

Applicant Information

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

Attestation

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

Applicant Organization Information

****Legal Name:** Massachusetts Cultural Council****Doing Business As:** Mass Cultural Council****Physical Address:******Address 1:** 10 St. James Avenue 3rd Floor****Address 2:******City:******State:** MA****ZIP:** 02116-3813**Mailing Address (if different):****Mailing Address 1:****Mailing Address 2:****City:****State:****ZIP:******Parent Organization:** Example Parent Organization

Need Corrections? If any of the above 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.

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 (**required for Cultural Affiliates**), 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.

Example Legal Status

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.

Grants Team
grants.team@mass.gov
123-456-7890
10 St James Ave
Boston MA 02116

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://massculturalcouncil.org/>

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

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.

Contract Information

If awarded a grant, Mass Cultural Council will send contract 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.

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

CAS Name

Contract Signatory Title

CAS Title

Contract Signatory Phone

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

123-456-7890

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.

grants.team@mass.gov

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.

CAO 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.

grants.team@mass.gov

Organizational Overview

Answer the questions below to give an overview of your organization's mission and programming.

If your organization is a Cultural Affiliate (a program that operates within a larger parent organization that is not itself eligible to apply to this program) answer these questions on behalf of the Cultural Affiliate, not the parent organization, unless specifically directed.

Primary Mission or Purpose

Please enter your mission statement or statement of purpose below.

To be eligible for funding, your organization's primary mission or purpose must be to create and/or present cultural activities, or provide services to the cultural sector in the arts, humanities, and/or interpretive sciences.

Example

Core Programming

Describe your organization's annual core programmatic work (not administrative).

This should be your organization's work that is publicly available, or intentionally serving a specific portion of the general public. This information should be "evergreen" – broadly defined programs, not specific titles of exhibits, performances, or workshops.

Example

Does all of your core programmatic work take place in Massachusetts?

No

How do you determine that over 50% of your core programmatic work takes place in Massachusetts?

(This could be a calculation of the location of total performances, hours of programming, a ratio of expenses, or other. Explain your reasoning behind how you arrive at your conclusion.)

Example

If you are a Cultural Affiliate with Parent Organization

Please enter the mission statement or statement of purpose for your parent organization below.

Example

Application Narrative

Through this program, we aim to support cultural organizations that celebrate, preserve, and inspire creativity, and use the arts, humanities, and/or interpretive sciences to support transformational change and strengthen communities. All of the narrative sections below are reflective of Mass Cultural Council's values and vision.

Mass Cultural Council Values

Creativity: Mass Cultural Council believes that creativity is the key to solving many of society's concerns and advancing this asset helps to make the Commonwealth a preeminent place in the nation for it to thrive.

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.

Vision: Mass Cultural Council envisions a diverse creative and cultural sector that is valued as essential in the Commonwealth.

Equitable Practices

Mass Cultural Council seeks to support organizations making that vision happen, by ensuring diversity, equity, and inclusion in their external and internal work. Equitable practices include but are not limited to access work, financial accessibility, racial equity, anti-racism work, decolonization, gender parity, and pay equity.

Applicants will show how they have worked to incorporate equitable practices that make their organization and its programming accessible to, and reflective of their communities, both externally (through their organization's publicly available programming or work) and internally (through their practices, policies, membership, employment, etc.).

See the [FAQ](#) for more guidance on this criteria.

How does your organization incorporate equitable practices externally?

Give us examples of specific programs, projects, initiatives, or services that show how your organization understands and works toward diversity, equity, and inclusion. These examples should focus on your publicly available programming or work, and not any internal practices or policies.

Example

How does your organization incorporate equitable practices internally?

Give us examples of specific practices, policies, programs, initiatives, partnerships, or projects that show how your organization understands and works towards diversity, equity, and inclusion. These examples should focus on your internal practices and policies, and not your publicly available programming.

Example

Accessibility Coordinator

Accessibility Coordinators are required by Section 504 of the Rehabilitation Act of 1973 and may be an independent contractor, or a current member of your staff or board. This should be the person at your organization who has primary responsibility for policies and questions regarding access and accommodations for people with disabilities.

Accessibility Coordinator Name (First and Last)

Accessibility Coordinator

Accessibility Coordinator Title

Title

Accessibility Coordinator Email

grants.team@mass.gov

Support Massachusetts' artists, humanists and scientists

Mass Cultural Council seeks to support organizations who are making that vision happen by providing support to Massachusetts' artists, culture bearers, creative practitioners, humanists, and/or scientists.

Applicants will demonstrate how they support creative individuals in Massachusetts, offering opportunities for creative expression, sustainable employment, education, service to the field, and other actions that enable creative individuals and organizations to thrive in Massachusetts. Examples may include but are not limited to employment or volunteer opportunities, service organizations (entities that primarily provide services to assist or promote the arts and/or arts organizations), acting as a fiscal agent, emerging artists programs, professional development programs, artist residencies, training programs, and providing a space, platform, or showcase to exhibit, produce, or perform creative work.

See the [FAQ](#) for more guidance.

What does your organization do that intentionally supports Massachusetts' artists, culture bearers, creative practitioners, humanists, and/or scientists?

Give us examples of specific programs, projects, initiatives, or services, and describe how they maintain and grow a thriving creative and cultural ecosystem.

Example

What portion of your organization's programming or work intentionally features, presents, showcases or hires Massachusetts' artists, teaching artists, culture bearers, creative practitioners, humanists, and/or scientists? How did you calculate this?

This could be a calculation of organizational expenses dedicated to programs that serve Massachusetts' artists, teaching artists, culture bearers, creative practitioners, humanists, scientists; a ratio of the opportunities that exist; the number of performances and exhibitions that feature Massachusetts' artists, teaching artists, culture bearers, creative practitioners, humanists, scientists; or other. Explain your reasoning behind how you arrive at your conclusion.

Example

Additional Narrative

For the following section, applicants are asked to choose one of two narrative sections. Please read the descriptions below and select the avenue that best aligns with the work of your organization. Only the section that you select will be reviewed. Please see the [FAQ](#) for more guidance.

Advance the Cultural Sector

Applicants will show how their work advances the sector. This can be through service to the sector, pushing the boundaries of their discipline, developing new work, advancing the next generation of practitioners, economic development and placemaking, supporting unique forms, including work, partnerships, and collaborations at the intersection of culture and other issues such as healthcare, social justice, or other.

Engage the Community Deeply and Authentically

Applicants will show an understanding of the communities they are serving and demonstrate how their work and internal practices reflect the needs, voices, and identities of those communities. This can be through partnerships and community connection; opportunities for community engagement, participation, and input; filling unique community needs; providing hands-on experiences; providing culturally specific programming or services.

Please select the section that best suits your organization's work.

Only the section that you select will be reviewed.

Advance the Cultural Sector

Advance the Cultural Sector Question 1

**In this example, the questions under
Advance the Cultural Sector are displayed.
See page 15 for alternate questions.**

How does your organization's mission, vision, and/or purpose relate to innovating, enhancing and expanding creativity, and/or creating transformational change within the cultural sector?

Please describe your organization's role in contributing to the advancement of the cultural sector. This should be a broad overview of your organization's role in and vision for this work, rather than a description of specific programs and initiatives.

Example

Advance the Cultural Sector Question 2**What work and/or programming does your organization do that advances the cultural sector?**

Give us examples of specific programs, projects, initiatives, services, practices, or strategic partnerships, and describe how they have had a transformative impact on advancing creativity and/or cultural growth and development. These examples should support the broad overview of your organization's role as described above.

Example

Financial Reporting**Cultural Affiliate Financial Documentation**

In this example, financial reporting requirements for Cultural Affiliates are displayed.

Most Recent Year Total Expenses

Most Recent Year total expenses (Form 990: Part 1, line 18. Form 990EZ: Part I, line 17)

Note for Cultural Affiliates: provide the total expenses from your internal financial reports which should match the expense reporting form for this application.

Enter full dollar amount without decimals.

\$50,000

Length of Fiscal Years

Are any of these tax forms or financial reports for partial (non-12-month) fiscal years? (Are there fewer or more than 12 months in the reported period? This may be the case if you changed your fiscal year end date.)

Yes

Which year(s) were not 12 months?

This could mean more than, or less than 12 months

- FY20
- FY21
- FY22
- FY23

Cultural Affiliate Budget

Section 1: Expenses	FY23	FY22	FY21
Salaries, benefits, and other compensation	\$0.00	\$0.00	\$0.00
Professional fees and other payments to independent contractors	\$0.00	\$0.00	\$0.00
Occupancy, rent, utilities, and maintenance	\$0.00	\$0.00	\$0.00
Marketing and fundraising expenses	\$0.00	\$0.00	\$0.00
Program/production expenses	\$0.00	\$0.00	\$0.00
Grants Made (Local Cultural Councils ONLY)	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00
Section 2: Income	FY23	FY22	FY21
Earned Revenue (admission sales, sales of inventory, fees for services)	\$0.00	\$0.00	\$0.00
Contributed Revenue (contributions from individuals, grants, fundraising events)	\$0.00	\$0.00	\$0.00
LCC Allocation (Local Cultural Councils ONLY)	\$0.00	\$0.00	\$0.00
Revenue from the Parent Organization	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00

Please select the section that best suits your organization's work.

Only the section that you select will be reviewed.

In this example, the questions under Engage the Community Deeply and Authentically are displayed.

Engage the Community Deeply and Authentically

Engage the Community Deeply and Authentically Question 1

What community or communities does your organization intentionally serve and engage? Describe the unique characteristics and needs of this community or communities.

Please describe the specific communities—whether they are defined by geography, shared interests or artistic practices, culture, demographic characteristics, or other unique features—that your organization prioritizes in its mission, vision, and/or programming. This description should emphasize the clarity and depth of understanding of the community you serve.

Example

Engage the Community Deeply and Authentically Question 2

How does your organization reflect and incorporate the needs, wants, interests, and identities of the community it serves?

Describe the specific ways in which your organization keeps up with any changes in the community, and how you use that information to inform your work and/or programming.

Example

Financial Reporting

Financial Documentation Instructions

In this example, financial reporting requirements for Nonprofits are displayed.

Nonprofit organizations: The applicant is required to upload a single pdf of the IRS form 990 or 990EZ for each of the three most recently completed full 12-month fiscal years. For most organizations, this will be FY23, FY22, FY21. Some organizations will need to upload FY22, FY21, FY20. Fiscal years are referenced by their end date or end year. For example, to reference an organization's fiscal year, you may say, "FY23", or "fiscal year ending June 30, 2023."

Most Recent Fiscal Years (Choose 3)

Tell us which three fiscal years your organization most recently completed:

- FY23
- FY22
- FY21
- FY20

Most Recent Fiscal Year End Date

What is the end date of your most recently completed fiscal year?

2023-12-31

Most Recent Year Total Expenses

Most Recent Year total expenses (Form 990: Part 1, line 18. Form 990EZ: Part I, line 17)

Note for Cultural Affiliates: provide the total expenses from your internal financial reports which should match the expense reporting form for this application.

Enter full dollar amount without decimals.

\$50,000

Most Recent Fiscal Year PDF

Upload a single PDF of the IRS form 990 or 990EZ of your most recently completed fiscal year. This must correspond to the year end date you entered above.

Previous Fiscal Year 1 PDF

Upload a single PDF of the IRS form 990 or 990EZ of the previous fiscal year.

Previous Fiscal Year 2 PDF

Upload a single PDF of the IRS form 990 or 990EZ of the next previous fiscal year.

Length of Fiscal Years

Are any of these tax forms or financial reports for partial (non-12-month) fiscal years? (Are there fewer or more than 12 months in the reported period? This may be the case if you changed your fiscal year end date.)

Yes

Which year(s) were not 12 months?

This could mean more than, or less than 12 months

- FY20
- FY21
- FY22
- FY23

Fiscal Sponsor/Agent?

Does your organization act as a fiscal sponsor/fiscal agent for other programs?

A fiscal sponsor is a nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects that do not have their own tax-exempt status.

Yes

Fiscally Sponsored Programs Financial Information

Are the income and expenses of your fiscally sponsored programs included in the income and expenses that are reported on your 990 (Part I, line 18) or 99EZ (Part I, line 17)?

Yes

Fiscally Sponsored Programs Expenses

Total annual expenses for your fiscally sponsored Programs.

Enter full dollar amounts without decimals.

Enter \$0 for the year you are not reporting.

FY23: \$0

FY22: \$0

FY21: \$10,000

FY20: \$0

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 here or call or email program staff directly.

Received at least one grant in the past three fiscal years

Yes

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 designation submit their form at the same time as 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

Additional Information

In an effort to better understand and serve organizations through our suite of organizational grant programs, please tell us a little more about your organization.

Facility Ownership or Long-Term Lease

Does your organization own a facility, or have a long-term lease (5 years or more) where you are responsible for maintenance and capital improvements?

Yes

Programs for Young People

Does your organization run programs that are designed to educate and build connections for young people (ages 4-23) to the arts, humanities, and/or interpretive sciences?

Yes

Programs for Young People: Primary Mission

Is this your organization's primary mission?

Yes

Performing Arts

Does your organization program, present, and/or produce performing arts?

Performing arts are types of art that are presented live for an audience; examples include dance, opera, musical theater, theater, folk/traditional dance, comedy, and/or music.

Yes

Performing Arts Disciplines

Please select all of the performing arts disciplines that your organization programs, presents, and/or produces live for audiences.

- Dance: ballet, ethnic-folk inspired, jazz & modern
- Opera/Musical Theatre: opera and musical theatre
- Music: band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, & orchestral
- Theatre: general, mime, puppet, comedy, theatre for young audiences & storytelling as performance
- Folklife/Traditional: Folklife/Traditional Dance, Folklife/Traditional Music & traditional performance storytelling
- Other

Performing Arts Expenses

What amount of your organization's total expenses (including overhead) are spent on the performing arts?

Enter the full dollar amount without decimals.

\$2,500

Touring Shows or Artists

Does your organization present or feature touring shows or artists in any of its performing arts programming? A touring show or artist is defined as a performer, group, or show that travels to different towns, cities, states, or countries in a pre-planned route for a series of live performances.

Yes

Touring Shows or Artists Booking

How does your organization find and/or book touring shows or artists?

Please select all that apply.

- An Artist Roster (such as Pollstar, Bands in Town, Songkick, etc.)
- A dedicated Booking Manager, Programmer, or similar position on staff
- A third-party Programmer, Booking Manager or Production Company
- Direct outreach or inquiries from the touring artist
- Other

Number of Touring Shows or Artists

How many touring shows or artists did your organization present or feature in the last year?

Example

Touring Shows or Artists Examples

Please provide 3-5 examples of touring shows or artists your organization has presented or featured in the past 5 years.

Example

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 form is true and correct to the best of my knowledge.

Attestation: I agree