

Applicant Information

Applicant Organization Information

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:

Doing Business As:

Physical Address:

Address 1:

Address 2:

City:

State:

ZIP:

Mailing Address (if different):

Mailing Address 1:

Mailing Address 2:

City:

State:

ZIP:

Parent Organization:

Fiscal Agent:

Please note, organizations are required to provide a 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.

Primary Contact

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.

Co-Applicant Invitation

If there is a co-applicant for this application, click on the button below to begin inviting the co-applicant. Co-applicants are optional. Co-applicants can edit and submit the application, and the final report (if you are awarded a grant). This is just an optional feature to allow you and your partner to work on these documents together. The co-applicant must have first registered in the grants management system in order to receive the invitation.

Prefix	First Name	Last Name	Email	Role	Status
<input type="text" value="Ms."/>	<input type="text" value="First"/>	<input type="text" value="Last"/>	<input type="text" value="example@example.com"/>	<input type="text" value="Co-Applicant"/> ▼	<input type="text" value="Draft"/>

Contract Manager Information

If awarded a grant, who will serve as contract manager for the grant?

Schools: Enter your school's principal here, they will sign the contract.

Individuals: Enter your own information here, the contract will be with you, and you will sign it.

Organizations: The contract manager is the person responsible for ensuring the contract and attachments are completed by the authorized signatory and that it is returned in a timely fashion.

Contract Manager

First and last name of person managing contract

Contract Manager Title

Contract Manager Phone

Contract Manager Email

Contract Manager Fax

Secondary Contact

The person who started the application on behalf of the school or the cultural partner (teaching artist/scientist/humanist or non-profit organization) is considered the primary applicant for this grant application. If there is an additional project contact at the same school or cultural partner, you can provide their information here.

Secondary Contact Name (first and last)

Secondary Contact Title

Secondary Contact Email

Secondary Contact Phone

School Information

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

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

Did you find the school listed above?

If **NO**, enter your school below.

Name of School

Provide the name of the school taking part in the residency that you were unable to find using the search feature above.

DESE Identification number

Please enter the school's [2022-2023 ESE School ID](#).

Cultural Partner Information

Cultural Partner: Name of teaching artist/scientist/humanist leading the residency

Enter the First and Last name. Individual applicants, please enter your name here. Organizations and schools enter the name of the person leading the residency here.

Cultural Partner Organization Name

If applicable. Individual applicants should leave this blank.

Cultural Partner Discipline

Please Select

Cultural Partner Phone

Cultural Partner Email

Have the school and the lead teaching artist/scientist/humanist worked together before?

Please Select

Are there additional Cultural Partners?

If Yes, answer below.

How many additional Cultural partners are there?

List the full name(s) of each additional Cultural Partner

(If using multiple Cultural Partners, they must be collaborating on the same residency.)

Residency Summary

Project Discipline

Please Select

Beginning Date

When does the residency start? To be eligible the residencies must start September 1, 2022 or later. Residencies that started before September 1, 2022 are not eligible.

Ending Date

When does the residency end? To be eligible the residency must end June 30, 2023 or earlier. Residencies that end after June 30, 2023 are not eligible.

Project Title

Description

Provide a description of the residency in 150 characters or less, by completing this sentence, "This school residency..." (Example: "brings three grades of Central Elementary School together to create a play with teaching artist Gale Rogers in order to celebrate difference.")

Residency is scheduled during: School hours, Afterschool hours

Please Select

How will the residency be delivered?

Please Select Fully in-person or Partially in-person or Fully remote

Grade level(s) of participating students involved

Select multiple grades [K-12].

Number of students directly involved in the residency (estimated)

Duration of Residency

Total number of days per classroom or group of students

Total number of days in school

Residency Description

Planning

Planning with the Cultural Partner

Planning Time is a critical step in developing a valuable and creative learning experience for the students. Each grant will include a \$250 stipend to pay the Cultural Partner for time spent planning with the school before and during the residency.

Briefly indicate which school representatives will be involved in the planning with the Cultural Partner, approximately when that will happen, and for how long they will meet/talk?

For example, The four 3rd grade teachers will meet with the Cultural Partner for one hour in-person one month before the residency, followed by a total of one hour of individual meetings during the residency.
(500 characters including spaces)

Learning Objectives

Student Learning Objective #1

Provide a brief description of one of the Top 2 Student Learning Objectives for this residency. Character limit is 250 including spaces for each learning objective.

Student Learning Objective #2

Provide a brief description of the other of the Top 2 Student Learning Objectives for this residency. Character limit is 250 including spaces for each learning objective.

Socially Conscious Learning Objective

What will students learn to prepare them to be positive contributors to their world? For example, does the residency help them connect with their own voice or with the world around them (such as their school, their community, environment, or another culture?)
(250 characters including spaces)

Overview and Details

Residency Overview

What is the goal of the residency? What will the cultural partner(s) be doing? What will the students be doing? What will the teacher(s) do before and after the residency to extend learning? (Note: descriptions of individual sessions belong in the next section.) If the residency involves more than one grade, identify the unifying theme and discuss how the grades will explore the same content. If the residency involves more than one teaching artist/scientist/humanist, describe how they will plan together before and during the residency. (2000 characters including spaces)

Residency Details

Detail what will happen in the residency sessions to show how the residency will achieve all three Learning Objectives listed above. If the residency is 10 sessions per classroom or less, detail each session. If the residency is more than 10 sessions per classroom, provide the detail by groups of sessions (for example, Sessions 1-3, Sessions 4-6, Sessions 7-9, Sessions 10-12, etc.) For each session (or group of sessions) tell us what the Cultural Partner will teach, what activities the students will do, and what the teacher(s) will do before and after the session(s) to extend the learning. (3300 characters including spaces)

Session Calculation

The session information should align with the responses provided within the Residency Description.

Please consider the following when preparing your answers:

- A session is the creative learning time when the Cultural Partner is working with students.
- One session is 30-75 minutes long and 80 -120 minutes equals two sessions.
- Additional sessions with the Cultural Partner are school assemblies, special afterschool sessions, etc

Session Calculation

The total number of sessions you calculate below determine the maximum grant award your residency is eligible for. If you have any questions, contact Diane Daily.

Number of classrooms or groups of students participating

Number of sessions per classroom or group of students

Number of additional sessions. Note: you can only count sessions if the Cultural Partner is present (if not applicable enter "0")

Total Number of Sessions

Click on Save Draft to calculate the total sessions.

0.0

Request

Amount Requested

Based on the number of sessions and planning stipend. Your grant request is calculated as
(Number of sessions X \$150) + \$250 planning stipend

Click on the Save Draft button to calculate the amount requested.

\$

Grant Amount (if approved)

The maximum grant amount is \$6,100. If your amount requested exceeds \$6,100 you will need to secure additional funds from another source if your residency is approved.

The minimum award amount is \$2,500. If your amount requested is below \$2,500 based on your session calculation, the smallest award you could receive is \$2,500 so you can plan your budget accordingly.

\$

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. 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
