



Cultural Facilities Fund FY23 Information Sessions



Cotuit Center for the Arts

Cultural Facilities Fund

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A capital grant program of the Mass Cultural Council and MassDevelopment

Three Grant Categories

- ❑ Capital (Implementation)
- ❑ Feasibility & Technical Assistance (Planning)
- ❑ Systems Replacement Plan (Conditions assessment)



Discovery Museum, Acton

Overview of the Fund

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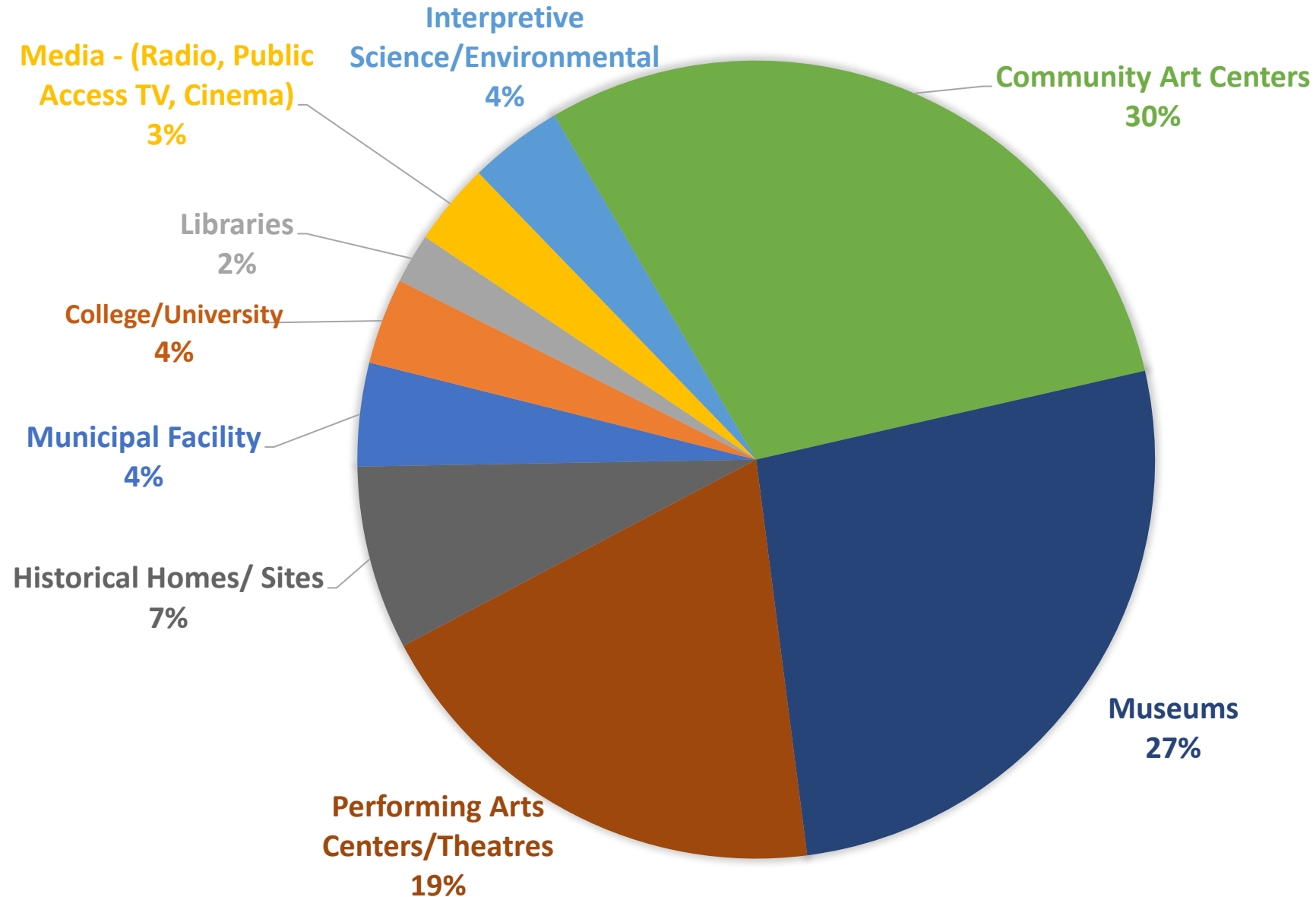
- ❑ **1,304** grants between 2007-2022
- ❑ **\$154 million** awarded in grants
- ❑ **\$2.7 billion** total costs of all projects
- ❑ **\$705 million** in capital projects planned between 2022-2025 (based on annual survey)



Inspire Arts & Music, Hyde Park

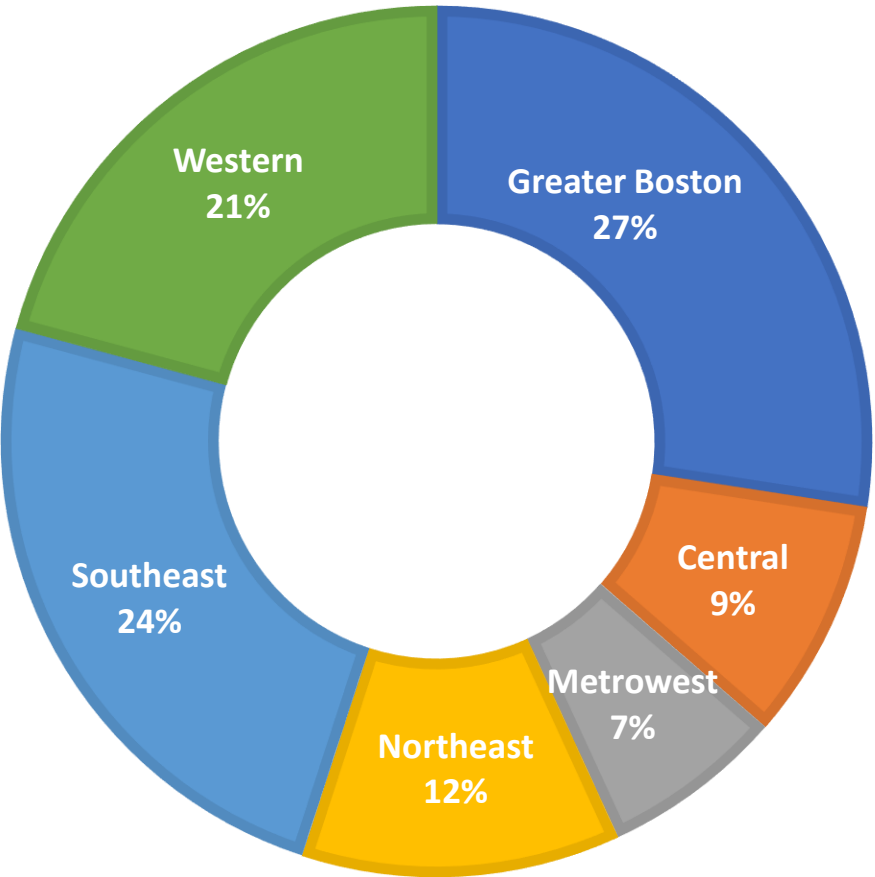
Grants by Facility Type

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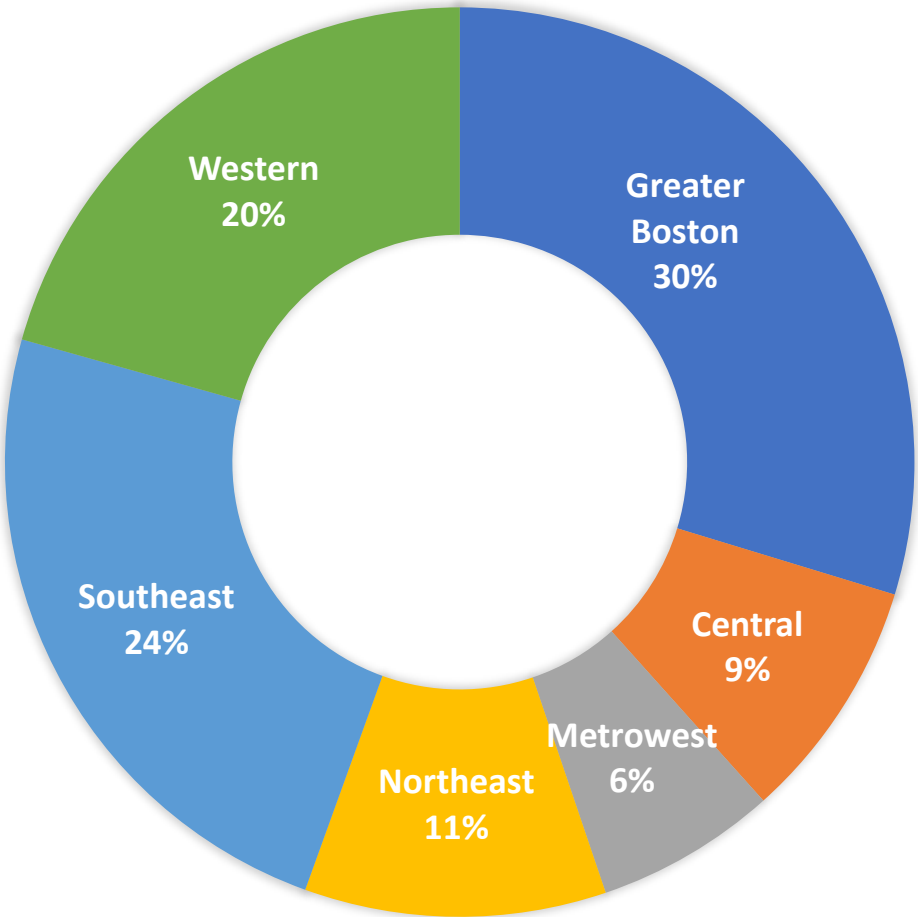


Geographic Distribution

APPLICATIONS BY REGION

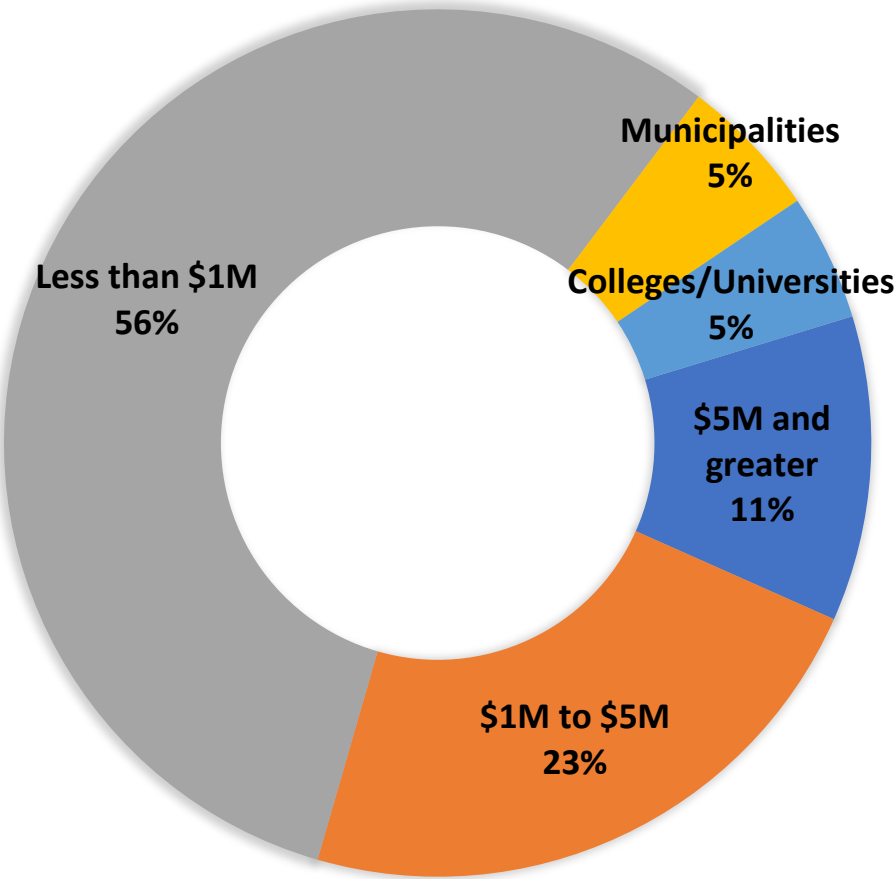


GRANTS BY REGION

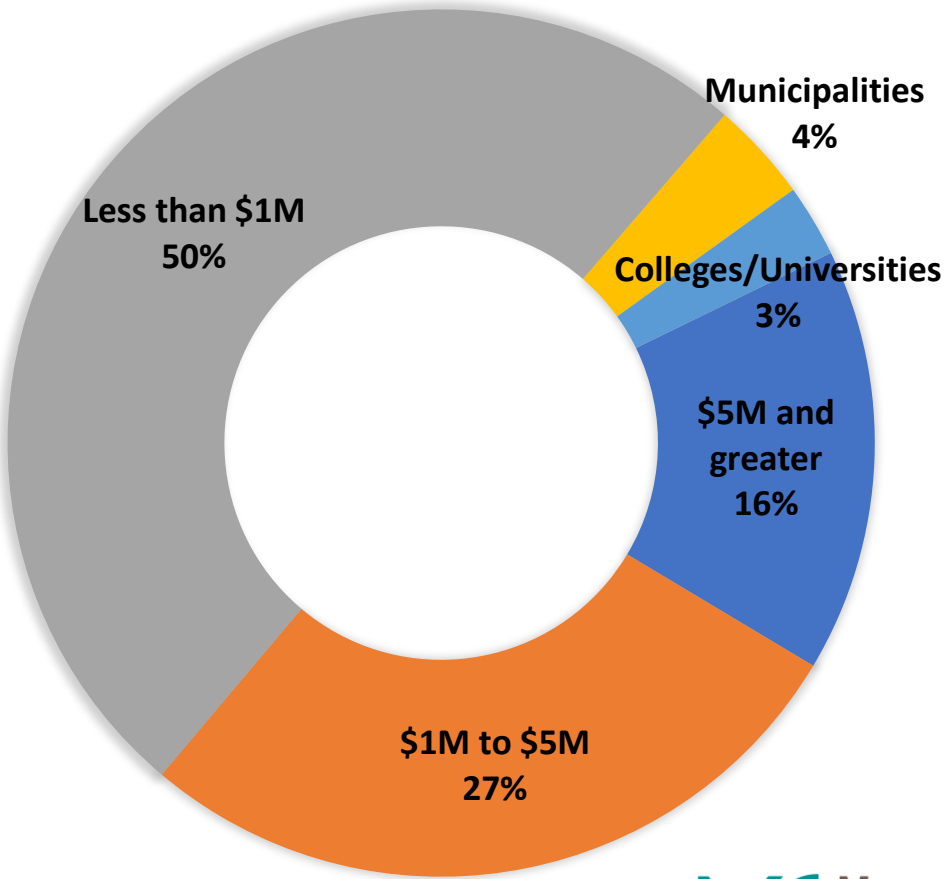


Organizational Budget Size Distribution

APPLICATIONS BY ORG BUDGET SIZE



GRANTS BY ORG BUDGET SIZE



Who Can Apply?

Any of the following entities that own or lease a facility

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Nonprofit cultural organizations (501c3)

- ☐ Primarily concerned with the arts, humanities and/or interpretive sciences

Municipalities

- ☐ Minimum of 50% of facility dedicated to arts and cultural purposes
- ☐ 50,000 sq. ft. unless at least 125 years old in which case it can be any size

Colleges and Universities

- ☐ Open access to community beyond educational mission
- ☐ Must demonstrate financial need

What's New in CFF

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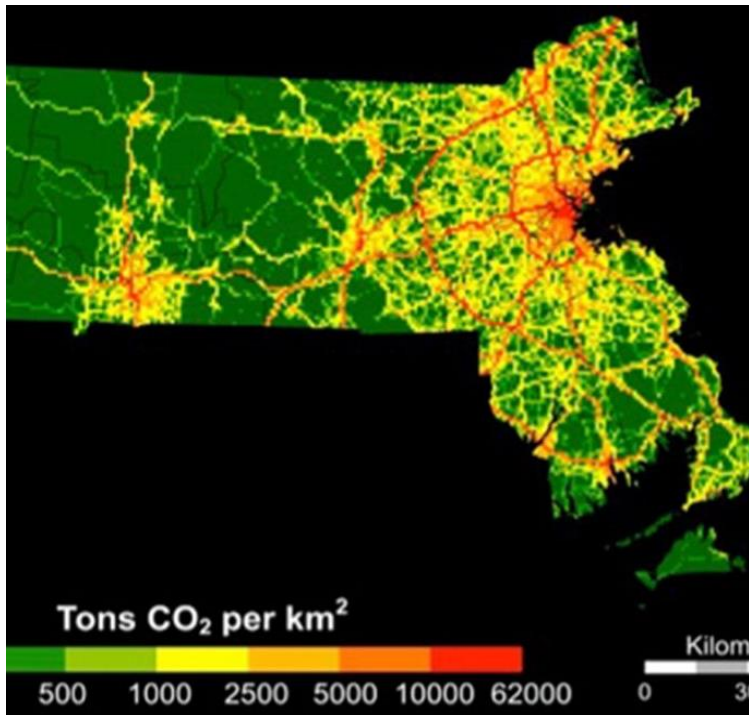
- ❑ Applying of multiple grants: Applicants may apply for an SRP in tandem with a Capital or FTA application. Also, applicants may apply for an FTA grant in tandem with a Capital grant but only if the feasibility grant is for reducing carbon or greening a facility.
- ❑ No Intent to Apply Deadline (Eligibility Quiz)
- ❑ If you are awarded a Capital Grant, there is a one year wait period before applying for another grant.
- ❑ If you are applying for an acquisition grant, the Purchase & Sale (P&S) Agreement is not due at time of application but will be a condition if awarded a grant.
- ❑ SRP does not have to be complete before being allowed to apply again.
- ❑ A reduction in the length of application and number of attachments.

Upcoming Webinars:

“Paths to Decarbonization” November 2, 10:00 AM

“Mass Save and Cultural Facilities” December 6, 2:00 PM

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Nov 2: Join Mass Cultural Council and New Ecology, Inc. for a presentation on how to reduce carbon emissions for cultural facilities.

Dec 6: Mass Save staff from the utility companies around the state will connect cultural facilities with their resources

Log onto: massculturalcouncil.org,
search “**DECARBONIZATION**” for registration page

[Webinar Registration - Zoom](#)

Capital Grants

Maximum capital grant \$200,000; 1:1 match requirement

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The Drake Theater, Amherst

Capital Grants can be used for:

- ☐ Site or facility acquisition
- ☐ Renovations / repairs
- ☐ New construction/expansion of existing facilities
- ☐ Final-stage architectural design of new facilities
- ☐ Purchase of integrated/ fixed equipment

Capital Grant Application

Application background info:

- ☐ Organizational Information
- ☐ Facility Information
- ☐ Project Information

Description of existing facilities

Description of facility project

Responsibilities of owner vs. renter

Summary of your programs

Interpretation of recent financial history



Tales of Cape Cod, Barnstable

Community Impact

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Central Square Theater, Cambridge

- ☐ Describe the community need
- ☐ Describe how your organization impacts tourism
- ☐ Describe the financial need for this grant
- ☐ Describe local support

Financial Capacity

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- ❑ Describe your ability to raise the funds for the project.
- ❑ Describe your approach to funding ongoing repair and replacement costs of your facility
- ❑ If you are expanding an existing facility, building a new one and/or expanding programmable space, describe how you will financially support the expanded space.



Battleship Cove, Fall River

Project Planning

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Friends of Nobska Light, Falmouth

- ☐ Do you have a needs/conditions assessment for your facility?
- ☐ Describe how you identify building repairs and how this project fits into this overall facility repair plan.
- ☐ If expanding, please describe the “demand” that justifies the expansion and what planning your organization has undertaken to address the impact the expansion will have on operations, staffing and your current capacity.

Implementation

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- ❑ Provide a timeline for implementation
- ❑ Describe how the project will be ready to proceed within two years. and be specific about how any preparation supports your timeline
- ❑ Provide a project budget with the status of “sources” and “uses” of funds.
- ❑ Identify the key members of the design or construction team. Either in narrative form or by uploading CVs or resumes.



Gloucester Lyceum & Sawyer Free Library



Required Supplementary Materials

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1. Project budget
2. Project Timeline
3. Two years of audits/review
4. Year-to-date financials
5. Lease or Deed
6. Planning documents
(for acquisition, expansion of an existing building and/or new construction)
7. Images of facility

Feasibility & Technical Assistance Grants (FTA)

Up to \$35,000 (1:1 match requirement)

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Earthdance, Plainfield

Grant funds may be used for the following:

- ☐ Architectural, engineering, green building, accessibility planning
- ☐ Business/operations planning as it relates to expansion or a new facility
- ☐ Capital campaign feasibility studies

Feasibility & Technical Assistance Grants

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Application Background Info:

- ☐ Organizational Information
- ☐ Facility Information
- ☐ Project Information

Description of existing facilities

Description of proposed project

Responsibilities of owner vs. renter

Program summary

Interpretation of recent financial history



Bellforge Arts Center, Medfield

Community Impact

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Middlesex Canal Association, Billerica

- ☐ Describe the community need
- ☐ Describe your organization's impact to tourism
- ☐ Describe the financial need for this grant
- ☐ Describe local support

Project Planning

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- ❑ Describe how you determine the capital maintenance needs and priorities of your properties.
- ❑ Describe why this planning effort is the next logical step in the overall facilities planning process for your organization.



Historic Northampton

Implementation

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Ladies Library Association of Randolph

- ☐ Identify any planning consultants you are working with and describe their qualifications
- ☐ Please summarize and attach the scope of work for the planning consultants

Required Supplementary Materials

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- | | | | |
|----|---|----|---|
| 1. | Planning budget | 5. | Two years of audits/
accounts review |
| 2. | Project timeline | | |
| 3. | Scope of Services for
planning consultants | 6. | Lease or Deed (if
applicable) |
| 4. | Year-to-date financials | 7. | Images of Facility |

Systems Replacement Plan Grant (SRP)

Grant Range: \$7,000 - \$12,500 depending on the size of the facility (1:1 match requirement) ²³

- ☐ Engineer, construction consultant assessment of:
- ☐ Building envelope (roof, walls, and entry systems)
- ☐ Mechanical systems (heating, cooling, ventilation and plumbing)
- ☐ Electrical systems
- ☐ Life safety systems
- ☐ Provides a financial forecast of the replacement of systems and equipment, presuming routine maintenance



Rose Art Museum, Waltham

Systems Replacement Plan

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Application Background Info:

Briefly describe the original use of the building

Briefly describe current use of the building

Describe the accessibility of the building

Describe any recent replacements or maintenance considerations for the following systems for each building



New Bedford Port Society

Required Supplementary Materials

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1. Year-to-Date Financials
2. Two Years of Audits/Review
3. Lease or Deed
4. Images of facility

Diversity, Equity, Inclusion, Access

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Organizations that are awarded a Cultural Facilities Fund grant are encouraged to support persons of color and women-owned planning and construction firms. Please see the Commonwealth's [Directory Certified Businesses](#) where Certified Minority Business Enterprises can be identified and contacted.

The website has search filters to find architects, engineers, contractors and suppliers in your area.

<https://www.sdo.osd.state.ma.us/BusinessDirectory/BusinessDirectory.aspx>

Grantees should make every attempt meet or exceed the Commonwealth's guidance that each construction contract should include goals that "at least 15.3% of hours of construction work be performed by minority workers and 6.9% by female workers."

Matching Requirements

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- If awarded a grant, a 1:1 cash match must be fully met before CFF funds will disburse
- Grantees have 24 months to raise the match for Capital Grants and 12 months to raise the match for Feasibility Grants.
- Match sources can come from corporate, philanthropic or public sources
- Match cannot be from another state source, day-to day organizational operating funds, or debt
- Pledges do not count towards the match unless the match is contractually obligated to the project (e.g. Community Preservation Act Funds)
- Grants are reimbursable, and grantees can submit invoices back to **September 1, 2022**

Grant Application Deadlines

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Framingham State Planetarium

Grant Application:

February 2, 2023 at 11:59pm

Grant Announcements : May 2023

Returning Grantee Deadlines:

Grant Agreement executed: December 4, 2022

Final invoices to MassDevelopment:

January 3, 2023

Exception: SRPs don't have to be complete to apply again.

Application Components Review

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- ☐ Eligibility Quiz
- ☐ Complete Online Application
- ☐ Attach Supplementary Materials



Paul Revere Museum of Discovery & Innovation, Canton

Step 1: Login to the Grants Management System

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If you have applied to a Mass Cultural Council program before, you may already have an account.

If you haven't logged in to the new system yet:

1. Go to
https://massculturalcouncil.smartsimple.com/s_Login.jsp?lang=1&prole=0
2. Click "Forgot Password" and enter your email address.
3. You will get notification with a temporary password.
4. Log in using the temporary password. You will be prompted to create a new password.

If you do not already have an account, click Register, and follow the prompts. You will create your account on behalf of an **Organization**.

Step 2: Take the Eligibility Quiz

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- **Click on “Current Opportunities” on your homepage and begin an application for a Cultural Facilities Fund grant.** Make sure to apply for the right grant category!
- You will be directed to a brief Eligibility Quiz. If your organization is eligible, the next page will bring you to the full application.
- If you don't meet the criteria in the Eligibility Quiz, the grants management system will notify you that this program isn't a good fit.

Step 3: Complete Online Application & Supplementary Materials

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- **Complete all of the required fields, including the attachment of your materials in the “Additional Materials” tab.** All required materials are marked with a red asterisk.
- The system will not let you submit an application if any required questions were missed. If you try to submit and you missed any fields, an error message will help you go back to those questions.
- **Final Deadline: Thursday, February 2, 2023 at 11:59 pm.**

Grant Consultations

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There are three ways the Mass Cultural Council provides grant consultation.

1. E-mail correspondence
2. Schedule a phone call or Zoom meeting. (best scheduled by email)
3. Drop-in office hours

Office hours will be held via Zoom every Thursday from 10-11am, starting October 27 (excluding Thanksgiving), and every Tuesday & Thursday throughout the month of January up until the deadline.

Register and join via the Mass Cultural Council's **Agency Dates** page.



Questions?

Guidelines & Application:

www.massculturalfacilities.org

Jay Paget, Program Director

jay.paget@mass.gov

617-858-2723

Miranda Cook, Program Coordinator

Miranda.cook@mass.gov

617-858-2733