CAMBRIDGE ARTS | GRANTS

2015 Grant Guidelines

Grant Timeline:

Monday, August 18, 2014 City Hall Annex 344 Broadway, 2nd Floor Community Conference Room	Open Community Meeting 6:00-8:00 pm *General Information Session*
Monday, September 22, 2014 City Hall Annex, 344 Broadway, 2nd Floor Community Conference Room.	Grant Writing Workshop 6:00-8:00 pm *Bring a draft of proposal for review* *RSVP to jbarry@cambridgema.gov* *by September 15th.*
Wednesday, October 15, 2014 344 Broadway, 2nd Floor Cambridge, MA	**Submission Deadline** *All applications must be* ***received by 5:00pm****. This is* ***not*** *a postmark deadline. Applications received after 5:00 pm on October 15th will not be reviewed.*
November/December 2014	Review Panels Convene
January 15, 2015	Applicants Notified of Decisions
July 1, 2014 – December 31, 2015	Projects in Progress
December 31, 2015	Reports Due *All projects must be completed and final reports submitted.*

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Cambridge Arts Grant Program

About the Cambridge Arts Grant Program

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 (MCC) 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 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, or residents of a specific neighborhood

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

Due to limited available funds and high demand for support, Cambridge Arts may award a smaller amount than 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.

Grants range from $200 to $2,000.
Cambridge Arts receives 75-100 applications annually and funds approximately 30%.
Variable funding can affect these past trends.

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 sponsor 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 are all eligible to apply for Grant Program funds. Funding supports activities in the 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 1st preceding the application deadline in October, and December 31st 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.

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

Applicants must adhere to the Massachusetts Cultural Council's statement on accessibility of cultural programs to underserved populations: "The MCC is committed to access not only in adherence to state and federal laws, but also to encourage the participation of all segments of the Commonwealth's population in MCC funded programs. The Massachusetts Office of Affirmative Action currently designates the following as underserved: African Americans, Asian Americans, Latin Americans, Native Americans, people with disabilities, Vietnam-era veterans, and women. The MCC also considers low-income and rural communities, as well as citizens over 65-years-old, as underserved populations."

Cultural organizations funded by Cambridge Arts that present public programs or offer services to the public must make reasonable accommodations to insure 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. Project must contribute to, involve, and enrich the City (i.e. exhibition, performance, class, lecture, reading, open studio, or a show 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. A funding match of 2:1 is required for all Capital Expenditures.

Funding Restrictions

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: In general, applications exclusively 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. Capital Expenditures may be requested as part of larger budget but require a 2:1 funding match.

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

Cambridge Arts will confirm the receipt of all completed applications on a rolling basis. Cambridge Arts strives to notify applicants missing key application components within one week of their receipt, if feasible.

A volunteer panel of Cambridge residents and arts professionals representing a variety of neighborhoods and backgrounds review all applications. Separate 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 page 8 for Field Trip Grant or page 9 for Project Grant information.)*

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

Reconsideration

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

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."

Grant Categories

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

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). Requests may come from the organization bringing the youth or the organization hosting the field trip.
(See page 8 for more information.)

Cambridge Arts Field Trip Grants do not cover chaperone or transportation costs.

Project Grants

Project Grants are the second type of grant offered by Cambridge Arts and are broken out into two categories: **Creating & Presenting and Education & Access**

Creating & Presenting Grants support the development and/or presentation of visual arts, dance, film/video, literature, music, theater, multidisciplinary and new media arts. Projects must involve a public presentation in Cambridge (e.g. performance, exhibition, publication, screening, reading, class, symposium, festival, or workshop/demonstration). *(See page 9 for more information.)*

Education & Access Grants promote in-depth understanding of and participation in the arts. This category also supports projects that increase participation of populations with limited access to the arts. Projects that bring art into non-traditional, community settings are especially encouraged. Projects may involve education and participation in specific art forms, or employ the arts to explore relevant non-arts areas, such as civic, cultural, or environmental issues. *(See page 9 for more information.)*

Note: Applicants may **submit only one** Project Grant application. Applicants must specify one of the two categories: Creating & Presenting or Education & Access.

Projects and field trips must be completed within the 18 months
from July 1st of the submission year to December 31st of the following year.

Recipients who fail to complete their project or submit the required final report and receipts will have their final payment withheld and may be required to reimburse Cambridge Arts.

Field Trip Grants

Review Criteria

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.

- Admission must cost $12.00 or less per ticket.
- Due to limited funding, Field Trip Grant funds will **only cover the cost of tickets for students**. Chaperone tickets, transportation costs etc. will not be covered with Field Trip Grant funds. (Please refer to the MCC's Big Yellow School Bus program as a possible source for transportation funding: www.masscultural council.org/programs/bigyellow)
- **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.
- 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 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 must be coordinated through Elaine Koury, Director of Visual & Performing Arts, Contact: (617) 349-6788 or ekoury@cpsd.us

Field Trip Grant application forms can be acquired online via a link on Cambridge Art's website: www.cambridgeartscounicl.org/grants

Complete and sign the Field Trip Grant application form and submit with a cover letter 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 the cover letter.

Deadline: Field Trip Grant applications are due by **5pm on Wednesday, October 15, 2014.**

Project Grants

- Applicants may submit only <u>one</u> Project Grant application.
- Applicants must specify one of the two categories: **Creating & Presenting or Education & Access**.
- On your application cover page and within your support materials you must <u>also identify the discipline</u> of your project, i.e. Dance, Film/Video, Literature, Visual Arts, Music, Theater, or Multidisciplinary. (Multidisciplinary is defined here as the amalgamation/integration of **three or more art forms**.)

Review Criteria

Creating & Presenting

Creating & Presenting grants support the development of new visual arts, dance, film/video, literature, music, theater, multidisciplinary and new media works. Projects must involve a public presentation in Cambridge.

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

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.

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 Application Instructions

- **Applications must be typed**
  - With the exception of the Applicant cover page which may be neatly handwritten.

- **Six (6) copies of the application and most supplementary materials are required.**
  - This does not include artistic support materials, as defined on page 12 & 13.

- **Bind copies of complete applications and support material with a single paper clip**
  - 6 copies= 6 paper clips. Please bind all six copies of your application together with a large binder clip. Applications should NOT be submitted in a binder or folder. All cover materials will be discarded.

- **Application must be received by 5pm on Wednesday, October 15, 2014**
  - This is a delivery deadline **NOT** a postmark deadline. No late submissions will be considered

Application Materials Check List

Six (6) copies of the application and supplementary materials *(defined on page 11)* are required. This does not include artistic support materials. Your application will be considered incomplete without these materials:

- ☐ Application Coversheet (6 copies)
- ☐ Application Form (6 copies)
- ☐ Narrative & Timeline (6 copies)
- ☐ Budget Breakdown/Detailed Budget (6 copies)
- ☐ Letters of Support (6 copies)
- ☐ Resumes of Key Personnel (6 copies)
- ☐ Artistic Support Materials (1 copy)
- ☐ *Public Art Only:* Letter describing ownership & maintenance plans

Application Form Instructions

- **Applications can be downloaded from the Cambridge Arts website as editable PDFs:** www.cambridgeartscounicl.org/grants

- In the space at the top of the form reading:
  "This application is being submitted to the _____ LCC" enter "Cambridge."

- **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**
  - 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.

  - **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. Matching funds are only required for capital expenditures at a 2 to 1 match.

Additional Required Materials

- **Narrative & Timeline**
  In a maximum of two pages, provide an in-depth description of your project. Include planning and follow-up activities, project events and activities, marketing and promotion plans. Remember to address the review criteria for the grant category to which you are applying. In an additional one page bullet point list include a detailed timeline for how the project will be carried out.

- **Budget Break-out/Detail Budget**
  On a separate page, provide a detailed breakdown of the project expenses and income information listed on the application form. Be as detailed and specific as possible outlining for what and how money will be used and allotted. Clearly indicate confirmed and unconfirmed sources of income.

- **Letters of Support**
  Attach letters of support for the project that clearly state the collaborator's commitment to the project and reason for supporting it.
  - Letters should come from all collaborating organizations and community supporters.

  - Artists interested in working in the Cambridge Public Schools need the support of a specific school for their proposal to be considered. It is the responsibility of the applicant to get letters of support from a teacher and/or principal from the school in which the applicant wishes to work. Proposals lacking letters of support will be considered incomplete and ineligible. Applicants must also contact Elaine Koury, Director of the Visual and Performing Arts, at ekoury@cpsd.us, regarding your intentions and send her a brief description of your project.

  - 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).

  - All letters should be addressed to:
    Cambridge Arts, Att: Grant Review Panel, 344 Broadway, 2nd Floor, Cambridge, MA 02139

- **Resumes of Key Personnel**
  A review of the professional qualifications of the individual or the organization leading the cultural activity is a crucial component. Resumes should reflect the applicant's qualifications as they relate to the project (e.g. if you are an artist applying for a school residency, list teaching experience as well as artistic qualifications). Up to five one-page resumes for key personnel and/or supporting artists will be accepted.

- **Artistic Support Materials**
  Submit **ONE SET** of support materials that best represent the proposed project and the artist(s) involved. (*See page 12 & 13 for further instructions.)*

- **Optional Documentation/Press Materials**
  Applicants are encouraged to submit **ONE SET** of documentation materials (such newsletters, brochures, annual reports, etc.) that demonstrate the artist's/organization's overall goals and programming. Applicants may also include publicity from past events (such as flyers, promotional and press materials). Evaluation materials from past projects are also encouraged. 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.

- **Projects Involving Public Art**:
  For projects that involve temporary or permanent installation of artwork in public space, applicants **MUST** meet with the Public Art staff *at least four weeks* before the grant deadline. This includes public art in any medium including: sculpture, murals, interactive, electronic, time-based, or performance-based. 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 advised 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. Please contact: Lillian Hsu, Director of Public Art at lhsu@cambridgema.gov or Jeremy Gaucher, Public Art Administrator at jgaucher@cambridgema.gov with questions or to schedule a meeting.

  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, or call 617-349-4389.

Helpful Tip:
Keep in mind that panelists read and review many applications.
Be as clear and concise as possible.

Artistic Support Materials – Detailed Instructions

Submit **one set** of support materials that best represents the artists involved in the project. 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. All materials should be labeled with applicant's name and organization.

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

Visual Arts – Submit 8 examples of your work in one of the following formats.

- Photographs and inventory list with description.
- Digital images uploaded on to a website, or provided on CD or USB thumb drive with full inventory list with description.

Literature – A set of examples of your original work – such as:

- 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.
- None of the above should exceed ten pages. Please place the best and most relevant piece first, and highlight the selected passage you wish the review panel to focus on.

Music – An example of your work – such as:

- CD and USB Thumb Drive with track listings - 3-5 minutes maximum, indicate the track(s) you wish the panel to review. Also indicate the applicant's involvement in the piece.
- YouTube, websites are also acceptable ways of sharing music, please provide exact links.
- Score: include the title, length of selection, instrumentation, and text (if applicable).
- Note: Each panel member will review the full submission; however, during the group review only 1-2 minutes will be played. Please note the segment of your track/video you wish to be used for group review. (e.g. Track 2 Time 1.30-4.30)

Dance & Theater – An example of your work – such as:

- DVD and USB Thumb Drive: 3-5 minutes maximum. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production.
- YouTube and websites are also acceptable ways of sharing videos, please provide exact links.
- Written script, ten pages maximum: Attach an explanation of the selection, including its relevance to the project and the applicant's role in its creation.
- Note: Each panel member will review the full submission; however, during the group review only 2-3 minutes will be played. Please note the segment of your track/video you wish to be used for group review. (e.g. start 1.30-4.30)

Film/Video – An example of your work – such as:

- DVD and USB Thumb Drive: 3-5 minutes maximum. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production. Provide instructions for set up.
- YouTube and websites are also acceptable ways of sharing videos, please provide exact links.
- Note: Each panel member will review the full submission; however, during the group review only 2-3 minutes will be played. Please note the segment of your track/video you wish to be used for group review. (e.g. start 1.30-4.30)

Multidisciplinary

- Please refer to the above categories for information about supporting materials in this discipline.
- For example, if your projects makes use of the Visual Arts, Music and Dance please refer to those categories' requirements of supporting materials

Important Note:

If providing artistic support materials in the form of a Website URL, YouTube videos, etc. **include these links on a separate sheet of paper entitled "Artistic Support Materials"**. Links included in the body of the application will not be reviewed.

Tips and Advice

- Be sure to fill out and include the **coversheet** with your application. *(See page 16)*

- **Fill out the application form completely!** Do not simply write "See Attached"! Answers provided as an attachment make the reviewer's job more difficult. You are, however, encouraged to expand on the information requested in the application by attaching a project narrative of up to two pages in length.

- Remember to include **letters of support** from collaborating organizations. Applicants from outside of Cambridge are required to have a letter of collaboration and support from a Cambridge 'sponsor'.

- Do not forget to include the **materials required in addition to your application form**, listed on page 11 and the **artistic support materials** described on page 12 & 13.

- Applications for the creation or installation of public artworks should note the **additional requirement** on page 11 of the guidelines.

Key Requirements Checklist

- ☐ Applicant **must submit six copies** of their **application** by the application deadline. Applicants presenting only one copy will not be accepted. Copies must be made before submission, copying services are NOT provided.

- ☐ Only **one copy** of the applicant's **support materials** is necessary.

- ☐ Copies of applications and accompanying support materials must be submitted **without external bindings** (i.e. NO staples, paper clips, binder clips, report covers etc.).

Have a case of writers' block?

Consider these thought prompts when constructing your narrative and addressing review criteria. No need to answer question 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?

Connect with Us!

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

To find out more about the grant program or schedule a one-on one, please contact Julie Barry, Director of Community Arts at jbarry@cambridgema.gov or 617-349-4381

FY15 Grant Program
Application Coversheet

Please complete this form and place it on top of your application materials.
Incomplete applications will not be considered.

Category to which you are applying (check one):

☐ Creating & Presenting ☐ Education & Access ☐ Field Trip

Applicant Name: _____

Project Name: _____

Applicant is an: ☐ Organization ☐ Individual

Briefly describe project in one sentence:

_____

Briefly describe target audience:

_____

DISCIPLINE:
CHOOSE ONE

- ☐ Dance
- ☐ Film/Video
- ☐ Literature
- ☐ Visual Arts
- ☐ Music
- ☐ Theater
- ☐ Multidisciplinary

FIELD TRIP GRANT CHECKLIST:

- ☐ Application
- ☐ Cover letter
  (Please address all questions on page 8)

LCC PROJECT GRANT CHECKLIST:
REQUIRED INFORMATION (See pages 11-13 of guidelines)

- ☐ LCC Grant Application
- ☐ Narrative & Timeline (Up to 2 pages, 11pt., double spaced)
- ☐ Budget Breakdown (1 page detailed description of Project expenses &income)
- ☐ Letters of Support
- ☐ Resumes of Key Personnel
- ☐ Artistic Support Materials (list below)

  _____
  _____
  _____
  _____
  _____

- ☐ Public Art Only: A letter describing ownership & maintenance plans.