

## Applicant Information

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### Applicant Organization Information

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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:** 1 Main Street

**Address 2:**

**City:** Springfield

**State:** MA

**ZIP:** 01036-8901

**Mailing Address (if different):**

**Mailing Address 1:**

**Mailing Address 2:**

**City:**

**State:**

**ZIP:**

**Parent Organization:** Grant Seeking Organizations

**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.

## Grants Management System Legal Status

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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 Note feature on the left to contact a Mass Cultural Council staff person for help.

Please Select

## Primary Contact

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Review the applicant information. 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.

Unincorporated Grouptest  
Evelynnellum@comcast.net  
617-234-5666  
1 Main Street  
MA 01144

## Contract Authorized Signatory Information

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

## Contract Signatory

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First and last name of person who will sign the contract

## Contract Signatory Title

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## Contract Signatory Phone

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## Contract Signatory Email

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## Website and Social Media

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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.

## Project Information

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### Name of Festival, Project, or Activity

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### Project Discipline

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### Beginning Date

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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, 2023 and June 30, 2024. If you don't know yet, provide your best estimate.

### Ending Date

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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, 2023 and June 30, 2024. If you don't know yet, provide your best estimate.

**Optional explanation of dates: (500 characters)**

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**Description**

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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. Please provide a concise one-sentence description of the festival, project, or activity including name and location by completing this sentence, "This is a grant of financial assistance..."

Examples: ... "for Dance Fest '24 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."

**Please elaborate on the sentence above, and tell us more about what you're hoping to do.**

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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.

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

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

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To be eligible, the festival, project, or activity must be intended for and promoted to members of the general public OR intentionally serving portions of the general public requiring specific accommodations. (i.e. seniors in care centers, incarcerated individuals, persons with disabilities, persons in recovery programs, etc.) Projects benefiting any private individual or group are ineligible.

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

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**Will your festival, project, or activity be free to the public?**

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**Optional explanation of pricing:**

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**Describe the steps you will take to ensure the festival, project, or activity 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. For more information on expectations and best practices, see our [Access Policy](#), and/or contact [charles.baldwin@mass.gov](mailto:charles.baldwin@mass.gov).

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

Enter the name(s) of the venue(s) or place(s) where the project, festival, or activity will happen. If virtual, write "Online Only." If you don't know yet, write what you're considering (i.e. town name, region) or "To Be Determined."

**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 will 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.

**Optional explanation of location**

## Optional Links

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If you have URLs, web pages, or links for this specific festival, project, or activity (in addition to the ones listed in the Applicant Information tab) that provide additional information about your programming, you are welcome to share them here:

## Optional Uploads

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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, you are welcome to upload fliers, posters, or other materials here:

## Budget

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Please provide estimated cash expenses for the festival, project, or activity that will take place between July 1, 2023, and June 30, 2024.

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).

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."

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 Festivals & Projects grants are \$2,500 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.

## Prioritization Factors

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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

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Applicant organizations that have not received grant funding directly from Mass Cultural Council in the last three fiscal years (FY23, FY22, FY21), or that are applying for the first time. Below you will see the information we have on file for your organization, for FY23–FY21.

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 here or call or email program staff directly.

**Received at least one grant in the past three fiscal years**

No

**BIPOC-Centered Self-Identification**

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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

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 their Festivals & Projects 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 the Festivals & Projects program.

Yes

**Participation in Card to Culture**

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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 designation submit their form at the same time as submitting their Festivals & Projects application.**

### Current Participant in Card to Culture?

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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 the Festivals & Projects program.

No

## Acknowledgement

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### 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. Click on the Home button to return to your home portal."**

**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.

Authorized Signature

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