

# CAMBRIDGE ARTS | GRANTS

## 2018/2019 Grant Guidelines

### Grant Timeline:

**Monday, August 13, 2018**  
City Hall Annex  
344 Broadway, 2<sup>nd</sup> Floor  
Community Meeting Room

**General Grant Information &  
Introduction to Online Application**  
6:00-8:00 pm  
Free & Open to All

**Friday, September 14, 2018 @ 12noon**

**Public Art & School Proposals  
Eligibility Deadline**  
Applications for public art or school related projects must have met with the appropriate approval parties by this time. *See pages 12 & 13 for more information.*

**Monday, September 17, 2018**  
City Hall Annex  
344 Broadway, 2<sup>nd</sup> Floor  
Community Meeting Room

**Free Grant Writing Workshop**  
6:00-8:00 pm  
Bring a draft proposal for review.  
*RSVP to [jkitchen@cambridgema.gov](mailto:jkitchen@cambridgema.gov) by September 12<sup>th</sup> to reserve your spot.*

**Monday, October 15, 2018 @ 11:59pm**

**Application Submission Deadline**  
All applications & auxiliary support materials must be submitted online **by 11:59pm**. *Applications and support materials submitted after this time will not be reviewed.*

**November/December 2018**

Review Panels Convene

**January 15, 2019**

Applicants Notified of Decisions

**July 1, 2018 – December 31, 2019**

Projects in Progress

**December 31, 2019**

Final Reports Due  
*All projects must be completed and final reports submitted.*

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# Cambridge Arts Grant Program

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The Cambridge Arts Council (Cambridge Arts) exists to ensure that the arts play an active and engaging role in the daily lives of people living, working, and visiting Cambridge. Cambridge Arts accomplishes this mission by cultivating public awareness and support for the arts, producing high-quality arts-programming which celebrate the city's diverse cultural heritage, displaying art in public places, convening conferences and symposia to promote the arts, designing art- education initiatives, and developing artistic collaborations to enhance the overall aesthetic experience for residents and visitors of Cambridge.

The Cambridge Arts Grant Program is funded by the City of Cambridge in partnership with the Massachusetts Cultural Council as part of their statewide Local Cultural Council (LCC) program.

The goal of the Cambridge Arts Grant Program is to support, promote, and maintain a vital role for the arts in the lives of Cambridge citizens in each of the city's neighborhoods in order to improve the overall quality of life and contribute to the economic and cultural vitality of our community.

Cambridge Arts is committed to funding a diverse range of cultural activities, including:

- Projects from individuals and from organizations
- Projects in all art forms
- Interdisciplinary and collaborative projects
- Experimental projects that take the arts to non-traditional settings
- Projects that target specific populations - such as youth, the elderly, residents of a specific neighborhood, or underserved populations

The Grant Program will support creative and innovative programs:

- Demonstrating outstanding artistic quality
- Showing strong support from the intended audience and collaborators
- Demonstrating comprehensive planning
- Showing strong evidence of a marketing or public relations plan
- Which are publicly accessible
- Promoting a meaningful interaction between the artists and other members of the Cambridge community

## Grants can range from \$200 to \$5,000

- Cambridge Arts receives 75-100 applications annually and funds approximately 30%. Variable funding can affect these past trends.
- Due to limited available funds and high demand for support, Cambridge Arts may award a smaller amount than is requested. The applicant should indicate on the grant application how this may affect the project.
- In cases of a partially-funded project, Cambridge Arts may request a written explanation detailing how the project will be modified. Applicants should be prepared not to receive full funding and plan to secure additional financial resources.
- Application budgets with documentation of additional financial resources compete more successfully.

## Cambridge Arts offers two types of grants: Project Grants and Field Trip Grants

- **Project Grants** are awarded in two categories: *Creating & Presenting* and *Education & Access*. *Creating & Presenting* Grants support the development and/or presentation of the arts. Projects must involve a public presentation. *Education & Access* Grants promote in-depth understanding of and participation in the arts. Funding restrictions and application instructions for these grants can be found beginning on page 8.
- **Field Trip Grants** are used to purchase tickets for Cambridge youth, grades pre-K through 12, to attend professional arts and cultural events, in or outside of Cambridge. Funding restrictions and application instructions for these grants can be found on page 7.
- Projects and field trips **must be completed within the allotted 18 months** from July 1<sup>st</sup> of the submission year to December 31<sup>st</sup> of the following year. Recipients who fail to complete their project or submit the required final report documentation will be ineligible for future grants for a term of two years, will have their final payment withheld, and may be required to reimburse Cambridge Arts the initial granted amount.

**Applicants are strongly encouraged to contact Cambridge Arts with any questions regarding their application. One-on-one grant consultations are available.**

## **Who is Eligible to Apply?**

Applicants **must be based in Cambridge** (as a resident, an employee, or partnered with a Cambridge organization). For applicants who are not based in Cambridge, a letter of collaboration and support from a Cambridge based partner is required. All projects must be based in Cambridge and demonstrate a tangible benefit to Cambridge citizens. The location of the project must be at a Cambridge venue. Cambridge Arts only considers projects that demonstrate a direct value to Cambridge and its population.

Individual artists, artist groups, arts organizations, community organizations, and municipal agencies working in all genre and media are all eligible to apply for Grant Program funds. Funding supports projects, workshops, residencies, public art initiatives and other such activities in the fields of arts, humanities, and interpretive sciences.

### **Individuals**

Individual applicants must show that the project will benefit the community. (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.)

### **Private nonprofit organizations**

This includes organizations with tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

### **Associations that can establish a nonprofit objective**

This includes organizations that can establish a nonprofit objective– that is, groups of individuals with a common purpose (e.g., local community band, theater group) that do not have nonprofit 501(c)(3) tax-exempt status.

### **Schools, libraries, or other public agencies**

Public agencies are eligible to apply for funding, but funds may not be used to replace municipal funding for the arts, humanities, or interpretive sciences.

### **Religious organizations**

Religious organizations or groups with a religious affiliation are eligible to apply for the same funding of cultural programming available to the general public. However, the Cambridge Arts cannot approve applications that are not primarily cultural in their intent, have the effect of advancing religion, or substantially benefit religious organizations or schools.

## **What Projects/Activities Can Be Funded**

### **Program Eligibility**

All approved projects and field trips must be completed within an 18-month window of eligibility, between the July 1<sup>st</sup> preceding the application deadline in October, and December 31<sup>st</sup> of the following year.

### **Arts, Humanities and Interpretive Sciences**

The funds may only be used to support programs in the arts, humanities, and interpretive sciences in Cambridge. This definition includes the study, pursuit, performance, exhibition, and appreciation of cultural activities.

### **Public Benefit**

Projects must demonstrate a community benefit. Funds support activities that contribute to the cultural vitality of the community as a whole, rather than benefiting any one private individual or group. This does **not** mean that a large audience needs to participate in order to satisfy the requirement of community benefit.

### **Secured Venue**

Projects must have a confirmed location for the proposed activities to take place that is located in Cambridge, MA.

### **Non-Discrimination**

Cambridge Arts will not fund projects that discriminate on the basis of race, gender, religion, creed, color, national origin, disability, sexual orientation or age.

## No Substitution

Cambridge Arts Grant Program funds are neither intended to replace nor supplement existing public funds for programs in the arts, humanities, or interpretive sciences, nor to be used as the sole source of project funding. Any item or activity that is generally considered the financial responsibility of the city will not be approved, even if funding did not previously exist for that item or activity. Expenses related to classroom or other school-sponsored programs or extracurricular activities are not eligible for funding. Funding for standard extracurricular activities (e.g., school plays, musicals, bands, newspapers, art supplies, library books or audiovisual materials, or salaries for teachers or librarians) will not be approved. Schools and libraries may only request funding for cultural enrichment activities (field trips, artist-in-residency programs, lectures, performances, etc.) that are led by outside artists, humanists or interpretive scientists. The cultural professional cannot be a current employee of the school system.

## Access

The Mass Cultural Council and its grantees are contractually committed to abide by state and federal regulations which bar discrimination on the basis of race, gender, religious creed, color, national origin, ancestry, disability, age, gender identity, or sexual orientation, and which require accessibility for persons with disabilities. The Mass Cultural Council and its grantees are expected to be in compliance with:

- The Americans with Disabilities Act of 1990 (ADA)
- Section 504 of the Rehabilitation Act of 1973 (Section 504)
- Title VI of the Civil Rights Act of 1964
- Other applicable state and local laws

The Mass Cultural Council's grantees sign a contract certifying that they will comply with ADA and Section 504. The Mass Cultural Council aims to help grantees understand their obligations and recognize the opportunities that increasing access can provide for both the public and the grantee.

Cultural organizations funded by Cambridge Arts that present public programs or offer services to the public must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Access refers to, but is not limited to, ramp access or elevators, restroom facilities to accommodate persons using wheelchairs, sign language interpreters, assistive listening devices, Braille and/or large print publications. Technical assistance is available through the Cambridge Commission for Persons with Disabilities [(617) 349-4692 or (617) 492-0235 [TTY/TDD]].

## Cambridge Arts Grant Program Funding Priorities

Cambridge Arts strives to fund projects that benefit Cambridge citizens. Artists in any discipline may apply for grants. Projects must contribute to, involve, and enrich the City (i.e. exhibition, performance, class, lecture, reading, open studio, or a show/event at a public place such as a theater, gallery, library, school, senior center, etc.).

Additional preferences include:

- Projects with high artistic merit
- Projects by or involving Cambridge-based artists or cultural groups
- Proposals that reach an underserved population
- Proposals reaching the broadest spectrum of our community
- Projects promoting education in specific areas
- Projects that lend themselves to public display or presentation and that will attract varied audiences (demonstrated by plans to publicize the project)
- Projects with potential to have a transformative effect upon the artist (s) and community
- New applicants or projects, especially those of experimental or innovative merit
- Projects serving specific ethnic and socioeconomic groups with emphasis on the preservation of cultural identities and activities

## Funding Match Guidelines

Matching-funds are defined as any other monies/funds applied to the project/program. Matching-funds are **not required** for basic project/program expenses **but are strongly encouraged** as they show stability and make your application more competitive.

## **Funding Restrictions**

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**Refreshments:** Grant funds may not be used to purchase food or beverages.

**Scholarships:** Individual students are not eligible to apply for scholarships, however, an organization may sponsor a scholarship provided it shows evidence of an open and fair review process. The applying organization must ensure a public benefit component in which the award recipient “gives back” to the community in the form of a lecture, master class, exhibit, performance, etc.

**Capital Expenditures:** Applications for capital expenses are not accepted. 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 facility renovations.

**Repeat Funding:** In order to ensure broad distribution of funds and to encourage new applicants, projects may not receive funding for more than two consecutive years. Applicants who received funding for two consecutive years must wait one year before applying again for the same project. However, applicants may receive funding for more than two consecutive years for projects which are conceptually different in nature.

**Incomplete Requirements:** Grant recipients who have failed to complete the grant requirements, such as not submitting final report documentation or not acknowledging the funding sources in print and online materials, are ineligible to apply for a new grant for two years.

## **Review Process**

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Cambridge Arts will confirm the receipt of all completed applications by November 1st. Due to the new online submission process Cambridge Arts will not be able to notify applicants of any missing key application components prior to the submission deadline so make sure to double and triple check the application requirements prior to submitting. Incomplete applications will not be eligible for review.

A volunteer panel of Cambridge residents and arts professionals representing a variety of neighborhoods and backgrounds review all applications. Panels convene in the following discipline areas: *Visual Arts, Film & Video, Theater, Literature, Dance, Music and Multidisciplinary*. Each panel includes individuals with expertise in the disciplines of review, as well as in related fields such as arts-administration and arts education. Panelists evaluate applications and supplemental materials using the review criteria printed in these guidelines. (*See pages 7 & 8.*)

After careful review and discussion, panelists rate each application. Panelists then recommend applicants for funding. Cambridge Arts and the Mass Cultural Council make final decisions based on these recommendations, neighborhood distribution and available resources.

## **Reconsideration**

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An applicant whose funding request was not approved by Cambridge Arts may request a review of the application if the applicant can demonstrate that Cambridge Arts failed to follow published local or state review procedures. Such requests must be submitted in writing within fifteen (15) days of notification. Applicants must also send a copy of the reconsideration request to the Massachusetts Cultural Council with fifteen (15) days of notification. Please note that even if the reconsideration request is granted, the application may again be disapproved. Additionally, reconsideration requests may not be made on the basis of dissatisfaction with the amount awarded or disagreement with judgments made on the basis of artistic quality.

## **Conflict of Interest**

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Cambridge Arts observes the Massachusetts Cultural Council’s Conflict of Interest policy regarding review panels: “To ensure that all review panels are free from conflicts of interest, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. ‘Affiliations’ applies to employment, board memberships, independent contractual relationships, advisory or policy relationships, substantial contributor relationships, or other financial relationships. In addition, panelists are required to disclose any past or current adversarial relationships with actual or potential applicants. Panelists are not permitted to participate in discussions relating to applicants with whom they have an affiliation or relationship.”

# Field Trip Grants

Field Trip Grants are used to purchase tickets for Cambridge youth, grades pre-K through 12, to attend professional arts and cultural events, in or outside of Cambridge. Applicants can request funds for field trips involving children affiliated with Cambridge based schools, afterschool and out-of-school programs, neighborhood and community centers, or civic organizations (public, non-profit, and/or religious). In addition to the above listed groups, individuals, and cultural organizations are also eligible to apply.

- ❖ Funded field trips must be completed within the allotted 18 months from July 1<sup>st</sup> of the submission year to December 31<sup>st</sup> of the following year.
- ❖ Due to limited funding, Field Trip Grant funds will **only cover the cost of tickets for students and chaperones**. Transportation costs, lunches, etc. will not be covered with Field Trip Grant funds. (Please refer to the Mass Cultural Council's Big Yellow School Bus program as a possible source for transportation funding: [www.massculturalcouncil.org/programs/bigyellow.asp](http://www.massculturalcouncil.org/programs/bigyellow.asp))
- ❖ Admission must cost **\$12.00 or less per ticket**.
- ❖ **Performances may not take place in school, during normal school hours**. A performance may take place in a school only if it is after school hours and is open to the public.
- ❖ Multiple Field Trip Grant applications may be submitted.
- ❖ Cambridge Arts encourages applicants to submit requests to attend Cambridge-based cultural institutions, though this is not required.
- ❖ Applications will be reviewed according to the following criteria:

• Financial need of the participants	50%
• Relevance of the field trip to the participants	50%

## Field Trip Grant Application Instructions

Contact the box office of the chosen cultural organization to reserve tickets. Instruct box office staff that you plan to apply for a Field Trip Grant from Cambridge Arts to be eligible for a special discount rate.

Field Trip Grant applications involving Cambridge Public Schools should be coordinated through Andrea Zuniga, the CPSD Director of Visual & Performing Arts, Contact: (617) 349-6789 or [azuniga@cpsd.us](mailto:azuniga@cpsd.us).

**Field Trip Grants must be submitted online via the Mass Cultural Council's online application portal. Hard copies will NOT be accepted.**

Requests for Field Trip Grants **must include the following components**:

- ❖ Formal online application. You can find the application here: <http://mass-culture.org/>
  - Please indicate "Field Trip" before the project name in the appropriate line on the application. This is a requirement to ensure your application is evaluated properly.
- ❖ A brief narrative addressing the following:
  - What percentage of the participants are from low-income families?
  - How is the field trip relevant to the participants?
  - If your school population includes non-Cambridge residents, please explain how you will ensure that these funds benefit Cambridge residents only.
  - If submitting more than one application, please prioritize your requests in this narrative in the event not all requests can be funded.
    - Narrative must be combined into one single PDF, no more than three pages in length, and uploaded as "Supplemental Materials" via the online application portal along with your online application.

**Deadline:** Field Trip Grant applications must be submitted online by **11:59pm on Monday, October 15, 2018**

# Project Grants

Applicants may submit only one (1) Project Grant in either the Creating & Presenting category or the Education & Access category per application cycle. When completing the Cambridge Arts online grant application, applicants **must** specify whether they are submitting a Creating & Presenting proposal or an Education & Access proposal.

All projects in both categories must be completed within the allotted 18 months from July 1<sup>st</sup> of the submission year to December 31<sup>st</sup> of the following year. Recipients who fail to complete their project or to submit the required final report and receipt documentation will be ineligible for future grants for a term of two years, will have their final payment withheld, and may be required to reimburse Cambridge Arts the initial grant amount. For funding restrictions, please see pages 4 through 6.

## Creating & Presenting Proposals Review Criteria

Creating & Presenting Grants support the development and/or presentation of visual arts, dance, film/video, literature, music, theater, multidisciplinary, and new media works. Projects must involve a public presentation in Cambridge. All projects must have a confirmed Cambridge venue.

Projects may include but are not limited to:

- Creation of work to be publicly exhibited, distributed, published, or produced (e.g. performance, exhibition, screening, reading, symposium, festival, or workshop/demonstration).
- Production and presentation of a specific dance, theater, film, video, music, or literary piece at a school, theater, gallery, library, or performance space.

**Applications will be reviewed according to the following criteria:**

• Artistic merit	35%
• Clarity and feasibility of budget, timeline, and evaluation plans	20%
• Financial need	15%
• Community support & significance of the project to the community it serves	10%
• Qualifications of key personnel	10%
• Potential to involve culturally and economically diverse population	5%
• Transformative effect	5%

## Education & Access Proposals Review Criteria

Education & Access Grants promote in-depth understanding of and participation in the arts among Cambridge communities. Grants will also support projects that increase the quality and level of participation of populations with limited access to the arts. Projects that bring the arts into non-traditional, community settings are especially encouraged. Projects may involve education or participation in specific art forms, or use the arts to explore relevant non-arts areas, such as civic, cultural, or environmental issues. All projects must have a confirmed Cambridge venue.

Projects may include but are not limited to:

- Workshops, classes, or demonstrations
- Artist/Performer residencies

**Applications will be reviewed according to the following criteria:**

• Quality and creativity of the project’s design	30%
• Qualifications of key personnel	20%
• Clarity and feasibility of budget, timeline, publicity, and evaluation plans	15%
• Financial need	15%
• Community support & significance to the community	10%
• Potential to involve a culturally and economically diverse population.	5%
• Transformative effect	5%



# Project Grant Application Instructions

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- ❖ The Mass Cultural Council Application AND Cambridge Arts' Additional Required Supplementary Materials must be submitted by 11:59pm on Monday, October 15, 2018 via a two (2) step process.
- ❖ Applicants may submit only one Project Grant application.
- ❖ Hard copies applications will NOT be accepted.
- ❖ **Step 1: Mass Cultural Council Application:** All Applications must be submitted online via the Mass Cultural Council Grant Application web portal: <http://mass-culture.org>.
  - The Mass Cultural Council online application consists of three sections: Applicant Information, Project Information, and the Budget Section. Please complete each of these sections, but **DO NOT upload any supplementary materials to this website**. Please see page 15 for additional tips for answering the questions in each section.
  - Step-by-step instructions for completing the online Mass Cultural Council application are included on pages 14 and 15.
- ❖ **Step 2: Cambridge Arts Supplementary Materials:** Supplementary Materials must be submitted online via the Cambridge Arts Grants online application portal on SlideRoom **here**: <http://bit.ly/2018-2019CamArtsGrants>

You will be required to upload the following materials:

1. **Application Narrative & Timeline**

- In a maximum of two-page double spaced narrative, provide an in-depth description of your project. The font size should be no smaller than 11pt.
- The narrative should include planning strategies, project related events, as well as marketing and promotion plans. Remember to address the review criteria for the grant category to which you are applying.
- In the same document, provide a timeline for the project. The timeline should be a detailed overview of when the elements of the project will be carried out. The timeline may be presented on a third page if it is in a list format.

2. **Detailed Project Budget**

- Provide a **detailed breakdown** of the project expenses and income information. Be as detailed and specific as possible outlining how money will be used and allotted. Clearly indicate confirmed and unconfirmed sources of income.

3. **Letters of Support**

- Provide letters of support that confirm the commitment of all collaborators to the project. The letters should clearly state their reasoning for supporting the project.
- A letter from all collaborating organizations and community supporters is required.
- Applicants from outside of Cambridge are required to have a letter of collaboration and support from a Cambridge "sponsor." This can be a letter from the venue confirming their commitment to your project and/or the Cambridge-based organization that you will be collaborating with.
- Applicants are highly encouraged to include letters from community members showing support for their project
- Letters from other funding resources are also encouraged (i.e. grant confirmation letters).

#### 4. Venue Confirmation

- Provide written confirmation that your project will take place at the proposed venue.
- This can be submitted as a letter from the venue, an email confirmation, a rental agreement, an official schedule of events including your project, or any other written confirmation that your project is scheduled to take place at your proposed venue.
- Organizations hosting the proposed project at their own venue are not required to submit this confirmation.

#### 5. Resumes, CVs, or Biographies of Key Personnel

- Submit up to five (5) one-page resumes, one-page CVs, or one-page biographies for the key personnel for the project, including the individual or the organization leading the cultural activity.
- Resumes, CVs, or biographies should reflect the applicant's qualifications as they relate to the project. For example, if you are an artist applying for a school residency, list teaching experience as well as artistic qualifications.

#### 6. Evaluation Plans

- In one to five paragraphs, provide an explanation for how you intend to evaluate the success of your project and describe any follow-up/evaluation activities you have planned.

#### 7. Artistic Support Materials

- Submit a set of support materials that best represent the artists involved in the project. There should be a clear relationship between the support materials and the proposed project.
- Please see pages 11 & 12 for the specific required materials for each artistic discipline.

#### 8. *Cambridge Public School Related Projects Only:* Letter of Eligibility from the Cambridge Public Schools Visual and Performing Arts Department

- For projects involving the Cambridge Public Schools, you must get a letter of support from the Director of Visual & Performing Arts for the Cambridge Public School District, Andrea Zuniga. Please see page 12 for detailed instructions on how to obtain this required letter.

#### 9. *Public Art Projects Only*

- Letter of Eligibility from Cambridge Arts Public Art Department
  - For projects that involve temporary or permanent installation of artwork in public space, applicants must meet with the Cambridge Arts Public Art department and secure a Statement of Eligibility. Please see page 13 for detailed instructions on how to secure this required Statement of Eligibility.
- Letter Describing Ownership and Maintenance Plans
  - For projects that involve temporary or permanent installation of artwork in public space, applicants must submit a one-page letter outlining the ownership of the work and the maintenance plans for the project.

#### 10. *Optional:* Documentation/Press Materials

- Applicants may upload copies of documentation that demonstrate the artist's/organization's overall goals and programs. Documentation can include newsletters, brochures, annual reports, flyers, past promotional materials, press releases, evaluation materials from past projects, and other similar items.
- No more than 5 examples will be accepted.
- Example materials must be from within the past 5 years, unless specifically/directly related to the proposed project.

**\*\*Step-by-step instructions for uploading the supplementary materials through Cambridge Arts' online application portal can be found on pages 15 and 16.**

## **Required Artistic Support Materials for Project Grants**

Project Grant applications are required to submit a set of support materials that best represents the artists involved in the project. Please see below for the specific number and file types that we will accept for each artistic discipline.

There should be a clear relationship between the support materials and the proposed project. Keep in mind that the panel will use these materials to determine artistic quality, so submit the best possible reproduction of your work.

**Education & Access applicants:** DO NOT submit a videotape of yourself teaching. DO submit examples of your own artwork as appropriate.

### ***Visual Art/Public Art Applicants:***

- Submit 5-10 examples of your work in **one (1)** of the following formats:
  1. Digital image files (.jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp) uploaded to the Cambridge Arts Grants web portal
  2. An exact link to websites with images. If submitting this way, please copy and paste URLs into a word document, convert the word document to a PDF, and upload the PDF to the Cambridge Arts Grants online application portal.

### ***Literature Applicants:***

- Your work examples should not exceed a *total* of ten (10) pages.
- Submit examples of your original work as a PDF document.
- If you are submitting multiple examples, please upload the best and most relevant piece first.
- We encourage you to highlight a selected passage that you wish the review panel to focus on.
- Example works can include:
  - Five to ten short poems
  - One or two short stories
  - A chapter or excerpts from a novel or non-fiction work
  - A one-act play or a single act from a longer script

### ***Music Applicants:***

- Submit 3-5 examples of your work in **one (1)** of the following formats:
  1. Audio Files (.mp3) uploaded directly
  2. Audio Files shared through an exact link to YouTube or another website
    - To share an example this way, copy and paste URLs into a word document, convert the word document into a PDF, and upload the PDF to the Cambridge Arts Grants online application portal.
  3. PDF of Musical Score
    - Include the title, length of selection, instrumentation, and text (if applicable).
- All audio examples should be 3-5 minutes in length.
- Indicate the applicant's involvement in the piece in the description section when uploading.
- Please note the segment of your track/video that you wish to be used for group review in the description section when uploading. (e.g. Track 2 Time 1.30-4.30). Each panel member will review the full submission; however, during the group review only 2-3 minutes will be played.

### ***Dance & Theater Applicants:***

- Submit 3-5 examples of your work in **one (1)** of the following formats:
  1. Video Files (.flv, .wmv, .mov, .mp4) uploaded directly
  2. Video Files shared through an exact link to YouTube or another website
    - To share an example this way, copy and paste URLs into a word document, convert the word document into a PDF, and upload the PDF to the Cambridge Arts Grants online application portal.
  3. PDF of Script: Ten (10) pages maximum. Attach an explanation of the selection, including its relevance to the project and the applicant's role in its creation.
- All video examples should be 3-5 minutes in length.

- Include an explanation of the selection, including its relevance to the project and the applicant's role in the production, in the description section when uploading.
- Please note the segment of your track/video that you wish to be used for group review in the description section when uploading. (e.g. start 1.30-4.30). Each panel member will review the full submission; however, during the group review only 2-3 minutes will be played.

### ***Film & Video Applicants:***

- Submit 3-5 examples of your work in **one (1)** of the following formats:
  1. Video Files uploaded directly
  2. Video Files shared through an exact link to YouTube or another website.
    - To share an example this way, copy and paste URLs into a word document, convert it to PDF and upload to Cambridge Arts Grants web portal.
- All video examples should be 3-5 minutes in length.
- Include an explanation of the selection, including its relevance to the project and the applicant's role in the production in the description section when uploading.
- Please note the segment of your track/video you wish to be used for group review. (e.g. start 1.30-4.30). Each panel member will review the full submission; however, during the group review only 2-3 minutes will be played.

### ***Multidisciplinary Applicants:***

- A **Multidisciplinary project** is defined as a project that encompasses three (3) or more mediums.
- If your project does NOT incorporate three or more mediums equally then you must pick a single category in which to apply.
- Please submit at total of 3-5 work examples.
- Please refer to the above categories and submit **one (1) work example for each discipline** that your project encompasses. For example, if your project makes use of the Visual Arts, Music, and Dance, please refer to those categories' requirements for supporting materials.

## **Cambridge Public School Related Proposals**

For projects involving Cambridge Public School, you must get a letter of support from Andrea Zuniga, Director of the Visual and Performing Arts Department for the Cambridge Public Schools.

Before Ms. Zuniga can provide a letter of support, Applicants must complete the following **two (2)** steps:

- 1) Email Ms. Zuniga directly at [azuniga@cpsd.us](mailto:azuniga@cpsd.us) with a brief description of your program/project so that she is aware of what is being proposed. You should also indicate which school, age groups, and teachers/administrators you are interested in working with. If you need assistance making those connections, you can ask Ms. Zuniga for advice based on the program you are proposing. However, it is the responsibility of the Applicant to identify and secure a partner to work with within the school system. Ms. Zuniga will call with questions if further clarification is needed.
- 2) Contact the school(s) you plan to involve and ask the principal, assistant principal, or teacher you will be working to make all appropriate plans and arrangements. Once connections have been made, the person within the school system that you are partnering with must email Ms. Zuniga a brief letter indicating that they are indeed interested in the proposal and will work with you if you are funded. This does not need to be long; a simple sentence or two indicating their interest and willingness to partner is enough.

Once these two steps have been completed, Ms. Zuniga will then send a signed form letter to you, the applicant, indicating that you have spoken to the people with whom you propose to work and that the proposal is feasible. Please allow 3-5 days for processing.

**You must include this letter with the rest of your proposal materials when submitting your grant application to Cambridge Arts. Letters will not be accepted separately.** Once secured, the letter should be uploaded as a PDF to SlideRoom along with the other required support materials.

## **Public Art Related Proposals**

For projects that involve temporary or permanent installation of artwork in public space, applicants **MUST meet with the Public Art staff by Friday, September 14, 2018 at the latest** and secure a **Statement of Eligibility from the Public Art Staff before applications will be considered complete and eligible for review**. This includes public art in any medium including: sculpture, murals, interactive, electronic, or time-based.

Please contact: Lillian Hsu, Director of Public Art at [lhsu@cambridgema.gov](mailto:lhsu@cambridgema.gov) with questions or to schedule a meeting.

Applicants must provide a detailed description of the project that includes a concept description, site location, property owner(s) name, materials used, fabrication methods, plans for installation and de-installation, plans for maintenance, names of collaborators, budget, schedule/timeline, and anticipated impact on community/neighborhood.

If the artwork is to be located on private property, the applicant must provide a letter naming the owner of the site with his/her signature of approval for the project.

Projects proposed to be on City property must meet the approval of the Cambridge Arts Public Art program staff and, where necessary, staff from other city departments who have jurisdiction over proposed locations or services.

It is required that the applicant contact and communicate freely with the Public Art staff during concept and design development of the project so that questions and issues can be addressed to the best advantage of the applicant.

Applicants are advised that the funding of public artwork through the Cambridge Arts Grant Program is a separate process from the commissioning of artwork through the Cambridge Arts Public Art Program. The commissioning of artwork to be accessioned into the City's permanent Public Art Collection is accomplished through a highly specific public process in keeping with the Cambridge Public Art Ordinance, which is administered by the Cambridge Arts Percent-for-Art Program with oversight from the Public Art Commission.

For more information please visit the Cambridge Arts website: [www.cambridgeartscouncil.org](http://www.cambridgeartscouncil.org), or call 617-349-4389.

# General Tips and Advice

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- ❖ Make sure you complete **BOTH** the Mass Cultural Council's online application **AND** the Cambridge Arts Grants web portal requirements (Project Grants only).
- ❖ If providing artistic support materials in the form of a Website URL, YouTube videos, etc. **include these links in a list as a separate PDF document and label them appropriately.** Links included in the body of the application will not be reviewed. *Detailed instructions for creating this document are included in the Required Artistic Support Materials section (pages 11 & 12).*
- ❖ Keep in mind that panelists read and review multiple applications. **Be as clear and concise as possible.**
- ❖ **Do NOT miss the deadline!** Late applications and supplementary materials will NOT be accepted for review.
- ❖ **Connect with us!** Applicants are strongly encouraged to contact Cambridge Arts with any questions regarding their application or project. One-on-one grant consultations are available.
- ❖ **Online Application Training** will be offered by Cambridge Arts on Mondays 4-7pm & Wednesdays 10am-12pm, September 4 – October 3, excluding City holidays. Contact Jannie Kitchen to make an appointment for training [jkitchen@cambridgema.gov](mailto:jkitchen@cambridgema.gov) or 617-349-4380.
- ❖ The National Endowment for the Arts (NEA) provides useful **tools for ensuring compliance with ADA and Section 504 Requirements**, including the [Accessibility Planning and Resource Guide for Cultural Administrators](#). The guide is designed to help organizations not only comply with ADA and Section 504 but to assist in making access an integral part of your organization and programs.
- ❖ **Don't have a computer?**
  - All Cambridge Public Libraries offer computer and internet services free of charge
  - Cambridge Arts has computers that will be made available by appointment.

Again, to find out more about the grant program or schedule a one-on one, please contact Julie Barry at [jbarry@cambridgema.gov](mailto:jbarry@cambridgema.gov) or 617-349-4381.

## Online Application Instructions

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All applications to the Cambridge Arts Grant program must be submitted through the Mass Cultural Council's online application portal. Additionally, all Project Grant applicants **MUST** submit supplementary materials through Cambridge Arts' separate online application portal.

Detailed, step-by-step instructions are included on the following two pages for both application portals.

# Mass Cultural Council Online Application Form Instructions

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All Applications must be submitted online via the new Mass Cultural Council Grant Application web portal:  
<http://mass-culture.org>

**Step 1:** Go to the above website and click “Applicant” to open applicant portal

**Step 2:** Type “Cambridge” in the search box at the top left corner, then select Cambridge Arts Council as the Local Cultural Council (LCC) to which you are applying.

**Step 3:** Click the “Council Priorities” tab to review our guidelines and ensure you are aware of and meet all local Cambridge Arts Council requirements.

**Step 4:** Disable ALL Popup blockers and when ready to proceed, click the “Apply Now” tab.

**Step 5:** Click the orange “Register here” button to complete a onetime registration process.

**Step 6:** Once submitted, log in to your personal e-mail account and follow the instructions in the e-mail sent to you to complete your registration.

**Step 7:** Using your newly created login info, log on to the Mass Cultural Council’s web application portal at the above URL.

**Step 8:** Click “Apply Now” and take the short eligibility quiz to determine if you and your project meet the state qualifications.

**Step 9:** Follow the on screen instructions to complete and submit your application.

**Step 10:** Log into the Cambridge Arts Grants web portal via SlideRoom and submit all Additional Required Supplementary Materials.

## Mass Cultural Council Online Application Form Details:

- **Applicant Information**

- Enter the applicant name or contact person. If you are an individual, enter your name under Applicant Name and also as Contact Person. In the case of collaborations, choose one organization or individual to represent the group.
- Keep in mind that the applicant is responsible for receiving and disbursing grant funds. If applicant is not a non-profit organization, grant funds are considered taxable income.

- **Project Information**

- Under “**Project Title**,” enter a brief title for your project (e.g. Youth Concert Series, Film Festival, Poetry Series, etc.)
- Under “**Amount Requested from LCC**,” fill in the amount you are requesting for your project.
- **Answer questions as clearly and specifically as possible.** Remember that the panel may not be familiar with your project or organization. Use short sentences and avoid jargon.

- **Budget Section**

- **Projected Expenses**  
List the cash expenses for your project, breaking them down into the most appropriate categories  
**Note: Grant Program funds cannot be spent on food or refreshments.**
- **Projected Income**  
List out any funding sources in the section provided. Include supporting material for all other sources of income (i.e. letters of support from other grantors).
- **Matching Funds**  
Matching Funds are strongly encouraged but not required for standard projects costs.
- Under “**In-Kind Donations**” list any donated materials, facilities, and/or services (i.e. those which you do not need to pay, for such as free performance or rehearsal space, donated art supplies, volunteer labor, pro-bono consulting work etc.) Monetary estimations of in-kind support are not required and are not calculated in the budget section of the application form. However, applicants are encouraged to list approximate “fair market value” to the best of their ability and include these items and estimations in the break-out/detailed budget.

- **DO NOT** upload any supplementary materials to the Mass Cultural Council’s application website.



## Cambridge Arts' Online Application Portal for Required Supplementary Materials

All Required Supplementary Materials must be submitted online via the following Cambridge Arts Grants SlideRoom web portal website: <http://bit.ly/2018-2019CamArtsGrants>

Below is a detailed step by step overview of how to log on and upload your materials.

**Step 1:** Log on to the above website and complete a onetime registration process. *Note: This is a separate website from the Mass Cultural Council's website above and does require its own separate registration. If you already have a SlideRoom profile from participating in Cambridge Arts Open Studios, through our Public Art Registry, or from applying previously to a Cambridge Arts Grant, you can skip Step 1 and Step 2.*

**Step 2:** Log in to your personal e-mail account and follow the instructions in the e-mail sent to you during your registration process to complete your registration.

**Step 3:** Using your newly created login info, log on to the Cambridge Arts Grants web portal at the above URL

**Step 4:** Click the blue "Begin Application" button.

**Step 5:** Answer the Applicant Information questions, which includes selecting one of the two granting categories appropriate for the project: **Creating & Presenting or Education & Access**; as well as **identifying the discipline**, i.e. Dance, Film/Video, Literature, Visual Arts, Music, Theater, or Multidisciplinary.

**Step 6:** Upload Project Narrative & Timeline, Detailed Budget, Letters of Support, and Resumes/Biographies of Key Personnel under the "Attachments" tab. (See pages 9 and 10)

**Step 7:** Upload the remaining Additional Required Supplementary Materials under the "Media" tab. (See pages 11 and 12.)

## Have a case of writers' block?

Consider these thought prompts when constructing your narrative and addressing review criteria. No need to answer questions literally, just let them guide you when building your application and outlining your project.

### **Artistic Merit**

- What are the artist's motivations for initiating this project?
- Does this project represent a particularly innovative or creative viewpoint?
- How does this project contribute to a larger discourse within its medium?
- Will this project make a strong impression on its viewership or the artist that is creating it?

### **Quality and Creativity of the Projects' Design**

- What are the motivations behind the project, how well outlined is the project's approach?
- Does this project represent a particularly innovative or creative viewpoint?
- How does this project contribute to a larger discourse within its medium?
- Will this project make a strong impression on its viewership?

### **Clarity & Feasibility of Budget, Timeline, Publicity and Evaluation Plans**

- Does the applicant demonstrate an understanding of the project's scope & scale?
- Does the budget clearly state how all funds will be utilized?
- Does the timeline adequately address the nature of the project?
- Do the evaluation plans consist of a comprehensive approach?
- Overall, how detailed are the budget, timeline and evaluation plans?

### **Financial Need**

- How well-established is the applicant?
- From what sources does the applicant usually generate income?
- How much access to other sources of funding does the applicant have?



- What impact would a Cambridge Arts grant have on this project?

### **Community Support for the Project/ Significance to Community it Serves**

- How readily available will this project be to the community?
- What can community members take away from this project?
- Does this project explore any themes pertinent to the surrounding community?
- Does this project address specific needs/interests of the community it is intended to serve?
- What is the communities anticipated reaction?
- Are there letters of support from members of the community?

### **Qualifications of Key Personnel**

- Have key personnel been identified?
- Are their qualifications sufficient to complete project in the manner outlined by the proposal?
- What roles will key personnel play and how do these roles reflect their background?
- Are there any areas of expertise?
- Have there been any significant awards or distinctions given?

### **Potential to Involve a Culturally and/or Economically Diverse Population**

- What is the target population; is this population culturally and/or economically diverse?
- Is the artist part of a socioeconomically diverse population?
- How will such populations gain access to this project?
- How well will this project engage these populations?

### **Transformative Effect**

- Does the project have any exceptional qualities which distinguish it from similar projects?
- How would you rate the project's overall significance to its field and the community it serves?
- Does the project have potential to have a lasting effect upon its audience?
- Does the project have potential to elevate the applicant's professional status?