

ACTON/BOXBOROUGH CULTURAL COUNCIL

THIS COUNCIL IS FUNDED BY THE



MASSACHUSETTS CULTURAL COUNCIL

P.O. Box 2291, Acton, MA 01720

www.actonboxboroughculturalcouncil.org

FY12 Grant Guidelines

***** DEADLINE: *****

**Grant applications must be postmarked on or before
Saturday, October 15, 2011**

Who we are:

The Acton-Boxborough Cultural Council (ABCC) is a volunteer committee comprised of residents from both communities. Through our grant cycle we support local public programs that promote access, education, diversity and excellence in the arts. All of our meetings are open to the public.

The grant process:

The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Mass Cultural Council through an annual appropriation by the state legislature. Each LCC is required to distribute these funds through a grant process. We receive applications for two kinds of grants: 1) LCC Grants that subsidize projects by individuals and groups; and 2) field trip Grants (formerly called PASS Grants) that help subsidize the cost of cultural field trips. We review each application and award funds based on the criteria set forth in this document. **The Council has limited funds and receives requests for more than we can fund. Failure to follow the guidelines in this document may disqualify your application.**

Application forms are available online at <http://www.massculturalcouncil.org/applications/lccapp.asp>

If you are planning to apply for a grant or have any questions, we encourage you to contact us at abccinformation@gmail.com or by mail at P.O. Box 2291, Acton MA 01720

Who can apply:

Eligible applicants for ABCC Grants (both LCC Grants and Field Trip Grants) include: individuals; private-nonprofit organizations; un-incorporated associations; schools; libraries, or other public agencies; and religious organizations. Current employees of school systems are not eligible to receive a grant for themselves.

What we can fund:

LCC Grants fund projects involving the study, pursuit, performance, exhibition, and enjoyment of the arts. Applications for humanities or interpretive science projects with an arts component will also be considered. **Field Trip Grants** subsidize the cost of admission for performances, tours and exhibits. A limited number of field trip grants may be awarded. *Transportation costs will not be covered by the field trip grant.* Please note that field trip grants require a specific field trip grant application. The Massachusetts Cultural Council has a separate program, Big Yellow School Bus, which provides grants for transportation for cultural field trips. See www.massculturalcouncil.org. Matching funds are strongly encouraged. Do not depend on ABCC grants for sole funding. You may use Cultural Council grants to leverage other grants, contributions or in-kind donations.

Funding Priorities and Grant Evaluation:

Applications are initially screened using the following criteria:

- **Specificity**—project **must** have a confirmed performance/exhibit date, audience, and venue. Applicants must provide a venue confirmation in the form of a letter or approved reservation form from the venue host.

- **Non-substitution**—Cultural Council funds are not intended to substitute, replace or relieve existing public funds for programs in the arts. Schools and libraries may only request funding for cultural enrichment activities that are led by outside artists, humanists or interpretive scientists. The cultural professional cannot be a current employee of the school system.

Applications will then be evaluated using all of the following criteria:

- Benefit to Acton and/or Boxborough residents
- Collaboration between and among artists and local institutions
- Artistic excellence (as reflected in resumes, letters, press, videos, other qualifying materials)
- Diversity of age groups, cultural backgrounds and artistic disciplines
- Originality
- Feasibility—ability of the applicant to carry out the project as proposed
- Maximum community/audience impact, including ratio of dollars spent to number served

Limitations:

- Projects for consideration must fall between October 15, 2011 and December 31, 2012.
- The ABCC will support fund-raising events for *arts organizations only*.
- Non-dependency for ongoing projects: Council funds are not intended to be used as the sole source of funding for artists or organizations with *ongoing* projects (e.g. annual concerts, annual art exhibits, etc.) Funding for annually recurring applicants or projects will only be considered for three consecutive years and at reduced levels.
- Costs for refreshments and transportation will not be funded
- Requests for Capital Expenditures – Applications to acquire, improve or maintain facilities or equipment used for cultural activities will be reviewed only under the following circumstances: 1) there must be a one-time or special need and long-term public benefit; 2) there must be a 2:1 match of funding (1 part ABCC grant and 2 parts from other sources); 3) applicants must respond to a list of supplemental questions – please contact us for this list. Capital expenses are defined as: items that have a life expectancy of more than three years and a monetary value of more than \$500. Examples include equipment, such as lighting or sound equipment, new construction or the renovation of a cultural facility. ** Schools, libraries and religious institutions or organizations are ineligible to apply for capital expenditures.

How to Apply:

Failure to correctly complete all the items requested will disqualify your application:

- Grant applications must be postmarked *on or before* Saturday, October 15th, 2011. ***No late applications will be accepted.***
- Applications must be typed.
- Budget form on the back of the application must be complete: **Your Total Project Expenses MUST EQUAL (=) Total Project Revenue.**
- Letters of commitment from any collaborating organization must be included.
- Confirmation of venue and date must be included.
- Supporting materials: Attach resume of individual or featured artists and administrative personnel when appropriate. Attach slides, samples, tapes or other supporting materials representative of the artists' work where appropriate. Include SASE if you would like any materials returned.
- Applications from sponsoring organizations should include a one or two paragraph description of the organization.

**Send all materials to:
ABCC Grants Coordinator, P.O. Box 2291, Acton, MA 01720**

Notification:

- **Disapproved applications:** All unsuccessful applicants will be notified in writing of the ABCC's decision beginning mid-December. Applicants whose proposals are rejected may request reconsideration by writing to the Council within 15 days of the date of their notification letter. An applicant may only request reconsideration of a Council decision on an application if the applicant can demonstrate that the Council failed to follow the published application and review process. Details about the reconsideration procedure will be included with all letters of disapproval.
- **Approved applications:** Approved applications are submitted to the Massachusetts Cultural Council for review. In rare instances the state may overturn or amend local decisions. Upon MCC approval, notification of all applicants receiving awards begins in early to mid- January.

If you receive an ABCC grant . . .

Publicity Requirement:

Once an application is approved, the group or individual MUST acknowledge ABCC funding by including the MCC logo and the following statement in all published materials and announcements (the ABCC will provide grantees with the MCC logo). This credit is required by the MCC and failure to comply may jeopardize future funding:

"This program is supported, in part, by a grant from the Acton-Boxborough Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency."

Changes to Approved Projects:

In cases where a project cannot be completed as originally outlined in the application, written notice must be given to the Council within the granting period. The Council reserves the right to withhold payment of the grant if these changes are unacceptable. Amendments and extensions will be reviewed on a case-by-case basis. In cases where a reduced award necessitates a change in the project, applicants may be asked to send a written description of their revised plan to the Council for approval.

Reimbursement:

Applicants are reminded that these grants are reimbursement grants. Grantees have one year from the date of their approval letter to complete their project BEFORE requesting reimbursement. Final reimbursement will not be made until the project is completed as originally proposed and approved, unless the Council has approved a modified project design or a mid-project "progress payment." You must document expenses by including invoices, receipts, contracts and/or canceled checks. Requests for reimbursement must also be accompanied by proof of ABCC acknowledgment (copies of school newsletter, concert program, press clippings, etc.). **Estimate a 4 to 6 week turnaround for reimbursement requests.**