

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:** SAMPLE Unincorporated Organization

****Doing Business As:**

****Physical Address:**

****Address 1:** 123 Main St

****Address 2:**

****City:** Boston

****State:** MA

****ZIP:** 02110

Mailing Address (if different):

Mailing Address 1: P.O.BOX 123

Mailing Address 2:

City: Boston

State: Massachusetts

ZIP: 02116

****Parent Organization:** Grant Seeking Organizations

Fiscal Agent: Legal Name of 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.

Unincorporated with Non-Profit Purpose

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.

Primary ContactName
primarycontact@test.com
123-456-7890

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: <https://unincorpgroup.com>

Facebook: <https://www.facebook.com/unincorpgroup/>

Twitter: <https://twitter.com/unincorpgroup>

Instagram: <https://www.instagram.com/unincorpgroup>

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.**

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 registered to do business in Massachusetts. For the purpose of this program, Massachusetts municipalities are also able to serve as an applicant's fiscal agent. See the [FAQs](#) for more information.

Fiscal Agent Organization Name

Legal Name of Fiscal Agent - [verify with fiscal agent](#)

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

00-0000000

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 an SOC or AGO listing. **If your Fiscal Agent is a city/town, provide the link to the city/town website.**

[https://corp.sec.state.ma.us/CorpWeb/CorpSearch/CorpSummary.aspx?
sysvalue=PASTE_THE_COMPLETE_URL](https://corp.sec.state.ma.us/CorpWeb/CorpSearch/CorpSummary.aspx?sysvalue=PASTE_THE_COMPLETE_URL)

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 who can sign contracts.

FA CAS

Fiscal Agent Contract Signatory Phone

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

Fiscal Agent Contract Signatory Email

FACAS@fiscalagent.com

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.

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

Fiscal Agent 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.

FA CAOdifferent

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.

FACA0@fiscalagent.com

Attestation

I attest that the Non-Profit or Massachusetts municipal organization listed here agrees to act as the legal and contractual representative of our unincorporated group. Grantees using a fiscal agent will not be paid directly, the fiscal agent will complete the contract and receive the payment on the grantees' behalf.

Project Information

Name of Festival, Project, or Activity

Maximum of 85 characters, includes spaces and punctuation.

Project Discipline

Please select the option that best matches your proposal.

Please Select: Dance; Music; Opera/Musical Theatre; Theatre; Visual Arts; Design Arts; Crafts; Photography; Media Arts; Literature; Interdisciplinary; Folk/Traditional Arts; Humanities; Multidisciplinary; Science

Festival, Project, or Activity 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.

Please select the option that best matches your proposal.

Single Event/Concert/Performance/Reading
Ongoing Series/Exhibition
Fair/Festival
Class/Lesson/Workshop
Public Art/Installation
Other project or activity

Is your organization the primary producer of this festival, project, or activity?

For example, a band performing at a larger festival would not be the primary producer; the organization hosting the festival would be the primary producer. Organizations may apply to take part in someone else's festival, however each activity/festival/project will only be funded once per cycle. If the festival producer or other entities apply for activity at the same festival or event, your organization may not receive funding.

Please Select: Yes, No, or Other

If "No" or "Other" is selected, answer "Who is the Primary Producer?"

Who is the Primary Producer?

Please list the primary producer of the festival or activity, and the name of the larger festival/event (if applicable). If you selected "Other," please explain.

Beginning Date

When will the public component of the festival, project, or activity start? To be eligible, the majority of your public activity must take place between July 1, 2024 and June 30, 2025. If you don't know yet, provide your best estimate.

Ending Date

When will the public component of the festival, project, or activity end? To be eligible the majority of your public activity must take place between July 1, 2024 and June 30, 2025. If you don't know yet, provide your best estimate.

Please note – grant announcements for this program are anticipated in September 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)

Maximum of 250 characters, includes spaces and punctuation.

Description

If your organization 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 festival, project, or activity 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 in Springfield, MA." ... "to support the Winter Wonderland Arts Stroll in Wayland." ... "for a project to enhance downtown Otis with a mural by local artists."

Maximum of 150 characters, includes spaces and punctuation.

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, festival, or activity? Please describe your programming and activities with as much specificity as you can at this time.

Maximum of 750 characters, includes spaces and punctuation.

Negative number in red means you exceed the character limit. (-22) means remove 22 characters.

If you exceed the character limit, you will not be able to submit the application.

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

Maximum of 250 characters, includes spaces and punctuation.

Who is your intended audience for this festival, project, or activity? How will it be promoted to that audience?

To be eligible, the festival, project, or activity must be publicly available and/or community-based. For this program, “publicly available” means any cultural activity that is available to the general public by paid or free admission. “Community-based” means any cultural activity that focuses on serving the needs of

a geographic community, ethnic heritage, or cultural tradition and may include events, education, performances, conservation, or cultural revitalization efforts, or portions of the general public requiring specific accommodations (i.e. seniors in care centers, incarcerated individuals, people with disabilities, people in recovery programs, etc.).

Maximum of 500 characters, includes spaces and punctuation.

How many people do you estimate will benefit from/engage with your festival, project, or activity?

Maximum of 250 characters, includes spaces and punctuation.

Public Service and Inclusion

Public service and inclusion are central to the mission of the Mass Cultural Council. How does your festival, project, or activity provide public benefit with these values in mind?

Public Service: Mass Cultural Council serves the Commonwealth and all who live, work, visit, and play here by amplifying creativity, providing resources, expanding relationships, and championing transformational changes that maintain and grow a thriving creative and cultural ecosystem.

Inclusion: Mass Cultural Council works to build a diverse and equitable creative and cultural sector in the Commonwealth, ensuring that all who practice and participate in creative and cultural expression see themselves in it.

Maximum of 500 characters, includes spaces and punctuation.

Will your project or festival be entirely free to participants?

Select "Yes" if there will be no admission charged for the festival or project. A festival charging for food and/or vendors counts as being entirely free and you should select "Yes".

If certain components will be free to everyone, i.e. if entry to the fairgrounds is free, but there is a fee to attend any events or performances, please select "No."

If your festival or project is free only to certain populations (i.e. under 18 free), please select "No."

Please Select: Yes, To Be Determined, No

Optional explanation of pricing:

Maximum of 500 characters, includes spaces and punctuation.

Describe the steps you will take to ensure the project or festival 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.

Maximum of 500 characters, includes spaces and punctuation.

Where will your festival, project, or activity take place?

To be eligible, the festival, project, or activity must take place in Massachusetts, whether in person or virtually. Enter the name(s) of the venue(s) or place(s) where the project, festival, or activity will happen. If virtual, write "Virtual." If you don't know yet, write what you're considering (i.e. town name, region) or "To Be Determined."

venue(s) or place(s)

Festival/Project Location City/Town

In which city or town will most of your festival, project, or activity happen?

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.

Please Select: On-line Only, Multiple Cities/Towns;To Be Determined; City/Town

Optional explanation of location

Maximum of 250 characters, includes spaces and punctuation.

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.

For example: <https://www.instagram.com/unincorpgroup/THEPROJECT>

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 festival, project, or activity that will take place between July 1, 2024, and June 30, 2025.

To be eligible, the festival, project, or activity must have a minimum project budget of \$2,500 in cash expenses (including all indirect costs and overhead). Enter your budget for the entire festival, project, or activity, 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.

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.

Cash Expenses	Description	Amount
Salaries/Fees: Artists/Humanists/Scientists	Click the plus button to add an expense line item.	\$0.00
Salaries/Fees: Administrative	Select the line item you need, provide a description and enter the dollar amount of the estimated expenses.	\$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
Communications		\$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
Must have a minimum project budget of \$2,500 in cash expenses (including all indirect costs and overhead).		\$0.00

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

Please note Festivals & Projects grants are \$2,500 regardless of overall project budget size.

Maximum of 500 characters, includes spaces and punctuation.

Negative number in red means you exceed the character limit. **(-22)** means remove 22 characters.

If you exceed the character limit, you will not be able to submit the application.

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.

Maximum of 500 characters, includes spaces and punctuation.

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:

Funding History

Applicant organizations that have not received grant funding directly from Mass Cultural Council in the last three fiscal years (FY24, FY23, FY22), or that are applying for the first time. **Below you will see the information we have on file for your organization, for FY24–FY22.**

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

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](#).

Is 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 at the same time as submitting this application.

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.

No

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](#).

We strongly recommend applicants seeking to participate submit their form before submitting this application.

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

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: I agree