2020 GRANT OVERVIEW

GRANT WORKSHOPS

Thursday – September 12, 2019 - 6:30 PM
Worcester City Hall, Levi Lincoln Conference Room, 3rd floor

Thursday – September 26, 2019 - 7:00 PM
Worcester PopUp, 20 Franklin St, 1st Floor, Worcester, MA 01608

QUESTIONS

The staff of the Worcester Cultural Development department are available for questions. They can be reached via phone at 508-799-1400 x31414 or email at ArtsCouncil@WorcesterMA.gov.

Last minute questions can be brought to the Worcester Arts Council’s (WAC) meeting on October 10, 2019 in the Esther Howland Chamber, Worcester City Hall, from 6:15 PM - 7:15 PM.

APPLICATION FORMS AND SUBMISSION

All applicants are required to complete an online application found at the Massachusetts Cultural Council (MCC) website or submit an official MCC approved Local Cultural Council application. Completed applications with supplemental materials must be received on or before the submission deadline of Tuesday, October 15, 2019.

Applications not completed online must be postmarked, hand-delivered by 3:00 PM or uploaded to the WAC dropbox by 11:59 PM on the submission deadline.

Mail or hand-deliver to:

Worcester Arts Council
455 Main Street, Room 409
Worcester, MA 01608
508-799-1400 x31414

Faxed, emailed, handwritten or late applications will not be accepted.

APPLICATION REVIEW PROCESS

Applications are initially reviewed for completeness. Applications that are missing required supplemental materials will be notified via email. Applicants have 7 days from the date of notification to submit any missing information. If the application is not complete by that time it will not be considered.

Complete applications are evaluated during November and December. Applicants may be contacted to clarify questions raised during the evaluation process. Applicants will be notified of WAC’s funding decisions by mid-January.
APPLICATION TIMELINE

Application Opens: September 1, 2019
Grant Workshops: September 2019
Application Deadline: Tuesday, October 15, 2019
Application Evaluation Period: November 2019 – December 2019
Denial Letters Sent: December 2019
Approval Letters Sent: January 2020

RECONSIDERATION

Denied applicants may appeal the decision if the applicant can demonstrate that WAC failed to follow published state guidelines and council priorities.

Reconsideration requests must be made in writing and sent to WAC and the MCC within 15 days of the date the denial letter is postmarked or sent via email.

ACKNOWLEDGMENT

If your application is successfully granted, you are required to credit WAC and MCC in all published materials, announcements, flyers, social media (such as Facebook), as well as any print, and TV or radio promotions.

At the completion of your project proof of this acknowledgement is required and failure to show evidence of acknowledgement may jeopardize reimbursement for your funded project. Acknowledgment requirements and logos are available on the WAC website at http://www.worcesterma.gov/cultural-development/grants.

REIMBURSEMENTS

Fellowship grants are paid directly to the grantee upon receipt of required documentation and reimbursement form.

Project grants are funded on a reimbursement basis. Grantees are allowed to request partial reimbursement of expenses incurred before project completion. All expenses must have been incurred in the calendar year of the grant award.

Reimbursement requests must be submitted within one year of the date of notification of the grant award. Failure to submit by that date may result in the funds being forfeited and the reimbursement request denied. The reimbursement checklist of required documentation and forms are available on the WAC website at http://www.worcesterma.gov/cultural-development/grants.

AMENDMENTS

If a project cannot be completed as described in the approved grant application, a request for project modification or extension must be submitted to WAC using the Grant Amendment Form. WAC will vote on the request and notify you by email. The form is available on the WAC website at http://www.worcesterma.gov/cultural-development/grants.
WORCESTER ARTS COUNCIL

The mission of the Worcester Arts Council (WAC) is to promote excellence, access, education and diversity in the arts, humanities and sciences to improve the quality of life for Worcester residents and contribute to the economic vitality of our City.

The WAC is a body of nine Worcester residents appointed by the City Manager of Worcester for three-year terms. WAC receives an annual appropriation of state funds from the Massachusetts Cultural Council and makes these funds available to the community through competitive grant programs. For over 35 years, WAC has awarded grants to individual artists, cultural organizations, neighborhood associations, teachers, and public agencies for projects that take place in the City of Worcester. WAC is one of the few local cultural councils in the Commonwealth that offer fellowships.

WAC GRANT OPPORTUNITIES

Applications will be accepted for two types of grant opportunities:

- **Project Grants** – to assist in the development of projects and programs in the arts, humanities, and sciences.
- **Fellowship Grants** – to assist individuals in developing their work outside the structure of a specific project or presentation.

Applicants may submit multiple applications, including one fellowship application and one or more project applications. Separate applications must be submitted for each proposed project and no entity will receive more than one award.

In addition to these local guidelines, applications must also conform to the Local Cultural Council Program Guidelines published by the Massachusetts Cultural Council found at http://www.massculturalcouncil.org/applications/lccguidelines.pdf
PROJECT GRANTS

Project grants are funded to encourage Worcester County artists or organizations to develop projects and programs that are innovative, collaborative in nature, have public benefit, reach underserved populations, and demonstrate artistic excellence.

Awards historically have ranged from several hundred dollars up to $5,000. In recent years, WAC has awarded 40-50 project grants at an average of $1,900. Approximately 80% of recent awards have been below $2,500.

Based on community input received during 2019, WAC will give preference to community projects in the following categories, however, all projects in the arts, humanities and sciences will be considered.

- Children’s Programs
- Performing Arts
- Public Art

WHO IS ELIGIBLE TO APPLY?

- Individuals, artists, artist groups, arts and cultural organizations, community organizations, non-profit organizations, associations that can establish a non-profit objective, public schools, libraries, and other municipal agencies are eligible to apply. Organizations and fiscal agents must have tax exempt status under section 501(c) (3) of the Internal Revenue Code. For detailed descriptions of eligible applicants please refer to the Local Cultural Council Program Guidelines.
- Applicants must maintain a residential, commercial, or studio address in Worcester County. Post Office boxes do not meet this requirement and are not allowed.

REQUIREMENTS

- Applicants must demonstrate a tangible benefit to Worcester citizens.
- All projects must occur within the City of Worcester within the 2020 calendar year.
- The same project will not be funded beyond three consecutive years. For projects that have been funded previously, we strongly encourage adding a new element to the project plan.
- Applicants can request funds for field trips for groups of children (grades pre-K through 12) affiliated with schools (public, non-profit, religious, and home schools), afterschool and out-of-school programs, neighborhood/community centers, or civic organizations located in the City of Worcester. Field trips may be to destinations in or outside of the City of Worcester but must originate in Worcester. Approved expenses include transportation costs and admission for students and chaperones, at a ratio of 1 chaperone per 10 students. Meals will not be covered. The trip must also satisfy MCC guidelines.
- Applicants can request funds for capital expenditures. WAC will not fund capital expenditures for schools, libraries, local cultural councils, municipal agencies, and religious organizations. Capital expenditures for eligible organizations or individuals must be for a one-time or special need clearly justified by a longer-term public benefit. Grants for expenditures require demonstration of a 2 to 1 financial match of cash and/or in-kind contributions of goods or services.
FUNDING RESTRICTIONS

WAC will not fund:

- Projects that replace regular curriculum in the arts, or salaries/stipends of municipal employees (e.g. projects that take place during school hours, police details at an event)
- Salaries/stipends for duties that are part of an employee’s regular position
- Operational Costs
- Refreshments (e.g. food or beverages)
- Projects for which the primary purpose is to raise funds
- Projects that consist exclusively of scholarships (e.g. college scholarships, tuition-only coverage for program participants)
- Full cost of capital expenses that have a lifespan of more than three years. (e.g. books, audio visual materials, equipment, uniforms, musical instruments, computers etc.)
- WAC reserves the right to restrict funding of any item(s) regardless of cost that do not provide a significant public benefit
- Projects that discriminate against applicants on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation, or age
- Projects in locations that are not accessible to persons with disabilities. If you are unsure as to whether your proposed location meets accessibility requirements, the National Endowment of the Arts has developed a Brief Accessibility Checklist to assist in the determination. The checklist can be found at https://www.arts.gov/sites/default/files/BriefChecklist-Oct2014.pdf.
INSTRUCTIONS FOR COMPLETING PROJECT GRANT APPLICATIONS

All applicants must complete an online application found at the MCC website or submit an official MCC approved Local Cultural Council application. Applications must be fully completed, signed, and dated.

Applicants must include required supplemental materials as specified by the guidelines and detailed in the checklist.

REQUIRED SUPPLEMENTAL MATERIALS

Note that the MCC online application limits the size and number documents that may be uploaded. Refer to the electronic application submission section for instructions on how to submit supplemental materials in excess of the MCC limit.

- **501(c)(3) Identification:** Organizations applying for a project grant must be an IRS determined 501(c)(3) non-profit organization OR an unincorporated organization with a non-profit purpose.
  - Non-501(c)(3) organizations must have an IRS determined 501(c)(3) fiscal agent receiving funds on behalf of the unincorporated organization. A letter from the fiscal agent stating the agency has agreed to act as such for the proposed project duration is required.
  - 501(c)(3) organizations are not required to submit an IRS determination letter of 501(c)(3) status with their grant application, however, the 501(c)(3) ID number must be provided in the application.
  - Note that the 501(c)(3)/non-profit status of the organization or fiscal agent will be verified at the time of reimbursement request, and grant recipients who do not have appropriate non-profit status will be denied reimbursement.

- **Budgets:** If your budget includes projected income, salaries or marketing expenses, you must include a detailed breakdown of your budget with the supplemental materials. Please see detailed sample budget and template.

- **Resume:** All individual grant applicants must submit a resume. Individuals applying online may upload a .pdf file with the supplemental materials. Alternatively, the URL to an online resume may be provided in the application.

- **Letter of Support:** All individual grant applicants must submit one letter of support for their project.

- **Capital Expenditures:** If requesting grant money for capital expenditures you must complete the capital expenditure supplemental question form. Your application must include a description of why the purchase is necessary, what long-term benefit the capital purchase will provide, who will have access to the equipment, and how it will be used. You must also outline your ability to cover the remaining cost of a 2 to 1 financial match in the form of cash and/or in-kind contributions of goods or services.

- **Venue Commitment:** Applicants must submit a commitment letter from the venue(s) where the program or project is to be held.

- **Artist / Performer Commitment and examples of work:** Applicants must submit a commitment letter from any contracted artists or performers and examples of their work such as a URL to the artists’ or performers’ website, resume, or photographs.

- **Additional Supplemental Materials:** Please submit any materials you feel are relevant to your proposal such as photographs, audio, video, critical reviews, or publicity materials.
Electronic Application Submission Instructions

- Complete the online application and submit directly to WAC through the MCC online system by the submission deadline.
  - Instructions for completing the online application can be found on the MCC website at:
    https://www.mass-culture.org/lcc_public_applicant_process.aspx
- While all Local Cultural Councils use the same basic application form, WAC requires supplemental materials from their applicants. These can be uploaded and attached to your online application. NOTE that the MCC online application limits the number of pages of supplemental materials to be attached to your application.
  - If you need to submit more pages than the MCC application allows, they should be submitted to WAC via dropbox. Supplemental materials should be submitted according to the following protocol:
    - Save the documents as a .pdf file.
    - Name the documents using the Application ID Number you are assigned by the MCC application, and the name of the applicant.
    - Upload the files to the WAC Grant Applications dropbox folder using this link:
      https://www.dropbox.com/request/s916ETaUhpoQye4krUa0

Paper Application Submission Instructions

- Complete the project application found on the WAC website at
  - All portions of the application must be typed no smaller than 10 point in an easy to read font. Handwritten applications will not be accepted
  - We understand that the official form provides limited space - feel free to attach one additional sheet to continue answers.
  - The application must have an original signature.
- Supplemental materials are required, but only one copy is needed. If you wish to have materials returned please include a pre-addressed envelope or box with sufficient postage. Supplemental materials must be labeled and placed in a folder with the original application.
- Mail or hand deliver ONE copy of the application and ONE copy of supplemental materials.
FELLOWSHIP GRANTS

Fellowship grants are a special category of award to assist individuals in developing and exploring their artistic work outside the structure of a specific project or presentation. Individuals in any creative discipline may apply for this grant to cover time, materials, space, rental, production, and other components of their ongoing work.

Through these fellowship grants, WAC intends to honor innovative individuals who demonstrate excellence in their field and represent the best of Worcester’s creative community. Fellowship grants are highly competitive. Applicants are evaluated on artistic merit, stated goals, and contribution to the cultural community of Worcester. WAC awards two fellowships of $5,000 each grant cycle.

WHO IS ELIGIBLE TO APPLY?

- Artists in any creative discipline.
- Applicants must maintain a residential, commercial, or studio address in the City of Worcester. Post Office boxes do not meet this requirement and are not allowed.
- Strong preference is given to applicants who have not previously been chosen for a fellowship.

REQUIREMENTS

- If awarded a fellowship you must have a presentation or exhibition of your work in the City of Worcester within the year you are awarded the fellowship. WAC will help you develop a manageable project to fulfill this requirement.
- All public components including the required presentation or exhibition must happen within the City of Worcester.
INSTRUCTIONS FOR COMPLETING ARTIST FELLOWSHIP GRANT APPLICATIONS

All applicants must submit an official MCC approved Local Cultural Council fellowship application, fully completed, signed, and dated.

Applicants must include required supplemental materials as specified by the guidelines and detailed in the checklist.

REQUIRED SUPPLEMENTAL MATERIALS

- Resume: All applicants must submit a resume. Applicants submitting their application electronically may upload a .pdf file with the supplemental materials. Alternatively, the URL to an online resume may be provided in the application.
- Artist Statement: Provide a full narrative/artist statement summarizing your previous work. Briefly describe some of your goals for the year. What do you plan to work on? What specific thing will this award help you to start/complete? Please detail how fellowship monies will be used.
- Previous work: All applicants must submit supplemental materials showing previous work (e.g. CDs, photographs, audio, video, etc.).
- Three letters of recommendation: Include three letters of recommendation pertinent to your work.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

The MCC online grant application is not designed to receive fellowship applications. If you would like to submit your fellowship application electronically you must:

- Complete the fellowship application found on the WAC website at http://www.worcesterma.gov/cultural-development/grants.
  - All portions of the application must be typed no smaller than 10 point in an easy to read font. Handwritten applications will not be accepted.
  - We understand that the official form provides limited space - feel free to attach one additional sheet to continue answers.
  - The application must have an original signature.
- Save the application and supplemental materials as .pdf files.
- Name the files with your name and the word “FELLOWSHIP”.
- Upload all files to the WAC Fellowship Application folder in dropbox using this link: https://www.dropbox.com/request/djfV3pQ1cDTN2xMycpKF

PAPER APPLICATION SUBMISSION INSTRUCTIONS

- Complete the fellowship application form found on the WAC website at http://www.worcesterma.gov/cultural-development/grants.
  - All portions of the application must be typed no smaller than 10 point in an easy to read font. Handwritten applications will not be accepted.
  - We understand that the official form provides limited space - feel free to attach one additional sheet to continue answers.
  - The application must have an original signature.
- Supplemental materials are required, but only ONE copy is needed. If you wish to have materials returned please include a pre-addressed envelope or box with sufficient postage. Supplemental materials must be labeled and placed in a folder with the original application.
- Mail or hand deliver ONE copy of the application and ONE copy of supplemental materials.