

Applicant Information

Review the information we have on file for your organization below.

If any of the below information in **red** is missing or incorrect, use the **Notes** feature on the left to contact a Mass Cultural Council staff person for help prior to the deadline.

Applicant Organization Information

Legal Name: Test Cultural Organization

Doing Business As:

Is your organization's name correct? Yes OR I have contacted Mass Cultural Council staff prior to the deadline to help me update it.

Your Parent Organization (if applicable)

Parent Organization Legal Name: Test CIP Organization

Note about Parent Organizations: If you see "Grant Seeking Organizations" listed here, this means that you did not register under a Parent Organization in our system. If you need to apply under a Parent Organization, use the **Notes** feature on the left to contact a Mass Cultural Council staff person for help. (**Unincorporated Organizations do not list a Parent Organization here and instead, complete the Fiscal Agent section of the Application.**)

Is your Parent Organization correct? Yes, if applicable, the Parent Organization that is authorized to receive funding and sign contracts on behalf of my organization is listed. If not, I have contacted Mass Cultural Council staff prior to the deadline to help me update it. If a Parent Organization is not applicable, by checking this box, I am attesting that my organization can receive funding directly and sign contracts independently.

Organization Addresses**Physical Address:****Address 1:** 1 Western Avenue**Address 2:****City:** Boston**State:** MA**ZIP:** 02163-1006**Mailing Address (if different):****Mailing Address 1:****Mailing Address 2:****City:****State:****ZIP:**

Note about Addresses: Organizations are required to provide a Massachusetts physical address. You can provide a PO Box 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. Organizations registered as a foreign corporation should enter their MA office or MA registered agent's address.

Is your organization's physical address correct?: Yes OR I have contacted Mass Cultural Council staff for help prior to the deadline to help me update it.

Grants Management System Legal Status

The following legal status represents how your organization registered in our grants management system or Mass Cultural Council's determination of your legal status based on state and federal databases.

Nonprofit Organization

Is the legal status correct?: Yes OR I have contacted Mass Cultural Council staff for help prior to the deadline to help me update it.

Website and Social Media

We want to learn more about the work you do. In your “Organizational Profile,” you provided the following website and/or socials:

Website:

Facebook:

X/Twitter:

Instagram:

Primary Contact

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 the Home button in the upper right corner to get to the My Profile button.

Example Name ORGANIZATION
grants.team@mass.govEXAMPLE
617-000-0000
10 St James Ave
MA 02116

Fiscal Agent Information

A fiscal agent is an organization that agrees to act as the legal and contractual representative of the unincorporated group. They can provide a variety of services as part of the agreement, but the most important is that they maintain supervision over the funds, making sure that they are used for the purpose of the agreement. Non-profit fiscal agents must have active 501c3 status with the IRS and be recognized by the State to do business in the Commonwealth. For the purpose of this program, Massachusetts municipalities are also able to serve as an applicant’s fiscal agent.

If your organization is a program of, department of, or a branch of a larger organization which coordinates, supervises, or exercises control over policy, fund-raising, and expenditures at your organization they may be your “parent organization” rather than your fiscal agent. (Ex, Museum at a university, Parks department of a city or town, Massachusetts branch of a national organization) If this is the case, please contact staff so we can be sure your organization is set up correctly.

See the [FAQs](#) for more information.

Fiscal Agent Organization Name

Fiscal Agent Federal Employer ID Number (FEIN) / Federal Tax ID Number

Fiscal Agent Massachusetts Registration URL

Non-profit Fiscal Agents must either be registered to do business in Massachusetts with the Secretary of the Commonwealth or must be registered as a Public Charity with the Office of the Attorney General. **If your Fiscal Agent is a non-profit, provide the SOC or AGO listing URL.**

Municipal Fiscal Agents will not have a SOC or AGO listing. **If your Fiscal Agent is a city/town, provide the link to the city/town website.**

Fiscal Agent Legal Address

Fiscal Agent City/Town

Fiscal Agent State

Fiscal Agent ZIP Code

Fiscal Agent Note

You can use this field to provide any additional information regarding your fiscal agent if you would like.

Fiscal Agent Contract Authorized Signatory

If awarded a grant, the **“Contract Signatory”** is the person **at your fiscal agent’s organization who has the legal authority to sign contracts** and submit the necessary contract documents (W-9, Electronic Funds Transfer form, etc.).

The contract will be emailed directly to the person. Please be sure to enter the name and email correctly.

Fiscal Agent Contract Signatory Name

First and last name of person at your fiscal agent’s organization who will sign the contract.

Fiscal Agent Contract Signatory Title

Fiscal Agent Contract Signatory Phone

Fiscal Agent Contract Signatory Email

If awarded a grant, this is the email that will receive 3 DocuSign documents: the Commonwealth's Contract Authorized Signatory Listing (CASL) form, the Commonwealth's W-9 & Electronic Funds Transfer (EFT) document, and the Mass Cultural Council's Standard Contract Document.

Fiscal Agent Contract Authorized Officer

If awarded a grant, the **“Contract Authorized Officer”** is the person at your fiscal agent's organization who has the authority to attest that the above person can sign contracts on your fiscal agent organization's behalf. For example, a board member, president, chief executive officer, chief fiscal officer, corporate clerk or legal counsel, etc.

This must be a different person than the Authorized Signatory.

Fiscal Agent Contract Authorized Officer Name

First and last name of person who will attest the Fiscal Agent Contract Signatory can sign contracts. Please do not enter a title or any other information, just their name.

Fiscal Agent Contract Authorized Officer Email

This is the email that the Commonwealth's Contract Authorized Signatory Listing (CASL) form will go as a DocuSign document.

Attestation

Experience Information

Name of Experience

Discipline

Please select the option that best matches your proposal.

Experience Type

Please select the option that best matches your proposal.

Primary or Support/Partner/Participant Organization

Does one or more of the following statements describe your organization? See the [FAQs](#) for more information and examples if you are unsure. We are:

- A fundraising/support organization for an Organization or School (includes PTOs and Friends of Public Library Organizations)
- A guest/partner organization presenting at/with another Organization or at a School
- An organization participating in another Organization or School's festival/event

Beginning Date

When will your programmatic activity start? To be eligible, the majority of your programmatic activity must take place between July 1, 2025 and June 30, 2026. If you don't know yet, provide your best estimate.

Ending Date

When will your programmatic activity end? To be eligible the majority of your programmatic activity must take place between July 1, 2025 and June 30, 2026. If you don't know yet, provide your best estimate.

Please note – grant announcements for this program are anticipated in September 2025, and awardees need to complete a **4 to 8 week** multi-step contracting process before funds can be disbursed. **Applicants with funded activities happening before that time may be paid retroactively.**

Optional explanation of dates: (250 characters)

250 character limit includes letters and spaces.

Detailed Description

Describe your proposed creative experience with as much specificity as you can at this time.
750 character limit includes letters and spaces.

How does your project incorporate the arts, humanities, or sciences?

250 character limit includes letters and spaces.

Audience

Who is your intended audience for this creative experience? How many people do you estimate will benefit?
500 character limit includes letters and spaces.

Describe the steps you will take to ensure the project is accessible to people who are Deaf or who have a disability:

To be eligible, the festival, project, or activity must be accessible to people with disabilities. While obligations under the Americans with Disabilities Act (ADA) have been in place for more than 30 years, the Mass Cultural Council understands the complexities of developing sustainable, accessible policies and procedures, and will support both initial efforts and ongoing improvements.

For more information on expectations and best practices, see our [Access Policy](#), and/or contact charles.baldwin@mass.gov.

500 character limit includes letters and spaces.

Additional Links

If you have URLs, web pages, or links for this specific festival, project, or activity that provide additional information about your programming, please share them here. If staff cannot verify an organization exists based on the application materials (including any links and/or uploads provided), the organization will be deemed ineligible.

Budget

Grant Amount Requested

Creative Experiences funds activities with grants of either \$2,500 or \$5,000.

Applicants may choose to apply for either amount, provided your project is at least the amount that you request.

Please provide estimated cash expenses for the festival, project, or activity that will take place between July 1, 2025, and June 30, 2026.

To be eligible, the festival, project, or activity must have a minimum project budget of the amount that you select in cash expenses (including all indirect costs and overhead). **Enter your budget for the ENTIRE creative experience, not only the arts, humanities, and/or sciences-related expenses.**

You may include the actual cost of staff time or administrative expenses that are dedicated to this project. There is no limit on indirect costs or overhead. Please include an explanation in your description of the project. For example, "Our budget includes 50% of our Education Director's time for 6 weeks."

Please be sure to include information about fees paid to artists, humanists, or scientists. If they are Massachusetts artists, humanists, or scientists, indicate that in the Description field.

You will include cash expenses in the budget form by clicking on the "Project Budget" button. Do not include anticipated revenue in the budget form, you will describe your anticipated income using the narrative questions below.

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

Please note, if awarded, Creative Experiences grants will be either \$2,500 or \$5,000 depending on which you select, regardless of overall project budget size.

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

An in-kind donation is a non-cash gift made to an organization, including goods, services, time, and expertise.

Prioritization Factors

Mass Cultural Council envisions a diverse creative and cultural sector that is valued as essential in the Commonwealth. To that end, priorities have been established to support programmatic practices that advance equity, diversity, and inclusion through our services to the sector. In addition to information you enter in your application, prioritization will include the following:

Experiences that hire and compensate Massachusetts artists, humanists and/or scientists. Experiences where the primary purpose is creating, presenting, or providing services in the arts, humanities, or sciences. Experiences in cities and towns that are below the state's median household income and below statewide educational attainment. Applicants/Experiences providing access for low-income individuals and families: Applicants that have not received funding from Mass Cultural Council in the last three fiscal years (FY25, FY24, FY23) , or that are applying to the Mass Cultural Council for the first time. Applicants that have only received one Festival & Projects grant in the last three fiscal years (FY25, FY24, FY23). Applicants that are BIPOC Centered Organizations or BIPOC Majority Schools.

Massachusetts Artists, Humanists, Scientists

Are you hiring and compensating any Massachusetts artists/scientists/humanists to take part in the project?

If you are not sure if the artist/scientist/humanist is from Massachusetts or if you have not selected them yet, you should select "To be determined."

Primary Purpose

Primary Purpose of the Experience

Is the primary purpose of the experience to create, present, or providing services in the arts, sciences, and/or humanities?

Please note - experiences that incorporate, arts humanities, and sciences are eligible for this program even if the primary purpose of the of the experience is not focused on the arts, sciences, humanities. You can select No or To be determined below, and still be eligible for funding.

Experience Location

Experience City/Town

In which city or town will most of your experience take place?

Below you will find a list of the 351 official Massachusetts cities and towns. If you are looking for a neighborhood or village, you may need to Google it to find out what city or town it is in so you can select that option.

Online only festivals, projects, and activities can select "Online Only."

If your festival, project, or activity is happening in multiple cities and towns, select the city/town that the majority (51% or greater) will take place in. If no one city/town meets the 51%+ majority threshold, select "Multiple Cities/Towns."

If you don't know yet, you can select "To Be Determined." However, it will not be included in the priority community review.

Explanation of location

Tell us a little more about where this will take place, including the name(s) of the venue(s) or place(s) if known/applicable.

250 character limit includes letters and spaces.

Funding History

Applicant organizations that have not received **grant funding directly from Mass Cultural Council** in the last three fiscal years (FY25, FY24, FY23), or that are applying for the first time. Below you will see the information we have on file for your organization, for FY25–FY23.

Applicants that have only received one \$2,500 Festival & Projects grant in the last three fiscal years. Below you will see the information we have on file for your organization, for FY25–FY23.

By submitting your application, you acknowledge understanding that Mass Cultural Council will verify this information with historical data in our grants management system. Mass Cultural Council will make every effort to ensure accuracy but cannot be held accountable for missing or incorrect information in the relevant sources. If you have questions about the information displayed below send staff a note using the Notes feature.

Received at least one grant in the past three fiscal years

“No” means you are eligible for this funding history priority. “Yes” means you have received recent funding and are not eligible for the priority.

No

Received a total of \$2,500 in grant funding in the last three fiscal years (FY25, FY24, FY23). This is equivalent to one Festivals & Projects grant.

“No” means you are eligible for this funding history priority. “Yes” means you have received recent funding and are not eligible for the priority.

No

BIPOC-Centered Self-Identification

Applicants that self-identify as led by and serving people of the global majority — Black, Indigenous, People of Color (BIPOC), Latinx, Asian, Native American, Pacific Islander, and all other ethnicities of color.

Organizations wishing to make this identification will need to fill out a [BIPOC-Centered Organization Self-Identification](#) form in the grants management system. The form is in the Opportunities section of your portal.

BIPOC-centered organizations must be able to demonstrate that:

1. The organization’s primary Mission, Programming and/or Practices explicitly and specifically reflect and serve one or more communities that self-identify as BIPOC.
AND
2. Must be BIPOC led and/or run.

For more information, full definitions, guidelines, and to see a sample form, [visit the BIPOC-Centered Self-Identification page](#).

If your Organization BIPOC-Centered? If so, complete the BIPOC-Centered Self-Identification form. The form is in the Opportunities section of your portal. We strongly recommend Applicants seeking designation submit their form. The BIPOC-Centered Self-Identification form must be completed prior to the application deadline.

Currently recognized as BIPOC-Centered Organization in the system?

If you have recently submitted a BIPOC-Centered Self-Identification form, and it has not yet been reviewed, you will see “No” below. Due to the volume of applications, most will not be reviewed until after the deadline to apply for this program.

Yes

Participation in Card to Culture

Applicants that participate in Mass Cultural Council's Card to Culture program. (This is not a grant program. This is a voluntary discount program aimed at helping organizations reach specific audiences - EBT, WIC, and/or ConnectorCare card holders. There is no funding associated with this program.)

Organizations wishing to participate in Card to Culture will need to fill out an application for the program in the grants management system. The form is in the Opportunities section of your portal.

For more information, full definitions, and guidelines, visit the [Card to Culture page](#).

If an organization is not already participating in the program, an application for the Card to Culture program must be submitted prior to the application deadline.

Current Participant in Card to Culture?

If you have recently submitted a Card to Culture application, and it has not yet been reviewed, you will see "No" below. Due to the volume of applications, most will not be reviewed until after the deadline to apply for this program.

No

Free to the Public

Will your project or festival be entirely free to participants?

Select "Yes" if there will be no admission charged for the creative experience, or if there is a free option available to all participants (i.e. free and only charging for food or vendor goods; suggested donation or sliding scale model but a \$0 option)

Select "No" if there is an admission/participation fee, or if the free option is NOT available to ALL participants. (i.e. Free entry to fairgrounds with fee to attend events or performances; sliding scale of more than \$0 or pay-what-you-can; free to certain populations only [i.e under 18 free])

Please briefly describe your pricing structure.

250 character limit includes letters and spaces.

Acknowledgement

Ready to Submit?

Once you click "Submit" below, you will no longer have access to make changes to your application. If your application is large, you will receive an email confirmation after you submit that includes a copy of your application without any uploaded files.

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 hereby release Mass Cultural Council, its members, and employees, from any liability and/or responsibility concerning the submission of materials to this program. In addition, I agree that the required public acknowledgment will be given to Mass Cultural Council if this application is approved. I understand that failure to respond to any of the items requested in this application may seriously hinder its consideration. I certify that we are committed to the completion of the proposed activities in compliance with legal requirements and granting procedures and will file the report required by the Mass Cultural Council.

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

Attestation: