoming and situated in a key location. Very close and walkable from the central business district there are wonderful green spaces, scenic views and serene locations."

"The District has some very distinctive spaces with unique attributes and characteristics. Together they create something very special and distinct within the area north of Boston. The central business district has a strong sense of place and feels very welcoming. The street layout is unique and the scale comfortable and charming for a pedestrian. When you enter you feel that the area is taken care of which creates a feeling of comfort that makes the street pattern a mystery to be explored."

"There is a very strong sense of history in Winchester and a public consensus that the historic fabric is one of the Town's defining characteristics." There are multiple historic surveys and conditions reports, including some recent work done as part of the current master planning effort. The strong, engaged and active historical society is an important member of the proposed District. They have played an important role in documenting many of the Town's historic resources and bringing the Town's history to life. The Town's historic resources could be the foundation for some collaborative marketing with other communities or the Commonwealth's tourism efforts."