

Local Cultural Council Grant Guidelines

Individuals and organizations may apply to the LCC Grant for projects, ticket subsidy programs, cultural field trips for children, public art, or other activities. Individuals or organizations can apply for grants up to \$5,000 to support arts programs or field trips.

All projects created with funding through this grant program should follow City and State guidelines for public health and safety during the COVID-19 pandemic.

Table of Contents

LCC Grants Application Process Overview	1
LCC Grant Descriptions	1
Grant Amounts.....	2
LCC Grant Eligibility	2
Funding Restrictions	4
LCC Project Grant Review Criteria	4
LCC Grant Application Instructions:	6
General Tips and Advice for Applicants	6
About Cambridge Arts	7

LCC Grants Application Process Overview

1. Read more about the LCC Grant (<https://massculturalcouncil.org/communities/local-cultural-council-program/>).
2. Review state application guidelines (<https://massculturalcouncil.org/documents/lccguidelines.pdf?x48884>).
3. Check out the Cambridge Arts Council’s Priorities and complete the online application (<https://massculturalcouncil.org/local-council/cambridge/>) via the Mass Cultural Council portal, and submit supplemental materials through the Cambridge Arts LCC Grants portal (<https://cos.slideroom.com/>)

LCC Grant Descriptions

- Project Grants support the development and presentation of new arts programs or public art that benefit Cambridge communities.

- 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. **Note:** Projects and field trips must be completed within the allotted 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 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. All programs and field trips should be designed with public health precautions in mind, and if any projects or field trips cannot move forward as planned, grantees can work with Cambridge Arts to make appropriate accommodations.

Grant Amounts

Project Grants

LCC Grant amounts will vary depending on the amount requested and available funding. Applicants can apply for up to \$5,000 for projects. Funding will be awarded to individuals or organizations to carry out cultural programs that benefit people who live or work in Cambridge.

Field Trip Grants

Up to five Field Trip Grants will be awarded to organizations or individuals to fund field trips for Cambridge school students for cultural experiences. The amount of these awards will vary depending on the amount requested.

LCC Grant Eligibility

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 benefit Cambridge residents. The location of the project must be at a Cambridge venue or site.

Individual artists, artist groups, arts organizations, community organizations, and municipal agencies working in all genres and media are all eligible to apply for LCC Grant 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, 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.

Project Eligibility

- 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 November, 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
LCC 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 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.

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.
- Repeat Funding: In order to ensure broad distribution of funds and to encourage new applicants and new programs, 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 *new projects*.
- **We want your project to succeed. If we can be of help with questions, feedback, connecting you with relevant resources, or framing your concept, please get in touch. The earlier the better. Contact: cambridgearts@cambridgema.gov.**

LCC Project Grant Review Criteria

1. Quality and creativity of the project’s design	30%
2. Involvement from and significance to diverse communities*	30%

3. Key personnel	20%
4. Clarity and feasibility of budget, timeline, and evaluation plans	20%

* We define diverse communities as groups that have strong representation from people who identify with dimensions of diversity including race, ethnicity, age, physical and mental ability, income, sexual orientation, and language, among other factors.

1. 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 or the artist that is creating it?

2. Involvement from and significance to diverse communities

- 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 that are relevant to the surrounding community?
- Does this project address specific needs/interests of the community it is intended to serve?
- Are there letters of support from members of the community?
- Is there significant representation of BIPOC in the key personnel?
- What is the target audience; how does this audience reflect the dimensions of diversity stated above?
- How will the target audience gain access to this project?
- How well will this project engage a diverse audience?

3. Key Personnel

- 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?
- Is the applicant an emerging artist or professional?
- How would this project elevate the applicant's professional status?
- Do the key personnel represent diverse audiences as defined in the dimensions of diversity above?

4. Clarity & Feasibility of Budget, Timeline, 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?

LCC Grant Application Instructions:

All Applications must be submitted online via the Mass Cultural Council Grant Application

web portal: https://massculturalcouncil.smartsimple.com/s_Login.jsp

- **The Mass Cultural Council Application must be submitted by 11:59pm on Oct. 15, 2021, via the MCC online application portal.**
- Applicants may submit only one Project Grant application.
- Hard copies applications will NOT be accepted.
- The Mass Cultural Council online application consists of four sections:
 1. Applicant Information
 2. Project Information
 3. Budget Section
 4. Supplemental Materials

You can submit supplemental materials up to 3 pdf pages via the Mass Cultural Council Application portal, and you can submit additional supplemental materials through the Cambridge Arts LCC Grant Application Portal here: <https://cos.slideroom.com/>

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 Kirsten Swartz at kswartz@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.
- The National Endowment for the Arts (NEA) provides useful tools for ensuring accessibility for your planned program or event, including the Accessibility Planning and Resource Guide for Cultural Administrators.
<https://www.arts.gov/sites/default/files/AccessibilityPlanningAll.pdf>

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 is located on the Indigenous homelands of the Massachusetts, Nipmuc, Pawtucket, and Wampanoag peoples. We are guests on this land. We honor the people who were here before colonization, are here now, and will be here in the future. In our work as a cultural organization, we are committed to doing whatever we can to dismantle harmful structures built from violent colonialism. Our work seeks to expand the visibility of and celebrate the histories, cultures, and stories of indigenous peoples, who are of this place.

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.