

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 Company

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: Grant Seeking Organizations

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. **Cultural Affiliates are required to have a Parent Organization.**

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:** 123 1st St**Address 2:****City:** Leominster**State:** MA**ZIP:** 01453-6003**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: <https://www.facebook.com/anonprofit>

X/Twitter: <https://twitter.com/anonprofit>

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

Need to make corrections?

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

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

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

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

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.

To avoid delays in the contracting process, you must provide two different contacts below. The same person cannot serve as both the Authorized Signatory and Authorized Officer.

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.govEXAMPLE

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.

This must be a different person than the Authorized Signatory.

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.govEXAMPLE

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 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

Application Narrative

Through this program, we aim to support cultural organizations that celebrate, preserve, and inspire creativity, and use the arts, humanities, and/or 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 works to invest financial, programmatic, and informational resources equitably. It also provides leadership to repair, heal, and build toward a cultural sector where racial diversity flourishes, decolonization of art and the cultural sector is achieved, and inclusion and belonging is the norm. Massachusetts' communities, residents, and visitors benefit from robust diversity in the cultural sector, without which the Commonwealth cannot continue to thrive. A vision of the world that honors a breadth/variety of perspectives makes for a richer and more productive cultural sector.

Mass Cultural Council seeks to support organizations making that vision happen by ensuring diversity, equity, inclusion, and access. We ask organizations to describe their efforts in both their public-facing programs, projects, initiatives and services, and in their governance, employment, and administrative practices. This means not just the removal of barriers, but the active and deliberate efforts to engage with, include, represent, and value all Massachusetts residents.

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

Describe your organization's learning journey around diversity, equity, inclusion, and access, and what goals, if any, you have developed.

We are asking this question to help us understand where your organization is in this journey, and to see your responses to the following questions within this context. Every organization is different, and we recognize that advancing equity is an ongoing process that can be challenging. We appreciate your honest reflections.

Example

How does your organization ensure diversity, equity, inclusion, and access in its governance, employment, and administrative practices?

Share specific examples of how your organization creates a fair and inclusive environment for your staff, members, volunteers, or collaborators. These could include but are not limited to:

1. Transparent and equitable hiring and employment policies and practices — including volunteers and members (ex. recruitment, pay transparency and equity, anti-discrimination or harassment policies, internal accommodation requests, etc.)
2. Inclusive and representative leadership (ex: board, advisory council, executive leadership, etc.)
3. Evidence of ongoing learning (ex: trainings, feedback mechanisms, etc.)

Please focus on your internal work rather than your public programming.

Example

How does your organization ensure diversity, equity, inclusion, and access in its public-facing programs, projects, initiatives and services?

Share specific examples of your organization's active and deliberate efforts to engage with, include, represent, and value all Massachusetts residents. These could include but are not limited to:

1. Equity of Access: Barrier removal and proactive outreach (ex. financial access, transportation initiatives, intentional and effective communications, access work – physical and digital, etc.)
2. Equity of Participation: Intentionally creating opportunities for connection and inclusion (ex: involvement in decision-making, pathways to contribute to and shape programming, partnerships with organizations that reflect community needs and interests, etc.)
3. Equity of Representation: Creating inclusive programming that reflects the diversity of the Commonwealth (ex: showcasing work from underrepresented communities, content that highlights diverse identities, traditions, and lived experiences, etc.)

Please focus on your public programming rather than your internal policies and procedures.

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)

Example

Accessibility Coordinator Title

Example

Accessibility Coordinator Email

Example

Support Massachusetts' artists, humanists and scientists

Mass Cultural Council seeks to support organizations that benefit Massachusetts' artists, culture bearers, creative practitioners, humanists, and/or scientists.

We are looking for how your organization intentionally engages and benefits Massachusetts' practitioners in the sector, rather than how you benefit audiences, visitors, and/or k-12 students.

Ways that your organization engages, supports, and benefits practitioners could include employment and volunteer opportunities, mentorships, professional development, artist/scientist in residence programs, fiscal sponsorships, workspace availability (rehearsal, performance, studio, exhibition, lab space, shared office, etc.).

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

What does your organization intentionally do to engage and benefit individuals doing work in the arts, humanities, and sciences?

Provide an overview of how your organization does this work with specific examples of programs, projects, initiatives, and services. Describe how this work and the examples provided intentionally benefit and engages artists, culture bearers, creative practitioners, humanists, and/or scientists.

Example

What percentage of the artists, culture bearers, creative practitioners, humanists, and/or scientists engaged and benefited by your work, as described in the previous question, live in Massachusetts?

We are looking for how Massachusetts' practitioners are represented in your organization's programs, projects, initiatives, and services, rather than how you benefit audiences, visitors, and/or K-12 students.

90-100%

Please describe how you arrived at that percentage:

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

Mass Cultural Council seeks to support organizations that advance the sector. We are looking for how your organization intentionally expands and transforms the cultural sector, which can be through your own programs, projects, initiatives and services, or through partnerships and collaborations. Ways that your organization expands and transforms the role of the cultural sector could include:

- **Cross-disciplinary work** – Bringing the cultural sector into other fields or vice versa (e.g., integrating arts with healthcare, economic development, workforce training, and/or climate resilience).
- **Innovative work** – Reimagining how work is done within a specific field or discipline, moving beyond conventional models.
- **Transformational impact** – Shifting the entire sector or field in a way that becomes a model for others (e.g., advocacy, policy work, sector leadership).

Engage the Community Deeply and Authentically

Mass Cultural Council seeks to support organizations that engage their community deeply and authentically. Community can be defined by geography, shared interests or artistic practices, culture, demographic characteristics, or other unique features. We are looking for your organization to have a clear understanding of the community that you serve and to demonstrate how you are responsive to the needs, voices, and identities of those communities. Ways that your organization engages community deeply and authentically could include:

- **Community integration** – Demonstrating partnerships and connection; opportunities for community engagement, participation, and input; intentionally having the makeup of your organization reflect the community you serve.
- **Participatory engagement** – Creating opportunities for community members to actively create or contribute to the creation of art, humanities, or sciences.
- **Filling a unique need** – Offering programs or services that are not otherwise available in the community, offering culturally specific programming, services not otherwise available, or being the only organization of its kind in the area.

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 for Advance the Cultural Sector are shown, only organizations who select this section will be required to answer these questions. Please see the next example for the questions relating to the section Engage the Community Deeply and Authentically.

Advance the Cultural Sector

Advance the Cultural Sector Question 1

Please describe your organization's vision for advancing the cultural sector. What is your intended change or impact?

This should be a description of your vision and goals, not simply a restatement of your mission statement. This is not a description of specific programs, projects, initiatives or services.

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

End of questions specific to Advance the Cultural Sector section.

In this example the questions for Engage the Community Deeply and Authentically are shown, only organizations who select this section will be required to answer these questions. Please see the previous example for the questions relating to the section Advance the Cultural Sector.

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? What are their unique characteristics and needs, and how do you know?

Community can be defined by geography, shared interests or artistic practices, culture, demographic characteristics, or other unique features. Please describe how your organization defines its “community.” Explain the specific ways your organization gathers input and stays informed about the community. This could include methods such as community surveys, partnerships, regular feedback sessions, or other forms of direct engagement that ensure community voices are heard and integrated into your work.

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 through its programs, projects, initiatives and services?

Give us examples of specific programs, projects, initiatives, services, practices, or strategic partnerships that demonstrate how your organization is responsive to the needs, voices, and identities of the community/ies described above.

Example

End of questions specific to Engage the Community Deeply and Authentically section.

Financial Reporting

In this example the Financial Reporting instructions for Nonprofits are shown, only Nonprofit organizations are required to complete this section. For Cultural Affiliate Instructions, please see the next example.

Financial Documentation Instructions

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 FY24, FY23, FY22. Some organizations will need to upload FY24, FY23, FY22. Fiscal years are referenced by their end date or end year. For example, to reference an organization's fiscal year, you may say, "FY24", or "fiscal year ending June 30, 2024."

For IRS form 990, upload Parts I through X (balance sheet).

For IRS form 990EZ, upload page 1 and 2.

Most Recent Fiscal Years (Choose 3)

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

☐ FY24

☐ FY23

☒ FY22

☐ FY21

Most Recent Fiscal Year End Date

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

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.

Drop files here or browse files

Maximum file size: 5 MB | Maximum number of files: 1 | Uploaded file will be renamed to: FY26-CI-OGO-Example_Test Company_3_Financials | Allowed file types: PDF

Previous Fiscal Year 1 PDF

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

Drop files here or

Maximum file size: 5 MB | Maximum number of files: 1 | Uploaded file will be renamed to: FY26-CI-OGO-Example_Test Company_3_Financials | Allowed file types: PDF

Previous Fiscal Year 2 PDF

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

Drop files here or browse files

Maximum file size: 5 MB | Maximum number of files: 1 | Uploaded file will be renamed to: FY26-CI-OGO-Example_Test Company_3_Financials | Allowed file types: PDF

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

☐ FY21

☐ FY22

☐ FY23

☐ FY24

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 taxexempt 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 990EZ (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.

FY24: \$0

FY23: \$5500

FY22: \$0

FY21: \$0

End of specific Nonprofit Financial Documentation Instructions section.

In this example the Financial Reporting instructions for Cultural Affiliates are shown, only Cultural Affiliate organizations are required to complete this section. For Nonprofit Instructions, please see the previous example.

Cultural Affiliate Financial Documentation

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

- ☐ FY21
- ☐ FY22
- ☐ FY23
- ☐ FY24

Cultural Affiliate Budget

Section 1: Expenses	FY24	FY23	FY22
Salaries, benefits, and other compensation	\$1.00	\$0.00	\$0.00
Professional fees and other payments to independent contractors	\$1.00	\$0.00	\$0.00
Occupancy, rent, utilities, and maintenance	\$1.00	\$0.00	\$0.00
Marketing and fundraising expenses	\$1.00	\$0.00	\$0.00
Program/production expenses	\$1.00	\$0.00	\$0.00
Grants Made (Local Cultural Councils ONLY)	\$1.00	\$0.00	\$0.00
Other	\$1.00	\$0.00	\$0.00
Total Expenses	\$7.00	\$0.00	\$0.00
Section 2: Income	FY24	FY23	FY22
Earned Revenue (admission sales, sales of inventory, fees for services)	\$1.00	\$0.00	\$0.00
Contributed Revenue (contributions from individuals, grants, fundraising events)	\$1.00	\$0.00	\$0.00
LCC Allocation (Local Cultural Councils ONLY)	\$1.00	\$0.00	\$0.00
Revenue from the Parent Organization	\$1.00	\$0.00	\$0.00
Other	\$1.00	\$0.00	\$0.00
Total Income	\$5.00	\$0.00	\$0.00

End of specific Cultural Affiliate Financial Documentation Instructions section.

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:

Arts and Culture Accessibility Self-Assessment

Applicants that complete the Arts and Culture Accessibility Self-Assessment and upload confirmation as part of the Operating Grants for Organizations application. The Assessment must be completed and uploaded to the Operating Grants application prior to the application deadline. Staff will review the confirmation after the application deadline.

Has your organization completed the Arts and Culture Accessibility Self-Assessment?

Yes, we have completed the Arts and Culture Accessibility Self-Assessment

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.

Applicant organizations that have not received **operating support grants from Mass Cultural Council** in the last three years (CIP Portfolio or CIP Gateway: FY25, FY24, FY23). 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.

Yes

Received at least one operating support 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

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. 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

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

Attestation: