

Application To: Name of the Local Cultural Council

Applicant Information

Applicant Organization Information

Review the applicant information. If you need to update the Organization Information, use the Note feature on the left to contact a Mass Cultural Council staff person for help.

Legal Name: Test Organization

Doing Business As:

Physical Address:

Address 1:

Address 2:

City:

State:

ZIP:

Mailing Address (if different):

Mailing Address 1:

Mailing Address 2:

City:

State:

ZIP:

Parent Organization:

Fiscal Agent:

Please note, organizations are required to provide a Massachusetts physical address. A PO Box can be provided for the mailing address, but not the physical address. Organizations that do not have a facility or office typically provide the address of the primary person leading the organization or group, such as the board chair, staff person, or lead volunteer for the group.

If you see "Grant Seeking Organization" listed as your parent organization, this means that you do not have a parent organization and you can disregard it.

Primary Contact

Review the applicant information. The Primary Contact is responsible for all communications regarding the application, including questions and contracts. If you need to update the Primary Contact information you can do so in your Profile. Click Home button in upper right corner to get to My Profile button.

First and Last Name of Primary Contact

Email address

Phone Number

Address

Town/City, State, Zip Code

Project Information

Amount Requested

Enter Dollar Amount

Project Discipline

Select One: Dance; Music; Opera/Musical Theatre; Theatre; Visual Arts; Design Arts; Crafts; Photography; Media Arts; Literature; Interdisciplinary; Folk/Traditional Arts, Humanities; Multidisciplinary, Science Humanities;14=Multidisciplinary;15A=Science

Project Title

When will the project take place?

Enter Date

Where will the project take place?

Enter Location - City/Town Venue

Estimated number of people served

Number of People Served - Estimate of the number of individuals that you predict will participate in or benefit from this project.

###

Does this project primarily serve schoolchildren (grades pre-K to 12)?

Select One:Yes/No

Where does the project take place?**Please Select:** In-School; After/Out-of-School**Total Number of Youth Served**

####

Project Overview**Summarize the proposed project or program.***Character Limit includes spaces and punctuation: 900***Who is the target audience for this project?**

Target Audience: The specific individuals you are hoping to attract to attend or participate in a project. These individuals may be defined by age, economic status, geographic location, interests, etc.

*Character Limit includes spaces and punctuation: 250***What is the cost of participation for attendees (if any)?***Character Limit includes spaces and punctuation: 100*

How does the proposed project provide public benefit and contribute to the cultural vitality of the local community as a whole? Please address actions the proposed project includes to advance diversity, equity, inclusion, and/or access.

Public Benefit: Local council funds may only be used to support activities that contribute to the cultural vitality of the community as a whole, rather than benefitting any private individual or group. However, this does not mean that a large crowd of people needs to participate in order to satisfy the public benefit requirement. An important component of public benefit is advancing diversity, equity, inclusion, and access.

Character Limit includes spaces and punctuation: 750

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

Character Limit includes spaces and punctuation: 750

If there are any other individuals or organizations that will be involved in the project as planners, partners, or collaborators, please list them below. If applicable, please distinguish between those who have made a firm commitment to the project and those with tentative or potential involvement.

Character Limit includes spaces and punctuation: 500

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

Character Limit includes spaces and punctuation: 500

Budget

Project Budget

Cash Expenses	Description	Amount
Salaries/Fees: Artists/Humanists/Scientists	EXAMPLE: 5 musicians /\$150 hrs X 4 hrs	\$3,000.00
Salaries/Fees: Administrative		\$0.00
Salaries/fees: Contractors		\$0.00
Production/Technical Costs		\$0.00
Space Rental		\$0.00
Travel/Transportation		\$0.00
Supplies and Materials		\$0.00
Marketing/Promotion		\$0.00
Fundraising/Development		\$0.00
Equipment Rental		\$0.00
Equipment Purchase		\$0.00
Ensuring Access (ex: costs for ASL interpreter)		\$0.00
Other (please describe)		\$0.00
		\$3,000.00

Projected Income: Please briefly describe the other sources of projected income needed to complete this project.

Character Limit includes spaces and punctuation: 500

In-Kind Support: If applicable, please briefly describe any in-kind support you are getting for this project.

Character Limit includes spaces and punctuation: 500

How will you adjust the project if the council cannot fund the entire amount you are requesting? (For example, how will you raise additional funds or scale the programming back?)

Character Limit includes spaces and punctuation: 250



If you have applied to other Local Cultural Councils for funding for this specific project, please list the names of those councils below.

LCC Council Name 1

LCC Council Name 2

Additional Materials

Supplemental materials are limited to one (1) PDF file that is three (3) printed pages in length. If you have multiple PDFs, you must combine them into a single PDF not exceeding 3 pages.

Please visit the website of the council to which you are applying to learn if supplemental materials are required. This information will be listed under their Council Priorities tab. It is not necessary to upload supplemental materials unless they are required by the council.

Ready to Submit?

Once you click "Submit" below, you will no longer have access to make changes to your application. A copy of your application will be sent via an email attachment upon submission.

After the application deadline, and while the applications are under review, you will not be able to access the application through the website. To save a copy of your application, click "Application Summary" at the top of the page and save the file on your device.

Please note: You have not successfully submitted your application until you see the following message: "Congratulations - You have successfully submitted your application."

Authorized Signature: I certify that all the information contained in this application, including all supporting documents and materials, is true and correct to the best of my knowledge. I certify that the required acknowledgment will be given to Mass Cultural Council and the granting Local Cultural Council, if this application is approved. I certify that reasonable accommodations will be made to ensure that people with disabilities have equal physical and communications access, as defined by state and federal law and as outlined in the LCC Program Guidelines.

Clicking "submit" below serves as an authorizing electronic signature.

Authorized Signature

I agree