



Local Cultural Council Webinar:

FY24 Guidelines

Communities



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Local Cultural Council Program

- Largest decentralized grant-making network in the country, where annual community funding for arts and culture is administered by appointed municipal officers, set into law by an act of the Legislature. MGL Chapter 10, Section 58. [Learn more.](#)
- Funded originally by lottery earnings (which is why you might hear it referred to as The Arts Lottery). It no longer receives its money from that one source, it is funded as a line item in the general state budget. Mass Cultural Council is funded by appropriations from the state Legislature and the National Endowment for the Arts.
- The allocations each year are based on the amount of funding the Mass Cultural Council receives and is determined by using the state's local aid formulas established by the legislature and is based on population and equalized property values to provide low-income communities with relatively larger allocations.
- Every one of the 351 cities and towns has a Local Cultural Council represented by 329 LCCs. (some are regional)
- The LCC Guidelines are based on what the legislature determined are “must-haves” from the statute.

Local Cultural Council Guidelines

- Local Cultural Council Guidelines can be found here:
<http://massculturalcouncil.org/documents/lccguidelines.pdf>
- The purpose of the guidelines are to:
 - Provide guidance to local and regional cultural councils on the policies and procedures they must use when awarding and distributing revolving account dollars to grant recipients.
 - LCCs must follow the guidelines to ensure a thoughtful and transparent process for distributing public money.

Primary Responsibilities of LCCs

- Solicit community input and assess local cultural needs.
- Award grants to address local cultural needs.
 - In FY24 with additional funds in your allocations we are suggesting that no grants be made under \$250.00
- Serve as resource for the local cultural community.
- Advocate for arts and culture at local, regional, and state levels.

Local Cultural Council Program Guidelines

[LCC Guidelines review](#)

LCC Grant Cycle

June – August

- LCCs survey community for input on what they'd like from funded projects during upcoming cycle in order to inform council priorities

August

- Councils update council priorities & local guidelines in grants management system by August 31
- LCCs decide on Direct Grant Program by August 31

September

- FY24 Grant Cycle opens September 1
- Meet with municipal fiscal officer
- Advertise grant program

October

- Grant applications due to LCCs by October 17, 2023.
- Complete financial sections on the annual report by October 17, 2023.

LCC Grant Cycle continued

November – December

- LCCs review applications and hold voting meetings
- LCCs send denial letters first, wait 15 days for the reconsideration period, and once that period passes, complete the annual report, then send approval letters.

January

- Mass Cultural Council transfers funds to LCCs once Annual Report is completed by January 17, 2024.
- LCCs send approval notifications and publicize grant awards once Annual Report is completed
- LCCs begin processing reimbursement requests or direct grants

February – July

- Councils hold grant receptions and solicit community input about programming for next fiscal year.

Updating priorities & local guidelines: ASAP

LCC Local Guidelines & Priorities Report

- **Due August 31, 2023 at 11:59PM**
 - Cannot accept late submissions: on Sept 1, the local guidelines & priorities you submitted will be visible to all applicants
 - Local Guidelines & Priorities do not automatically roll over from last year

In this report, you will:

1. Update the **Local Priorities** & **Local Guidelines** your council will be implementing for FY24
2. Report if you will be using **Reimbursement Grants** or **Direct Grants** as your grant payment method for FY24
3. Update & verify your council's **Member List**. [We have a new video to help you navigate adding new members.](#)

Guidelines vs. Priorities

- **Local Guidelines** clearly communicate any local application instructions or restrictions

Examples:

- Limit the dollar amount awarded to any one applicant?
- Limit the number of applications that any one applicant can submit?

- **Local Priorities** and local review criteria help LCCs to support projects that best meet the needs of their community

Examples:

- Prioritize applicants who offer programs and/or events in your local community?
- Prioritize applications from LGBTQ+ organizations and organizations that center BIPOC (Black, Indigenous, and People of Color) individuals and communities?

For more examples, visit the [Mass Cultural Council website](#).

Selecting Grant Payment Method – Due by August 31st.

Reimbursement Grants

- Grantees are paid after their programs are complete
- Forms to send to grantees:
 - Approval Letter
 - Reimbursement Form
- Program completion report:
 - included in reimbursement form

Direct Grants

- Grantees are paid after receiving their approval notification
- Forms to send to grantees:
 - Approval Letter
 - Grant Agreement
 - W-9
 - Final Report
- Program completion report:
 - grantees send Final Report to the council

More information on grant payment methods, visit the [Mass Cultural Council website](https://www.massccouncil.org/).

Why Direct Grants?

The Mass Cultural Council offers all cultural councils the ability to pay grantees through a direct grant, eliminating the requirement that grants made with Mass Cultural Council funds be reimbursement-based.

The Direct Grant option authorizes municipalities the ability to make grant money available in full and upfront to grant recipients.

The goal of allowing councils to give direct grants is twofold:

1. To enhance LCC programming opportunities by imposing less financial hardship on potential grantees
2. To simplify the grant payment process for municipalities and councils

Note: The direct grant payment process has been vetted by the State Department of Revenue, Division of Local Services.

Ruling DOR: "We agree there is no anti-aid issue because the municipality is not spending tax dollars or funds it raises. The monies received by the Local Cultural Council (LCC) from the Mass Cultural Council (MCC) as a grant come from the State Arts Lottery Fund (G.L. c. 10, s. 57) and are being passed through the LCC for re-granting to mostly private parties for the purposes of the fund. (G.L. c. 10, s.58). Moreover, the MCC program regulations and guidelines include a public benefit requirement for any of the monies distributed by the LCC."



Smart Simple Tutorial:

Submitting LCC local Guidelines & Priorities and updating your granting method

<https://massculturalcouncil.smartsimple.com/>

Upcoming

- LCC Applicant Webinar – September 12, 2023 at 6pm: [Register](#)
- Financial Reporting Webinar – September 28, 2023 at 6pm: [Register](#)
- Financial Report in Smart Simple – **due date: October 17, 2023**
 - LCC account forms have been sent to your city/town municipal fiscal officer
 - Meet with your municipal fiscal officer between **September 1 and September 30**



Thank you!

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