

We encourage you to apply if your group/collective/organization is a:

Non-Profit School or Organization: registered to do business in the Commonwealth, in good standing with the Massachusetts Secretary of the Commonwealth at time of application (not dissolved or revoked) and listed in the Corporate Division's Business Entity database, OR is a Massachusetts organization registered with the Office of the Massachusetts Attorney General's Non-Profit Organizations/Public Charities Division.

For-Proft School or Organization: organized or registered to do business in the Commonwealth, in good standing with the Massachusetts Secretary of the Commonwealth at time of application (not dissolved or revoked) and listed in the Corporate Division's Business Entity database, AND is one of the following: A Profit Corporation, Multiple-Member Limited Liability Company (including C Corporation, S Corporation, and Partnership LLCs), Limited Partnership or Limited Liability Partnership. Single Member Limited Liability Companies and Sole Proprietorships are not eligible for this program.

Public School or Government Entity: A Federally Recognized Tribal, State, or Municipal government entity in Massachusetts.

Unincorporated Organization: with a Massachusetts address, conducting 50% or more of its programming in Massachusetts, operating with an eligible fiscal agent.

If you have any questions about the above you can [review the program Frequently Asked Questions \(FAQs\)](#) or [contact program staff](#).

If you want to see if your organization is incorporated you can [search for it in the Secretary of the Commonwealth's database](#).

Legal Status

Please select the legal status that best describes your organization.

Legal Status Verification

Before you continue, please look up your organization on the [Secretary of the Commonwealth \(SOC\) website](#) and confirm that your organization is listed, and your status has not been dissolved or revoked.

If you cannot find your organization or if you have any questions about your organization's legal status, [contact program staff](#). Please note, if your organization's status is listed as revoked or dissolved on the SOC website, we will be unable to award you a grant. Your organization may be at risk for liability and other issues, and you should work with the SOC to address it as soon as possible.

If your organization is not listed in the SOC database, but has registered with the MA Attorney General's [Non-Profit Organizations/Public Charities Division](#) then you will be asked to provide that information instead.

Do you attest that you were able to confirm your Massachusetts incorporation by looking it up in the SOC website?

Couldn't find it? Your organization may still be eligible to apply if you are registered with the MA Attorney General's Public Charities Division, or you may apply as an unincorporated organization using a fiscal agent. See the [FAQs](#) for more guidance, and [contact program staff](#) with questions.

Secretary of the Commonwealth (SOC) Listing

Please paste the direct link to your organization's Business Entity Summary on the [Secretary of the Commonwealth Corporations Division website](#).

Be sure this link is specific to your organization, not your search results. For example, a correct link will look similar to this:
<https://corp.sec.state.ma.us/CorpWeb/CorpSearch/CorpSummary.aspx?sysvalue=aB12cDEf.g3HIjk...etc>.

The system will flag if you have entered a link that does not look long enough.

Does the project include activities that are "inherently religious" such as religious worship, instruction, and proselytization?

Does the project discriminate on the basis of race, gender, religious creed, color, national origin, ancestry, disability, age, gender identity, or sexual orientation?

In addition to the above eligibility requirements, in the application you will be asked to address these eligibility requirements as well.

You have a festival, project, or activity that:

Incorporates the arts, humanities, or interpretive sciences Primarily serves students and is operated by or in partnership with a Massachusetts public, charter, or private school serving grades K-12. You will be asked to provide name of school in application. Takes place between July 1, 2024 and June 30, 2025 Has a total project budget of at least \$5,000 in cash expenses Is accessible to people with disabilities

Applicant Information

Attestation

I have reviewed the information below and confirm that it is correct and if it is not, I have contacted Mass Cultural Council Staff to update my information before the application deadline.

Need Corrections? If any of the below information marked by double asterisks (**) is missing or incorrect, use the **Notes** feature on the left to contact a Mass Cultural Council staff person for help.

I agree

Applicant Organization Information

Review the applicant information.

****Legal Name:******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:** Grant Seeking Organizations**Fiscal Agent:**

Note about Parent Organizations: If you see "Grant Seeking Organization" 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.

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.

If you would like to update your organization's mailing address, please update it in your Organization Profile. Here's how:

- Click Save Draft before navigating away from this page.
- Then click on Home in the upper right corner.
- Click on Organization Profile to update the fields, and then click on Save.
- This application will be in your "In Progress" section of your Home page so you can continue working.

Grants Management System Legal Status

When your organization registered in our grants management system, we were provided with the below legal status. If you believe this information is not current, use the Notes feature on the left to contact a Mass Cultural Council staff person for help.

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.

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:

Twitter:

Instagram:

If this information is missing or incorrect, please update it in your Organization Profile. Here's how:

- Click Save Draft before navigating away from this page.
- Then click on Home in the upper right corner.
- Click on Organization Profile to update the fields, and then click on Save.
- This application will be in your "In Progress" section of your Home page so you can continue working.

Co-Applicant Invitation

Co-applicants are optional. This application does not require a co-applicant. Co-applicants from your partner school or organization can edit the application and the final report. The co-applicant must have first registered in the grants management system in order to receive the invitation.

Prefix	First Name	Last Name	Email	Role	Status
No Results Found					

Contract Information

If awarded a grant, Mass Cultural Council will send contracts documents to the below contacts.

Note: If you are a department or program of a larger organization or municipality and are **not** authorized to enter into contracts on behalf of your Parent Organization, we need the names and contact information for representatives at your Parent Organization in this section. You can view the Parent Organization we have on file for you within the Applicant Information tab.

See our [grant contract process](#) and [FAQs](#) for more information.

According to our records, your organization was a recipient of a Mass Cultural Council grant in the past 12 months and we have your organization's Contract Authorized Signatory (CASL) Form on File.

If what you provide below matches the CASL Form on file, we will not send you a CASL Form. If you would like to see who is on the CASL Form on file: Click Save Draft below Click Home in the upper right corner Click on Organization Profile Click on the About tab Scroll down to Tax and Contracting Info section

Contract Authorized Signatory Information

If awarded a grant, the **“Contract Authorized Signatory”** is the person 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 below. Please be sure to enter the name and email correctly.

Contract Signatory

First and last name of person who will sign the contract

Contract Signatory Title

Contract Signatory Phone

###-###-####

Contract Signatory Email

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.

Contract Authorized Officer Information

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

The same person cannot be both the Authorized Signatory and the Authorized Officer.

Contract Authorized Officer

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

Contract Authorized Officer Email

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

EFT Form and Form W-9

According to our records, your organization was a recipient of a Mass Cultural Council grant in the past 12 months and we have your organization's Electronic Funds Transfer (EFT) and Form W-9 Form on file. Please answer the following questions to help us determine if we should use the forms on file or send you new forms to complete.

Electronic Funds Transfer (EFT) Form

Should we use the EFT form we have on file? If you are not sure, please select "New EFT or not able to confirm".

No change to EFT: Your authorized signatory **will not receive** an EFT form. Payment will be sent to same account provided in the EFT as last year.

New EFT or Not able to confirm Your authorized signatory **will receive** a new EFT form via DocuSign to complete.

Form W-9

Has your organization's legal name or address changed? If you are not sure, please select "New legal name/address or Not able to confirm":

No change: Your authorized signatory **will not receive** a W9. We will use the one on file.

New legal name/address or Not able to confirm: Your authorized signatory **will receive** a new W9 form via DocuSign to complete.

School Information

School Name

Enter the name of the school that will take part in the project using the search field below.

The search field looks up schools recognized by the Massachusetts Department of Elementary and Secondary Education (DESE). There are many schools with similar names. Please look at the address as well to make sure you select the correct school.

School City/Town

Please select the name city/town that the school is located in. This is important because there are many schools that share the same name.

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

Did you find the school listed above?

Project Information

Name of Project

Project Discipline

Please select the option that best matches your proposal.

Project Type

Your answer to this question will be used solely for the purpose of organizing our review process effectively. There is no inherent advantage in selecting one option over another.

While your project may fall under multiple types, please select the single option that best matches your proposal.

Beginning Date

When does the project start? To be eligible the project must start September 1, 2024 or later. Projects that started before September 1, 2024 are not eligible.

Ending Date

When does the project end? To be eligible the project must end June 30, 2025 or earlier. Projects that end after June 30, 2025 are not eligible.

Please note – grant announcements for this program are anticipated in December 2024, and awardees need to complete a 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.

One-Sentence Description

If your application is funded, we will use your response to this question for our official description, used in communications to the public and in fiscal documents such as grant contracts. In **150 characters or less**, please provide a description of the project including name and location by completing this sentence, "This is a grant of financial assistance..."

Start your response with "to" or "for." Examples: ..."for Dance Fest at City High School in Springfield, MA." ...to create a play with teaching artist Gale Rogers at ABC Elementary School." ..."for three artist talks with actors and stagehands from XYZ Playhouse and a grade-wide fieldtrip to see a performance of Hamilton at XYZ Playhouse."

Detailed Description

Please elaborate on the sentence above and tell us more about what you're hoping to do:
What is the goal or purpose of your project?
Describe your programming and activities 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 interpretive sciences?

250 character limit includes letters and spaces.

Audience

Who is your intended audience for this project? What grade(s) and classroom(s) are you working with?

500 character limit includes letters and spaces.

Estimated Number of People Served

How many students do you estimate will engage with your project?

250 character limit includes letters and spaces.

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 "I don't know."

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.

Uploads

If you don't have a website or other social media presence where we can learn more about the specific festival, project, or activity that you are proposing, please upload fliers, posters, or other materials 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

Please provide estimated cash expenses for the project that will take place between September 1, 2024, and June 30, 2025.

To be eligible, the project must have a minimum project budget of \$5,000 in cash expenses (including all indirect costs and overhead). Enter your budget for the entire project, 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. 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 a 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 Creative Projects for Schools grants are \$5,000 regardless of overall project budget size

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

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

Acknowledgement

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.

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