

## Port Neighborhood Grant Guidelines

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For the 2020-2021 grant cycle, the Cambridge Arts Grant Program includes a special grant category to support the creation of new artistic and cultural projects that respond to and benefit the Port Neighborhood of Cambridge. Funding for this special grant category comes from Percent-for-Art funding tied to the city’s Port Infrastructure Project, which is a multi-year construction project to reduce flooding in the Port Neighborhood. Applicants can apply for up to \$9,000 in grant funding to support projects benefiting the Port Neighborhood.

For more information on the Port Infrastructure Improvement Project:

<https://www.cambridgema.gov/Departments/publicworks/cityprojects/2015/theportinfrastructureimprovements>

We highly recommend that you contact us as soon as you have an idea for a grant proposal so that we can give you feedback and help frame your concept for this grant.

Lillian Hsu at [lhsu@cambridgema.gov](mailto:lhsu@cambridgema.gov) or Hilary Zelson at [hzelson@cambridgema.gov](mailto:hzelson@cambridgema.gov)

### Table of Contents

Port Neighborhood Grant Eligibility.....	2
Port Neighborhood Grant Award Amounts .....	2
Historical Background of the Port Neighborhood .....	2
Port Neighborhood Grant Review Criteria .....	3
Port Neighborhood Grant Application Instructions.....	4
Grant Program Timeline .....	5
General Tips and Advice for Applicants .....	6
About Cambridge Arts .....	6
Contact us .....	7

## Port Neighborhood Grant Eligibility

The Port Neighborhood Grant is open to artists, collaborative groups, entrepreneurs, organizations, businesses, and schools. Preference will be given to applicants based in the Port Neighborhood, but anyone is eligible to apply, as long as the proposal is designed to benefit the Port Neighborhood.

All forms and formats of artistic practice are eligible, including but not limited to: theatre, music, dance, sound art, spoken and written word, sculpture, mural arts, light, video, multi-disciplinary media, multi-media installations, and social practice art. Long-term constructed projects must be sited on City property. Proposals must be designed to take place in the public realm but may be indoors or outdoors or exist in the social space of media (e.g. a printed newspaper or smartphone application). Projects must be realized in locations that are fully accessible to the public.

We welcome multi-disciplinary projects that center arts and culture in the context of other aspects of integrated community life, such as food and agriculture, open space, targeted age groups, education, workforce development, housing.

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

## Port Neighborhood Grant Award Amounts

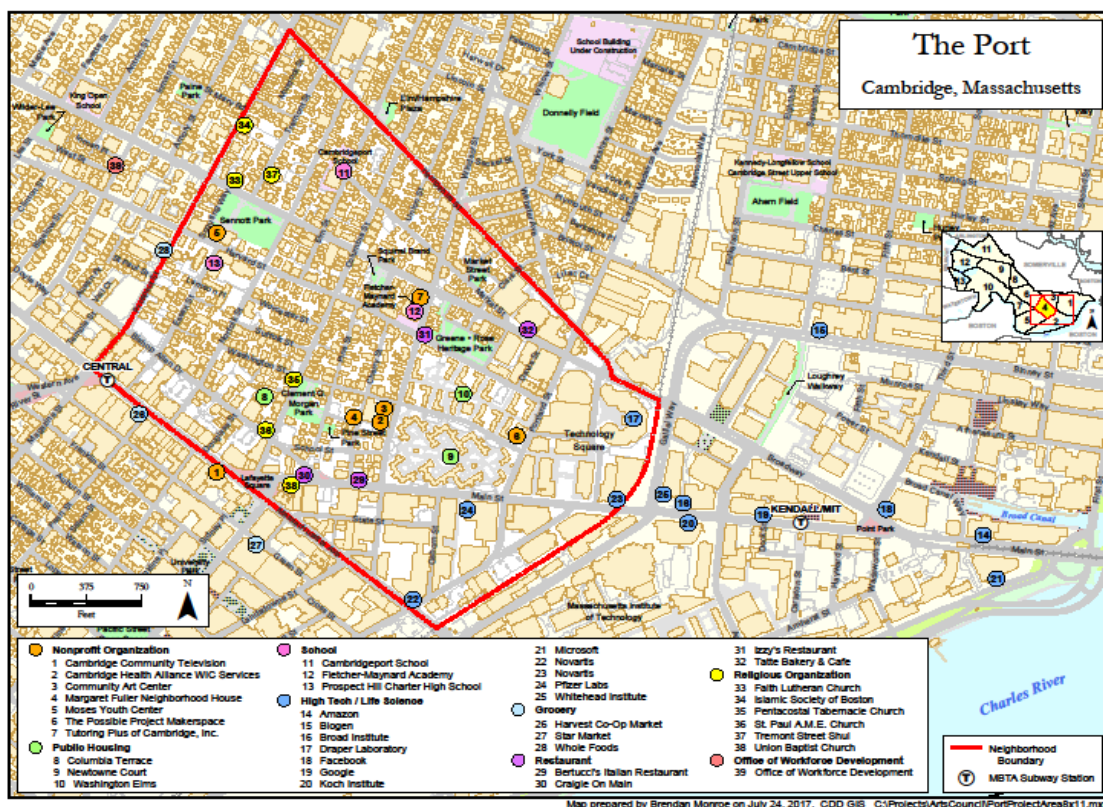
The maximum award amount will be \$9,000. A total of \$90,000 is available for the Port Neighborhood Grant.

## Historical Background of the Port Neighborhood

Before the Charles River Dam was built in 1910, the shoreline of the tidal Charles River reached The Port. After the West Boston Bridge was built in 1792, The Port grew into an industrial and manufacturing center of the City. Many prosperous manufacturing industries and accompanying housing attracted immigrants from around the world to The Port. The architecture of its buildings and the narrow residential streets reflect this history.

When Cambridge became a city in 1846 it united three villages – Old Cambridge, East Cambridge, and Cambridgeport. When the 1950 census divided the City into 13 planning zones, Cambridgeport was divided into two areas, with the southern area taking the name Cambridgeport, and the northern section keeping the administrative name Area 4. In 2015, after community advocacy, Area 4 was officially renamed “The Port”.

The triangle in the southern part of the neighborhood bounded by Massachusetts Avenue, Main Street, and the Grand Junction Railroad (sometimes known as the Osborn Triangle) where much of this industry thrived, is now home to high-tech and life-science offices and labs, as well as facilities serving MIT. Residents living in The Port include those who have roots in the neighborhood going back generations and those who are newcomers.



### Brief Description of the Port Neighborhood

The Port, previously known as Area 4, is a high-density residential neighborhood with approximately seven thousand residents, bounded by Hampshire Street to the north, Portland Street to the east, Prospect Street to the west, and Massachusetts Avenue to the south.

Diverse in composition and deep in history, The Port is a neighborhood with long memory and established organizational anchors as well as a neighborhood in flux. Today's rapid development of Kendall Square to the east and in Central Square to the west exerts tremendous pressure on the area, threatening to break some of the roots that have sustained a strong community of people of all ages and backgrounds over many years.

### Port Neighborhood Grant Review Criteria

- Incorporates equity or social justice - Does the project directly or indirectly address, promote, or increase equity?
- Responsiveness to The Port – How well or to what extent does the project speak to one or more attributes of The Port, whether it is its social or cultural life, its history, or its streetscapes, landscapes, and built environment?
- Community Engagement - Does the proposed project engage with members of the Port community in planning, co-creation, or final realization?

- Ability to manage project and work with the community - Does the application indicate an ability to work effectively with diverse members of a community and to manage the implementation of the project?
- Accessibility to different learning styles and abilities - Is the project designed to reach people of all abilities and learning styles?
- Feasible budget - Is the budget reasonable to support the scope of the project?
- Realistic timeline - Will the applicant realistically be able to accomplish the project well during the proposed timeline?

**Please Note:** All projects must be wheelchair accessible and must make reasonable accommodations to insure that persons with disabilities have equal physical and communications access. Accessibility involves both the location and the content of the project or 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).

### Port Neighborhood Grant Application Instructions

The Port Neighborhood Grant application consists of an online application through SlideRoom, an online portal for receiving applications and portfolios.

(<https://cos.slideroom.com/#/permalink/program/56943>).

- **The Port Neighborhood Grant application must be submitted by 11:59 pm on Monday, December 14, 2020**, via the Cambridge Arts online application portal.
- Hard copy applications will not be accepted.

### Application Steps

1. Log on to the website <https://cos.slideroom.com/#/permalink/program/56943>, and complete a onetime registration process. If you already have a SlideRoom profile from participating in Cambridge Arts Open Studios, our Public Art Registry, or from applying previously for a Cambridge Arts Grant, you can skip Step 1 and Step 2.
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. If you do not see the registration email, check your junk/spam folder for an email from SlideRoom.
3. Using your newly created or existing login information, log on to the Port Neighborhood Grants web portal at the above URL.
4. Click the blue “Begin Application” button.
5. Answer the Port Neighborhood Grant Application questions:
  - a. **Title** of Project
  - b. **Concept and Description** - A description of the concept or idea behind the project and a description of what the public will see or experience. In other

words, what is the overarching theme or core purpose of the project, and what will happen at the site? (200 words)

- c. **Proposed Location or site** of project
  - d. **Site approval** - Name of individual and contact information who gives approval for use of the site.
  - e. **Personnel** – If you are a team, list team members and each affiliation or role; if you will have partners, list names of partners.
  - f. **Intended audience** – Describe audience for whom the project is designed. This may be the general public, or it may be a specific population such as young children, young adults, elders, etc.
  - g. **Timeline** – This will vary depending on the project, but should include phases of the project from beginning to end, e.g. planning; fundraising; community engagement; detailed design development of program or installation; identification of site(s); implementation/performance/installation/de-installation; evaluation and report.
  - h. **Expected Duration:** If the project is a long-term or temporary installation, state the expected duration of the project. How long do you expect it to be in place?
  - i. **Project Budget** – Include general estimated costs. Possible budget items: artist fees; materials; assistants; documentation; accessibility services such as ASL interpretation or open captioning; insurance; equipment rentals; space rental; transportation; marketing or outreach; printing; installation; maintenance; contingency. **Clearly note which item(s) of the budget this grant would support.**
  - j. **Maintenance** requirements, if applicable.
6. Upload up to 10 additional media that would support your application. These might include video, images, audio clips, news articles, etc.

### Grant Program Timeline

#### Monday, September 14, 2020

6:00-7:00 pm

Zoom Meeting

General Grant Information & Introduction to Online Application – Virtual Workshop

RSVP to [kswartz@cambridgema.gov](mailto:kswartz@cambridgema.gov) by Sept. 11<sup>th</sup>

#### Thursday, October 1, 2020

Application Opens

#### Friday, October 16 30, 2020

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.

#### Monday, October 19, 2020

6:00-7:00 pm

Zoom Meeting

Free Grant Writing Virtual Workshop

Bring a draft proposal for review

RSVP to [kswartz@cambridgema.gov](mailto:kswartz@cambridgema.gov) by Oct. 16<sup>th</sup>

<b>Monday, December 14, 2020 @ 11:59pm</b>	Application Submission Deadline All applications & support materials must be submitted online by 11:59pm.
<b>December 2020/January 2021</b>	Review Panels Convene
<b>February 15, 2021</b>	Applicants Notified of Decisions
<b>July 1, 2020 – December 31, 2021</b>	Projects in Progress
<b>December 31, 2021</b>	Final Reports Due All projects must be completed and final reports submitted.

### General Tips and Advice for Applicants

- Keep in mind that panelists read and review multiple applications. Be as clear and concise as possible.
- Late applications and supplementary materials will not be accepted for review.
- We're happy to help you work through questions and concerns you may have as you're preparing your application. If you're having trouble figuring things out, we'd like to help. Never applied before and need help decoding the application? We want to help! Please reach out to Lillian Hsu, [lhsu@cambridgema.gov](mailto:lhsu@cambridgema.gov) and Hilary Zelson, [hzelson@cambridgema.gov](mailto:hzelson@cambridgema.gov)
- Applicants can submit only one application to the Cambridge Arts Grant Program for the 2020/2021 cycle. If you need help deciding which grant opportunity to pursue, please reach out to us and we can talk through the options.

### About Cambridge Arts

The Cambridge Arts Council is a city agency that funds, promotes, and presents high-quality, community-based arts programming for the benefit of artists, residents, and visitors to Cambridge, MA. Established in 1974, Cambridge Arts is one of the oldest and most dynamic arts agencies in the country. As a public nonprofit, Cambridge Arts operates with funding from local government, private foundations, corporate sponsors, and individual donors and delivers on its mission by fulfilling three primary roles:

- **Connector:** Through partnerships with artists, presenters, donors, and audiences, the agency operates as a vital cultural presence in the region. From connecting local youth with professional teaching artists to securing performance space for both emerging and established ensembles and introducing residents to local artists through Cambridge Open Studios, Cambridge Arts links people and resources from across the artistic spectrum to spark innovative collaboration.
- **Presenter:** In addition to exhibitions and educational programming presented in Gallery 344, Cambridge Arts stages high-profile events such as the Cambridge River Festival, a

signature city celebration and regional event. The festival features a wide array of music, dance, theater and visual art and attracts a robust audience of close to 200,000 visitors annually.

- **Funder:** Through the Cambridge Arts Grant Program, Cambridge Arts awards dozens of financial grants each year in support of high-quality, community-based art projects representing all artistic disciplines.

Cambridge Arts embraces a vision that welcomes and supports everyone. Believing that a multiplicity of perspectives is essential to a strong society, we are committed, both in our policies and practices, to building participation in and awareness, understanding, and appreciation of the arts and all cultures. In our ongoing work to address cultural and historical inequities, we strive to be a community anchor that reflects the entire Cambridge community and expands access, opportunities, and inclusion in every form of creative expression. We value diverse voices and people of all ages, backgrounds, ethnicities, abilities, gender identities, sexual orientations, socioeconomic situations, religions, citizenship statuses, and family configurations.

The Cambridge Arts Council is supported in part by the City of Cambridge, the National Endowment for the Arts, and the Mass Cultural Council, a state agency.

Contact us:

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