



Local Cultural Council Webinar:

# FY25 Member Training: Guidelines



Mass  
Cultural  
Council

*Power of culture*

# Communities Team



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[List of Staff Assignments by Municipality](#)

# Agenda

- LCC Program Overview
- LCC Responsibilities
  - Member Recruitment
  - Community Input
  - Local Priorities & Guidelines
  - Funds Management
  - Public Communications
  - Grantmaking Process
    - Applicant & Project Eligibility
    - Grant Criteria
    - Grant Payment (Direct Vs. Reimbursement)
  - Compliance
- LCC Grant Cycle
- Beyond Expectations
- Additional Resources

# LCC Program Overview

Mass Cultural Council is the state arts agency that funds the arts, humanities, and interpretive sciences in Massachusetts.

1. Direct grants to individuals and organizations, available through statewide competitive grant processes and;
2. Allocations to LCCs (under [MGL, C.10, S.52-58](#)), which then regrant funds through the LCC grant program.

## Keep in Mind:

- Purpose
- Regional Cultural Councils

\*The Toolkit's [Program Background section](#) has more information about the Agency's programs and services, the LCC Program's history, establishing regional councils, and allocation calculations.

\*Local Cultural Council Guidelines can be found here:

<http://massculturalcouncil.org/documents/lccguidelines.pdf>



# LCC Responsibilities

1. Recruit LCC members and assign roles and responsibilities.
2. Conduct community input to establish local priorities and guidelines.
3. Communicate with the public about their programs, funding availability, etc.
4. Review and recommend action on LCC applications.
5. Submit annual reports to Mass Cultural Council.
6. Comply with all LCC guidelines, rulings, and associated laws.



Sharon Cultural Council

# Membership Recruitment

## LCCs must:

- Have 5-22 members
- Elect a chair, co-chair, secretary, and treasurer annually.

## LCC members:

- Should demonstrate an interest in the arts, humanities, or sciences.
- Have three-year terms
- Can serve a maximum of two consecutive terms (must remain off the LCC for one year before serving additional terms).
- Must take the [mandatory state ethics training](#)

## Keep in Mind:

- Safe Harbor Provision (to avoid quorum issues)
- Non-Voting Members
- Residency & Age Restrictions (the [Working with Youth section](#) has tips and strategies on recruiting youth members)

\*The Toolkit's [Memberships section](#) has membership requirements, roles and responsibilities, recruitment tips, and best practices for transitioning members.



Worcester Arts Council's 2023 Recruitment Flyer

# Community Input

LCCs must conduct an annual community input process.

## Goal:

- Engage with community members to collect diverse viewpoints about the community's resources, interests, and needs.
- Establish local priorities and guidelines.

## Community input can be gathered by:

- Hosting events, programs, or meetings to convene the community.
- Paper or online surveys.

\*The Toolkit's [Community Input section](#) has additional resources, including guidance on planning, managing, and evaluating community input meetings.



What local cultural events and projects do you find essential and worth supporting in Falmouth?

Let us know by filling out this brief  
**COMMUNITY SURVEY**



[www.falmouthculturalcouncil.org/fundingpriorities](http://www.falmouthculturalcouncil.org/fundingpriorities)

Take the survey on our new website  
[www.falmouthculturalcouncil.org](http://www.falmouthculturalcouncil.org)

Find free and low-cost events on our calendar  
Sign up for our monthly newsletter!

Falmouth Cultural Council





# Local Priorities & Guidelines

LCCs should develop funding guidelines and priorities informed by community input. While LCCs have the autonomy to establish local funding priorities, they must follow the Agency's guidelines.

**Local Guidelines** communicate the local application instructions or restrictions.

- 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.

- Prioritize applicants who offer programs and/or events in your local community?
- Prioritize funding for historically under-funded communities, including BIPOC (Black, Indigenous, and People of Color) communities, individuals with disabilities, low-income communities, and individual artists?

\*The Toolkit's [Local Guidelines & Priorities section](#) includes a development framework based on community input and priority examples.



# Funds Management

LCCs must keep **all LCC monies** in their municipal account separate from all other monies administered by the city or town treasurer as specified by Massachusetts General Law.

Regardless of the source, all LCC monies must be used to support programs in the arts, humanities, or interpretive sciences in Massachusetts and must meet the other requirements set forth by the Agency's guidelines while following local procedures for the expenditure of public funds.

## Keep in Mind:

- LCC Monies
- Encumbered Money
- Unencumbered Funds
- Administrative Expenses
- Fundraising

\*The Toolkit's [Managing Funds section](#) includes guidance on establishing clear financial processes and other best practices. The [Resources for Municipalities](#) page includes the Municipal Guide to Managing LCC Funds.

# Public Communications

## LCCs must:

1. Promote local awareness of their programs and funded programs.
2. Inform the public of the availability of funds, location of applications, program guidelines, and submission deadlines.
3. Publicize local priorities and guidelines and LCC contact information; promote the grant cycle (as early as August).
4. Communicate with all applicants regarding grant decisions.
5. Publicize grant awards.

\*The Toolkit's [Publicity section](#) has strategies and tactics relating to these responsibilities.



Rockland Cultural Council



# Grantmaking Process

## LCCs review and recommend action on local applications:

- Award grants to address local cultural needs.
- Grants should not be made under \$250.

## Application Instructions:

- Applicants submit directly to specific LCCs using the online application in GMS.
- Paper or mailed applications cannot be accepted.

## Application Evaluating Steps:

1. Grant criteria
2. Voting meeting preparation
3. Review applications and make awards ([Grant Decisions section](#))
4. Communicate with applicants
5. Evaluate the grantmaking process

\*The Toolkit's [Evaluating Grants section](#) elaborates on each of these steps further.

# Applicant & Project Eligibility

Statewide application deadline is **October 16, 2024**.

## Project/Program Eligibility:

- Types of Grants
- Grant Amounts
- Timeline

## Applicant Eligibility:

- Individuals (sole proprietors)
- Incorporated non-profit organizations
- Incorporated for-profit organizations (corporations, partnerships, and LLCs)
- Unincorporated groups
- Tribal, federal, state, and municipal government entities

\*The Toolkit's [Eligibility & Criteria section](#) has descriptions of eligible applicants and grant restrictions. These are the [FAQs](#) from applicants, and the [Applicant Outreach & Engagement section](#) has outreach strategies to attract potential applicants.



# Grant Criteria

These criteria must be followed in reviewing all funding decisions and are equally important. LCCs may develop local review criteria and decide how to weigh their importance.

## **LCC funds must:**

1. Be used to support the creative and cultural sector through the broadest sense of [our definitions for the Arts, Humanities, and Sciences](#).
2. Support activities that contribute to the cultural vitality of the community rather than benefit a private individual or group.
3. Abide by Anti-Discrimination laws.
4. Follow local guidelines and priorities (if any).

\*The [Accessibility Compliance Tools for Grantees](#) and our [Access Policy](#) includes information on accessible programming; [Accessibility 101 for LCC webinar](#).

# 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

\*The Toolkit's [Reimbursement and Direct Grants](#) section has the complete process associated with each method and additional details to consider.

## 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

# Compliance

LCC operations are reviewed and approved by the Agency annually before allocations are released. Agency staff confirm that the LCC's:

- Annual reporting requirements were completed by **January 16, 2025**.
- Complete allocation was granted (or appropriately expensed).

## Laws Affecting LCC Operations

### **Open Meeting Law:**

- The Toolkit's [Meetings Section](#) guides LCCs in complying with the Open Meeting Law and techniques for running meetings.

### **Conflict of Interest Law:**

The [Conflict of Interest section](#) contains many specific examples of common situations in which LCC members may find themselves and how to navigate them.

- [Conflict of Interest Law Online Training program](#).

### **Public Records Law:**

- The Toolkit's [Responsibilities section](#) includes recordkeeping guidance.

# 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

- LCCs update council priorities & local guidelines in GMS by **August 31, 2024**.

## September

- FY25 Grant Cycle opens **September 1, 2024**.
- Meet with municipal fiscal officer between September 1 and September 30.
- Advertise grant program.

## October

- Grant applications due to LCCs by **October 16, 2024**.
- LCCs complete Financial Report in GMS by **October 16, 2024**.



# LCC Grant Cycle, Cont.

## 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 LCC allocations once Annual Report is completed by **January 16, 2025**.
- LCCs send approval notifications and publicize grant awards once Annual Report is completed.
- LCCs begin processing reimbursement requests or direct grants.

## February – July

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

# Beyond Expectations

- The [Council Program section](#) includes planning guidance, requirements, restrictions (e.g., conflict of interest procedures), and other details to consider.
- The [Grantee Receptions section](#) includes planning guidance for these events.
- The [Advocacy section](#) includes strategies for advocating for arts and culture at local, regional, and state levels.
- [The Municipal relationship](#)



Sharon Cultural Council 1st Annual Chalk Art Festival

# Additional Resources

## Upcoming & Pre-Recorded Webinars:

- [Update Local Guidelines & Priorities](#) due by Aug. 31.
  - [Update Member List](#) (Reference the [Toolkit's Online GMS section](#) for a step-by-step guide).
- **LIVE:** Applicant Info Session on Thursday, Sept. 5, at 6pm ([register here](#))
- **LIVE:** Financial Reporting Webinar on Thursday, Sept. 12 @ 3pm ([register here](#))
  - Due by Oct. 16.
- [Grant Decisions Report](#) due by Jan.16, 2025.

\*The [Toolkit's Guidelines & Forms section](#) includes program guidelines, templates, and other commonly used forms.

### LCC Program Tutorials

MassCulturalCouncil - 8 / 32

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- 2 Online Toolkit: Council Priorities (Updated FY-21)  
MassCulturalCouncil 18:09
- 3 Online Toolkit: LCC Application Walk-Through (Updated FY-21)  
MassCulturalCouncil 13:11
- 4 LCC Community Engagement  
MassCulturalCouncil 1:06:44
- 5 LCCs: Starting the FY22 Grant Cycle  
MassCulturalCouncil 1:03:10
- 6 LCC Grant Application Walk-Through (2021)  
MassCulturalCouncil 1:00:11
- 7 Walkthrough of LCC Application Approval and...  
MassCulturalCouncil 17:19

LCC Members Training - FY23 Guidelines



# Thank you!

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