



**The Worcester Arts Council (WAC) will accept 2017 grant applications from the following:**

- Individuals
- Non-Profit Organizations
- Unincorporated associations that can establish a non-profit objective
- Schools, libraries or other public agencies

**WAC Grants available for 2017:**

Fellowship Grants – to assist individuals in developing their work outside the structure of a specific project or presentation. Artists in any discipline may apply. All Fellowship applicants must maintain a residential, commercial, or studio address in the City of Worcester.

Project Grants- to assist in the development of projects and programs in the arts, humanities, and interpretive sciences. Applicants must demonstrate a tangible benefit to Worcester citizens. All grant applicants must maintain a residential, commercial, or studio address in Worcester County. All project grants must occur within the City of Worcester.

Completed applications with support materials must be:

- **UPLOADED ELECTRONICALLY BY 5 PM MONDAY, OCTOBER 17**  
*refer to pages 7 and 9 for new electronic reporting requirements*
- **POSTMARKED BY MONDAY, OCTOBER 17** or
- **HAND DELIVERED BY 3PM on MONDAY, OCTOBER 17th to the address below.**

Faxed or emailed applications will not be accepted.

Worcester Arts Council  
Worcester City Hall, 455 Main Street, Room 409  
508-799-1400 x 223 [ArtsCouncil@worcestermass.org](mailto:ArtsCouncil@worcestermass.org)  
[www.worcesterma.gov/WAC](http://www.worcesterma.gov/WAC)

# Required Application Cover Sheet

For use with hard copy or fellowship applications only.  
 Not required for project grant applications submitted electronically to the MCC.

Please complete this form and place it on top of your application materials.

**Contact Information**

Contact Name	
Group Name (If applies)	
Street Address	
City, State, ZIP	
Phone Number	
E-Mail Address	

Applicant is (Please check one)     Individual     Organization     Artist Fellowship

**Please make sure that all of these items are in your application submission.**

**\*You may submit multiple grant requests, including one fellowship application, but will not be funded for more than one (including fellowships).**

**Each grant submission needs a separate cover page and full application**

**Project Grant Checklist (paper submissions only)**

**Artist Fellowship Checklist**

Individual or Organizational Project Grant	Please Check
Grant Application - Application form <b>MUST BE SIGNED</b> - <b>MUST BE TYPED</b> – No less than 10 font - Total of 10 Copies Collated	<input type="checkbox"/>
Submit ONE set of support materials	<input type="checkbox"/>
Contract or commitment letters from artists and/ or performers	<input type="checkbox"/>
Contract or letter commitment from your venue	<input type="checkbox"/>
Budget detail if you will be paying any salaries	<input type="checkbox"/>
<b>Organizational Applicants must also include:</b> - A copy of 501(c) (3) IRS determination letter for your organization	<input type="checkbox"/>
<b>Individual Applications must also include:</b> - One Letter of Support - Résumé/CV	<input type="checkbox"/>

Fellowship	Please Check
Fellowship Application - <b>MUST BE TYPED</b> – No less than 10 font - Total of 10 Copies Collated - Original Application <b>MUST BE SIGNED</b> - <b>NO BUDGET NEEDED</b>	<input type="checkbox"/>
Submit ONE set of support materials	<input type="checkbox"/>
– Resume/CV	<input type="checkbox"/>
– Three letters of support	<input type="checkbox"/>
– Artist Statement, 200 word maximum (10 copies)	<input type="checkbox"/>

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## 2017 Grant Timeline

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### Grant Writing Workshops

- Thursday – September 8, 2016  
6:00 PM  
Worcester City Hall, 455 Main Street, Levi Lincoln Conference Room, 3<sup>rd</sup> Floor
- Wednesday – September 14, 2016  
6:00 PM  
Worcester City Hall, 455 Main Street, Levi Lincoln Conference Room, 3<sup>rd</sup> floor

### **MONDAY, OCTOBER 17, 2016 – Submission Deadline**

Grant applications must be postmarked by this date, uploaded by 5 PM or hand-delivered by 3 PM on this date.

To assure thorough consideration only complete applications, including ALL support materials will be reviewed

Apply online at: <http://www.mass-culture.org>

Mail or hand-deliver to: Worcester Arts Council, 455 Main Street, Room 402  
Worcester, MA 01608

**Note: WAC will notify all applicants by email beginning in 2017.**  
**Denial letters will be emailed in mid-December, 2016\***  
**Approval letters will be emailed in mid-January, 2017**

\*Denied applicants may appeal the decision in writing within 15 days of the date the denial letter is postmarked and mailed and sent via email.



## GRANT GUIDELINES 2017

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

The following guidelines are provided for the Worcester Arts Council's two grant programs: Project Grants and Fellowship Grants.

### **Background**

The Worcester Arts Council 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 for 2017**

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Applications will be accepted for two types of grant opportunities:

- Project Grants
- Fellowship Grants

Applicants may apply for both fellowship and project grants or submit multiple project grant applications. Separate applications must be submitted for each proposed project and no entity will receive more than one award.

Project grant applicants must maintain a residential, commercial, or studio address in Worcester County. All projects must happen within the City of Worcester.

Fellowship applicants must maintain a residential, commercial, or studio address in the City of Worcester.

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. **All projects must occur within the City of Worcester within the 2017 calendar year.**

Based on community input received during 2016, WAC will give preference to community projects in the following categories, however, all projects in the arts, sciences and humanities will be considered.

- Arts Education and Instruction
- Music
- Public Art

Per state mandate, project grants are funded on a reimbursement basis. No grant monies are dispersed in advance of the work. 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.

### **Excluded Projects:**

Per local mandate, WAC will not fund:

- Projects that replace regular curriculum in the arts, or salaries/stipends of municipal employees
- Refreshments
- Projects for which the primary purpose is to raise funds
- Full cost of capital expenses valued at \$500 or above or that have a lifespan of more than three years
- 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.**

### **Who is eligible to apply for a Project Grant?**

Individual artists, artist groups, arts and cultural organizations, community organizations, and municipal agencies are all eligible to apply for Project Grants. Applicants must maintain a residential, commercial, or studio address in Worcester County. **All projects must happen within the City of Worcester.** Post Office boxes do not meet this requirement and are not allowed.

**Individuals** - Individual applicants must show that a public benefit results from the project for which they are applying. Although funds cannot be used to support activities that benefit only the individual applicant, a public presentation of an individual's work may provide the needed public benefit.

**Non-profit organizations** - Organizations that have tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

**Associations that can establish a non-profit objective and function under the auspices of a fiscal agent** - Organizations that can establish a non-profit objective - that is, groups of individuals coming together with a common purpose (e.g.: local community band, theater group, poetry group, fashion designers) that do not have nonprofit 501(c)(3) tax exempt status but can provide a letter of support and a tax exemption letter from a nonprofit organization acting as their fiscal agent.

**Schools, libraries, or other public agencies** - Public agencies are eligible to apply for funding, but funds may not be used to replace municipal funding (regular curriculum or salaries/stipends for municipal employees or public school personnel).

### **Special Project Grant Requirements:**

#### Repeat Projects:

**WAC will not fund the same project beyond three consecutive years. For projects that have been funded previously, we strongly encourage adding a new element to the project plan.**

#### Scholarships:

WAC will not fund project grant applications that consist exclusively of scholarships.

#### Field Trips:

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.

#### Capital Expenditures:

A capital expense is defined as an item, or group of items, with a life expectancy of more than three years and a total cost of more than \$500. Examples include equipment, such as lighting or sound equipment, new construction, or the renovation of a cultural facility. Capital expenditures for schools, libraries, local cultural councils, municipal agencies, and religious organizations are ineligible.

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.

If requesting grant money for capital expenditures, 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.

## **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, fully completed, signed, and dated. Applicants must also include required support documentation as specified by the guidelines and detailed in the checklist.

### **Required Supporting Materials**

**Note that the MCC online application limits all applicants to THREE pages of supporting documents. Refer to the section on electronic application submission for instructions on how to submit supplemental materials in excess of three pages.**

- 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 a 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.

It is not required that the organization 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 salaries, you must attach a detailed breakdown of who is receiving the salary/salaries, how much they are being paid, and the work they are performing. Any entries under salary must be detailed on an attached page and included with the supporting materials. It is recommended that for any complex budget an additional budget breakout be included with the supporting materials.
- Resume: All individual grant applicants and fellowship applicants must submit a resume. Individuals applying online may upload a .pdf file with the supporting materials. Alternately, 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, 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.
- **Venue Commitment: Applicants must submit a commitment letter from the venue(s) where the program or project is to be held and from any contracted artists and/or performers.**

Applications that are missing any required supporting documentation will be notified by email. Applicants will have seven days from the day of notification to submit any missing information. If the application is not complete by that time it will not be considered.

### **Electronic Application Submission Instructions for Project Grants:**

- Applications for 2017 are due October 17, 2016.
- The electronic application is found on the MCC website at <http://www.mass-culture.org>
- Instructions for completing the online application can be found on the MCC website at: [https://www.mass-culture.org/lcc\\_public\\_applicant\\_process.aspx](https://www.mass-culture.org/lcc_public_applicant_process.aspx)
- While all LCCs 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 only allows **three** pages of supplemental materials to be attached to your application.
- If you need to submit more than **three** pages of supporting materials, they should be submitted to WAC via Dropbox. Supporting materials should be submitted according to the following protocol:
  1. Save the documents as a .pdf file.
  2. Name the documents using the Application ID Number you are assigned by the MCC application, and the name of the applicant.
  3. Upload the documents to the WAC Grant Applications Dropbox folder using this link: <https://www.dropbox.com/request/E1tmWhx2vv56GruMZXDO>

### **Paper Application Instructions for Project Grants:**

- The application form can be found on the WAC website at <http://www.worcesterma.gov/development/cultural-development/worcester-arts-council>
- We understand that the official form provides very limited space - feel free to attach one additional sheet to continue answers; short answers must appear on the application form in the space provided.
- 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.
- Submit 10 collated copies of the application; signature must appear on all 10 copies.
- Support materials are required, but only one copy is needed. Support materials related to the application include slides, photographs, audio and video recordings, critical reviews, publicity materials, resumes, and letters of support from persons or organizations in artistic, cultural, or scientific fields and suppliers, as applies to the project. If you wish to have materials returned please include a pre-addressed envelope or box with sufficient postage. Support materials must be labeled and placed in a folder with the original application.

## **Fellowship Grants**

In 2017, WAC will award **two** fellowships of \$5,000. 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. Submission of a budget is NOT required. Fellowship grants are not reimbursement-based and monies are dispersed soon after the award.

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.

**Fellows must maintain a residential, commercial, or studio address in the City of Worcester.** All public components must happen within the City of Worcester. Post Office boxes do not meet this requirement and are not allowed. Fellowship applicants are eligible to apply for project grant as well, but only one will be funded. Strong preference is given to applicants who have not previously been chosen for a fellowship.

### **Instructions for Completing Artist Fellowship Grant Application:**

- Complete the Fellowship Application found at:  
<http://www.worcesterma.gov/development/cultural-development/worcester-arts-council/lcc-grantee-info> (budget is not required of fellowship applicants).
- Include resume
- 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.
- Submit one copy of support materials (i.e. slides, disks, CDs, DVDs, etc.). Label and place in a folder with the original application. These are required to show previous work. Materials will be returned to applicants only if a pre-addressed package with sufficient postage is included and the materials are clearly labeled "Return to Applicant".
- Include three letters of recommendation pertinent to your work.
- 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.
- Submit 10 collated copies of the application; signature must appear on all 10 copies.

Applicants missing any required supporting documentation will be notified by email. Applicants will have seven days from the day of notification to submit any missing information. If the information is not received by the deadline the application will not be considered.

### **Electronic Submittal of Fellowship Applications:**

The MCC online grant application is not designed to receive fellowship applications. If you would like to submit your fellowship application electronically, rather than by hard copy you must:

1. Complete the application and save application and all supporting documents as a .pdf file.
2. Name the document with your name and the word "FELLOWSHIP".
3. If you have supporting materials in other media formats, name them with your name and the word "FELLOWSHIP".
4. Upload all files to the WAC Fellowship Application folder in Dropbox using this link:  
<https://www.dropbox.com/request/eHMccFMtIbOJ98KjDqDP>

### **Grant Reimbursement**

All WAC grants are reimbursement based. A reimbursement request must be submitted with the documentation indicated below. Forms are available on the WAC website at:

<http://www.worcesterma.gov/development/cultural-development/worcester-arts-council/lcc-grantee-info>

- Reimbursement checklist
- Project evaluation form
- Receipts
- Final project budget
- W9 and 501(c)(3) information
- Proof of acknowledgement of WAC and MCC

All expenses must have been incurred in the calendar year of the grant award.

WAC will allow grantees to submit applications for partial reimbursement of expenses incurred before project completion.

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.

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.

## Requirements for Acknowledgement of Worcester Arts Council Grant Recipients

If your application is successfully granted, please note that the following will be mandatory: All published materials, announcements, flyers, social media (such as Facebook and Socialweb), as well as any print, TV or radio promotions regarding the activities supported by the Worcester Arts Council are required to display:

- The Worcester Arts Council logo (below)
- The Massachusetts Cultural Council (MCC) logo (below); and
- The following statement must also appear in all published materials:

***This program is supported in part by a grant from the Worcester Arts Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency.***

For more information on attribution requirements, refer to the *Massachusetts Cultural Council's Credit & Publicity Kit for LCC Standard and Field Trip Grant Recipients* found at:

[http://www.massculturalcouncil.org/contracts/lccred\\_recip.asp](http://www.massculturalcouncil.org/contracts/lccred_recip.asp)

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.



Digital copies of the Worcester Arts Council and Massachusetts Cultural Council logos can be found on the WAC website at:

<http://www.worcesterma.gov/development/cultural-development/worcester-arts-council/lcc-grantee-info>