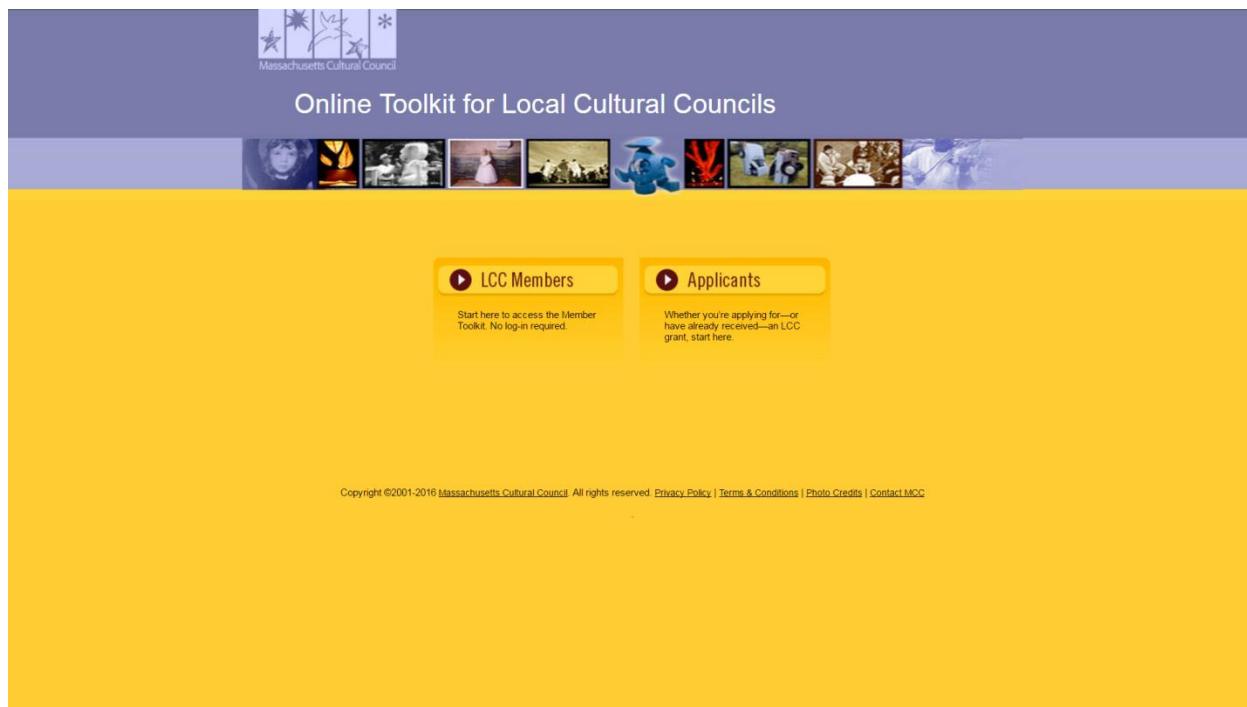


## Online Application for LCCs

Start by visiting the website at <http://mass-culture.org/>. Click on “Applicants”



Search and select the council you wish to apply to in the top left corner.

The Massachusetts Cultural Council's Local Cultural Council (LCC) Program is the largest grassroots cultural funding network in the nation supporting thousands of community-based projects in the arts, humanities, and sciences annually. Each year, local councils award more than \$3 million in grants to more than 6,000 cultural programs statewide. The program promotes the availability of rich cultural experiences for every Massachusetts citizen.

**Interested in applying?**  
The next deadline is October 17, 2016.

- [More About the LCC Program](#)
- [Application Guidelines](#)
- [Application Process](#)

**Already received a grant?**

- [Here's what you should know](#)

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You will be brought to the LCC's Council Profile. Be sure to visit the "Council Priorities" tab before applying to see if the council has any additional application requirements, or criteria that may bear weight in grant decisions.

The screenshot shows the Massachusetts Cultural Council's Online Toolkit for Local Cultural Councils. At the top, there is a logo for the Massachusetts Cultural Council featuring four stylized icons (star, sun, tree, flower) and an asterisk. Below the logo, the text "Massachusetts Cultural Council" is visible. The main title "Online Toolkit for Local Cultural Councils" is centered at the top of the page. A yellow sidebar on the left contains the text "Find Your Local Cultural Council" and a search bar with the placeholder "Find Town or City" and a magnifying glass icon. At the top right, there are links for "Home" and "LCC Program Information". In the center, there is a "print this page" link. Below these, a navigation bar includes tabs for "Council Information", "LCC Program Guidelines", "Council Priorities", "Apply Now", and "Funding List". The "Council Information" tab is currently selected. On the left side of the main content area, there is a logo for the "MEDFORD ARTS COUNCIL" featuring the word "MEDFORD" vertically and "ARTS COUNCIL" horizontally next to a blue wavy graphic. To the right of the logo, a detailed description of the Medford Arts Council is provided, mentioning its establishment in 1980, its mission to bring high-quality cultural programming to the community, and its various initiatives like the Arts Across Medford festival and West Medford Open Studios. It also notes funding from the City of Medford and the Massachusetts Cultural Council. Below this text, there are two links: "http://www.medfordartscouncil.org" and "email chair@medfordartscouncil.org". At the bottom left of the main content area, contact information for the Medford Arts Council is listed: "Medford Arts Council", "Medford City Hall", "Medford, MA 02155-3299", and "815/301-8949".

Click on the "Apply Now" tab. The link to the online application will be available starting **September 1<sup>st</sup>**.

This screenshot shows the same website interface as the previous one, but with a key difference: a message is displayed stating "An online application will be available September 1." This message is positioned above the "Council Information" tab in the navigation bar. The rest of the page content, including the council's logo, description, and contact information, remains the same as in the first screenshot.

The application link will bring you to the online system's login page. Click on "Register" to create an account to apply.



Massachusetts Cultural Council

## Local Cultural Council Program Online Application

Before starting an application, be sure to review LCC Program guidelines and find council priorities at [www.mass-culture.org](http://www.mass-culture.org).

[Need help changing your pop-up settings](#) so you can access the site?

---

New to the system?

[Register here](#)

### Login

Email:

Password:

[Login](#)

[Forgot Password?](#)

You will need to attest that the applicant resides in Massachusetts.



## Applicant Eligibility

\* The applicant resides in or is located in Massachusetts

Yes  
 No

[Continue](#)

You will be brought to a blank form where you may fill in basic information about yourself. Once the information is complete, hit “Submit,” and you will be automatically sent an email with login instructions.

## Create an Account

**Instructions**  
Please complete the following form to create an account. Once it's been submitted, an email will be sent with log-in instructions. Be sure your email is set to receive messages from LCCapplication@mass-culture.org.

If you are a returning user, please [login](#).

\* **Email**

\* **First Name**

\* **Last Name**

**Title**

\* **Phone**

**Phone Ext.**

\* **Address**

\* **City**

\* **Zip**

**Submit**

Return to the landing page, and login. After your first login, you will be prompted to change your password. Be sure to disable your browser's pop-up blocker!

The screenshot shows the login interface for the Local Cultural Council Program Online Application. At the top left is the Massachusetts Cultural Council logo. The main heading is "Local Cultural Council Program Online Application". Below it, a note says "Before starting an application, be sure to review LCC Program guidelines and find council priorities at [www.mass-culture.org](http://www.mass-culture.org)". A link "Need help changing your pop-up settings" is provided for accessibility. On the right is a "Login" form with fields for "Email" (containing "localculturalcouncil@gmail.com") and "Password" (containing "\*\*\*\*\*"). A red "Login" button is at the bottom of the form, and a "Forgot Password?" link is below it. To the left of the login form, under "New to the system?", is a red "Register here" button.

You will arrive at the home page. To begin an application, click on “Apply Now.”

The screenshot shows the main application dashboard. The top navigation bar includes the Massachusetts Cultural Council logo and the title "Home - LCC Applications". The main content area has two main sections: "Funding Opportunities" on the left and "My Applications" on the right. The "Funding Opportunities" section features a "Standard Application" card with a description: "Grants for projects, operating support, ticket subsidy programs, artist residencies, fellowships or other activities, based on local priorities and needs." It shows a deadline of "Deadline: 10/17/2016" and a red "Apply Now" button. The "My Applications" section shows a table header with columns: "#", "Grant Type", "Project Title", "Application ID", and "Council Applying to". There are two rows in the table, both of which are currently empty.

You will be taken to the eligibility quiz. You must meet the criteria in order to be eligible for state funding. Be sure to hover over the underlined questions for more information. Once you are finished, click on “Submit.”

 Submission Manager - LCC Application

Home - LCC Applications

**Standard Eligibility Quiz**

\* Is the applicant one of the following?

Individual  
 Incorporated Non-Profit  
 Unincorporated Association  
 Public School, Library or Other Municipal Agency  
 Religious Organization or school requesting funds for cultural programming that does not have the effect of advancing a religion  
 Other

\* Has the applicant, or person leading the project/program, been engaged in the kind of activity for which funds are requested for at least one year?

Yes  
 No

\* Does the proposed project/program meet the MCC's definition of Arts, Humanities, or Interpretive Sciences?

Yes  
 No

\* Does the proposed project/program discriminate or discourage participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation or age?

Yes  
 No

\* Is proposed project/program accessible to persons with disabilities?

Yes  
 No

\* Will LCC grant funds be used to purchase food or refreshments?

Yes  
 No

\* Will LCC grant funds be used to pay salaries or stipends for employees of the school system, library, parks department or municipality?

Yes  
 No

\* Will LCC grant funds be used on capital expenditures for schools, libraries, Local Cultural Councils, other municipal agencies, or religious organizations?

Yes  
 No

*Have you read and understood the local guidelines and criteria that the Local Cultural Council to which you are applying has posted on the [website](#)?*

[Save Draft](#) [Submit](#)

If you selected all correct answers, congrats! You may click on “Proceed” to begin filling out the application form. If you did not answer all of the questions correctly, you will need to hit “Delete” to take the Eligibility Quiz again.

 Submission Manager - LCC Application

Home - LCC Applications

[More ▾](#)

**Congratulations!**

You have passed the eligibility quiz, you may proceed.

[Proceed](#) [Delete](#)

You will then be taken to the application form. Be sure to toggle through all six tabs to see all of the questions in the application.

On the first page, you will be asked to complete some basic information about the applicant.

Be sure to hit “Save Draft” often and before moving between tabs. Your work will not save automatically so this is an important step,

Massachusetts Cultural Council

Submission Manager - LCC Application

Home - LCC Applications

More ▾

\* Grant Type: Standard Application

\* Status: Draft

Application ID: ~1105

\* User Name: Miranda Cook

[View PDF Summary](#)

Questions? Contact the [MCC help desk](#) at 617-858-2721. Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary.

**Applicant Information** Project Information Project Overview Budget Overview Supplemental Materials eSignature

\* Applicant Name: \_\_\_\_\_

Address 2: \_\_\_\_\_

\* State: \_\_\_\_\_

\* Phone: \_\_\_\_\_

Website: \_\_\_\_\_

\* Mailing Address: \_\_\_\_\_

\* City: \_\_\_\_\_

\* Zip: \_\_\_\_\_

\* Email: \_\_\_\_\_

Contact Person (If different than the applicant)

Name: \_\_\_\_\_

Address 2: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Email: \_\_\_\_\_

In the “Project Overview” tab, you will need to fill in basic information about the project you are requesting funding for.

The screenshot shows the "Submission Manager - LCC Application" interface. At the top, there is a logo for the Massachusetts Cultural Council featuring stylized trees and stars, followed by the text "Submission Manager - LCC Application". Below the logo, the page title is "Home - LCC Applications". On the left, there is a "More" dropdown menu. In the center, there are two rows of information: "Grant Type: Standard Application" and "Application ID: 1107", and "Status: Draft" and "User Name: Dawn Heinen". A red button labeled "View PDF Summary" is visible. Below this, a message reads: "Questions? Contact the [MCC help desk](#) at 617-858-2721. Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary." A navigation bar at the bottom includes tabs for "Applicant Information", "Project Information", "Project Overview" (which is highlighted in orange), and "Budget Overview", along with "Supplemental Materials" and "eSignature". The main content area contains three text input fields for summarizing the proposed project, identifying the target audience, and specifying participation costs, each with a character count indicator below it.

\* Grant Type: Standard Application      Application ID: 1107

\* Status: Draft      \* User Name: Dawn Heinen

[View PDF Summary](#)

Questions? Contact the [MCC help desk](#) at 617-858-2721. Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary.

Applicant Information    Project Information    **Project Overview**    Budget Overview

Supplemental Materials    eSignature

We recommend that you develop your narrative in word processing software and then copy and paste it into the boxes below.

\* Summarize the proposed project.

test

746 characters left

\* Who is the target audience for this project?

test

146 characters left

\* What is the cost of participation for attendees (if any)?

test

96 characters left

## Project Overview tab, cont.

**\* How does the proposed project provide public benefit and contribute to the cultural vitality of the community as a whole?**

test

496 characters left

**\* Please describe the qualification of key artists, humanists, interpretive scientists or organizations involved with leading the cultural component of this project.**

test

496 characters left

If there are any other individuals or organizations that will be involved in the project as planners, partners, or collaborators, please list them below. If applicable, please distinguish between those who have made a firm commitment to the project and those with tentative or potential involvement.

test

496 characters left

**\* How are you planning to promote the project to the community and your target audience?**

test

196 characters left

Previous

Next

Save Draft

Submit

Delete

In the top right corner of the form, click on “Lookup,” and a window will appear where you can search and select the council to which to wish to apply. Please note that you will need to fill out a separate application form for each council you intend to apply to!

The screenshot shows the 'Submission Manager - LCC Application' interface. In the top right corner, there is a 'More' button and a user profile for 'Miranda Cook'. A 'Select Organization' dialog box is open in the center. The dialog has a header 'Select Organization' with a 'Cancel' button and a 'Select Object - Google Chrome' link. Below the header are buttons for 'Grant Type' (Standard Application), 'Status' (Draft), and 'View PDF Summary'. The main area of the dialog shows a list of councils under the heading 'Council Name'. The list includes Abington Cultural Council, Acton-Boxborough Cultural Council, Acushnet Cultural Council, Agawam Cultural Council, Alford-Egremont Cultural Council, Amesbury Cultural Council, Amherst Cultural Council, Andover Cultural Council, Arlington Cultural Council, Ashburnham Cultural Council, Ashby Cultural Council, Ashfield Cultural Council, Ashland Cultural Council, Athol Cultural Council, Attleboro Cultural Council, Auburn Cultural Council, and Avon Cultural Council. There are also buttons for 'Category' (Councils), 'Find', 'Close', and 'Delete'. The background of the main application shows tabs for 'Applicant Information', 'Project Overview' (which is highlighted in red), 'Budget Overview', 'Supplemental Materials', and 'eSignature'. Other visible fields include 'Application ID: ~1105', 'User Name: Miranda Cook', and questions about project details like 'Will Applying to:' and 'Will the project take place?'.

In the “Project Overview” tab, you will need to answer narrative questions about your proposed project. It may be helpful to type up your narrative responses in Microsoft Word or Notepad, and then copy and paste your text into the online form.

Be sure to hit “Save Draft” before you proceed.

The screenshot shows the 'Submission Manager - LCC Application' interface with the 'Project Overview' tab selected. At the top, there are fields for 'Grant Type: Standard Application', 'Status: Draft', 'Application ID: ~1105', and 'User Name: Miranda Cook'. Below these are buttons for 'View PDF Summary' and 'Questions? Contact the MCC help desk at 617-858-2721. Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary.' The 'Project Overview' tab contains a section for summarizing the proposed project, with a text area and a character count indicator '750 characters left'. Other tabs visible include 'Applicant Information', 'Project Information', 'Budget Overview', 'Supplemental Materials', and 'eSignature'.

In the “Budget Overview” tab, select the “Project Budget” button to complete the estimated budget for your project.

Be sure to hit “Save Draft” before you proceed.

The screenshot shows the "Submission Manager - LCC Application" interface. At the top, there's a logo for the Massachusetts Cultural Council and the title "Submission Manager - LCC Application". Below that, it says "Home - LCC Applications". There's a "More" dropdown menu. The main area has sections for "Grant Type: Standard Application", "Status: Draft", "Application ID: ~1105", and "User Name: Miranda Cook". A "View PDF Summary" button is present. A note at the bottom says "Questions? Contact the [MCC help desk](#) at 617-858-2721. Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary." Below this, a navigation bar includes "Applicant Information", "Project Information", "Project Overview", "Budget Overview" (which is highlighted in red), "Supplemental Materials", and "eSignature". A note says "Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields." A "Project Budget" button is shown. Under "In-Kind Donations", there's a link to "Sample Budgets". A large text area is available for listing in-kind goods or services, with a character limit of 500 characters. The text area is currently empty.

A window will appear where you can enter in your projected expenses. Your budget will need to have at least one expense listed in order for your budget to be accepted. Once your projected budget is complete, remember to hit “Save” and “Close.”

The screenshot shows the "Project Budget" form. It starts with a header "Projected Expenses". Below it, a question asks "How much will it cost to complete your project?". The form is divided into two main sections: "Salaries/Stipends" and "Other Expenses (travel, equipment rental, etc.)". Each section has a table with two columns: "Amount" and either "Salaries/Stipends" or "Other Expenses". The "Salaries/Stipends" section contains five rows for "Space Rental", "Marketing/Promotion", "Supplies", and "Capital Expenditures". The "Other Expenses" section contains five rows for "Other Expenses (travel, equipment rental, etc.)". Both sections have a "Subtotal" row and a "Total" row at the bottom.

	Amount
Salaries/Stipends	
Space Rental	
Marketing/Promotion	
Supplies	
Capital Expenditures	
<b>Subtotal</b>	
<b>Total</b>	

	Amount
Other Expenses (travel, equipment rental, etc.)	
<b>Subtotal</b>	
<b>Total</b>	

## Budget Overview tab, cont.

### In-Kind Donations

See a [Sample Budget](#).

**Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget section above.**

500 characters left

**\* How will you adjust the project if the council cannot fund the entire amount you are requesting? (For example, how will you raise additional funds or scale the programming back?)**

test

246 characters left

**If you have applied to other Local Cultural Councils for funding for this specific project, please list the names of those councils below**

250 characters left

### Project Budget Glossary

**Additional Income Needed to Complete the Project** - The total Projected Expenses for the project minus the amount that the applicant is requesting from the local cultural council. If this amount is greater than \$0, the applicant must demonstrate their plans to secure the remaining funds in the Projected Income section of the budget.

**Capital Expenditures** - Items, or group of 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 the renovation of a cultural facility.

**Marketing/Promotion Expenses** - Expenses for any publicity or advertising such as newspaper ads, radio time, web placement, brochures, banners, etc.

**Projected Expenses** - The best estimate of the costs the applicant will incur in completing the proposed project.

**Projected Income** - The best estimate of revenue the applicant anticipates generating in order to pay for the projected expenses associated with completing the project.

**Salaries/Stipends** - Compensation to an individual in return for work performed.

**Supplies** - Project supplies that are consumable. For example: art supplies such as paint, paper, canvas, etc. However, food and beverages are not eligible for LCC funding and should not be included under Supplies. Items or groups of items that have a life expectancy of over 3 years and a total cost of over \$500 should be treated as Capital Expenses and should not be listed under Supplies.

Previous

Next

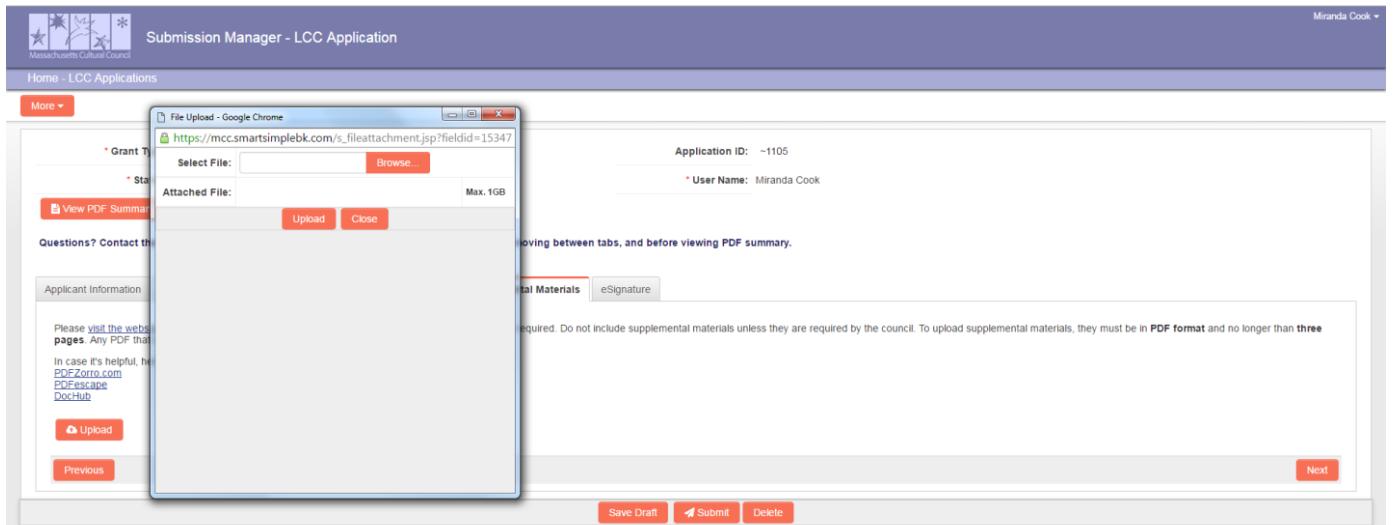
Save Draft

Submit

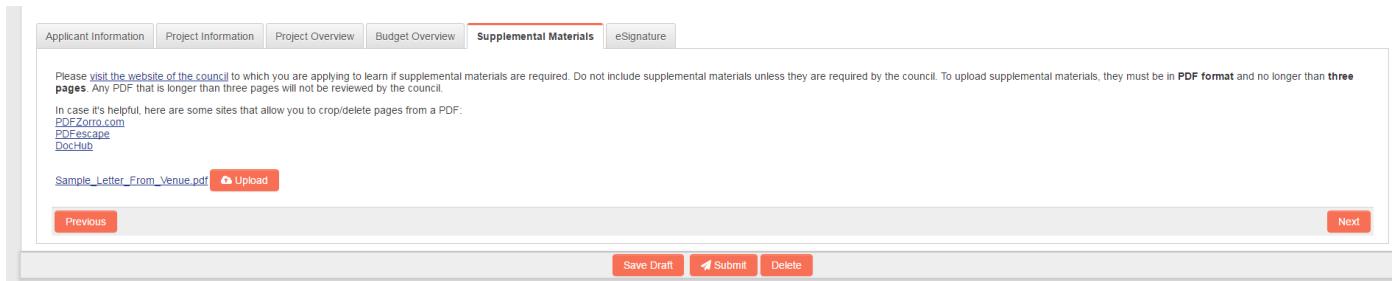
Delete

In the “Supplemental Materials” tab, you may attach a PDF document up to three pages long to your application. There are three helpful and free websites listed here that you can use to crop your document or convert it to PDF format. To attach your materials to the application, click on “Upload”.

A window will appear where you can browse your computer’s files. Click on “Browse” to select the materials you would like to upload, and then on “Upload” to attach the document to your application. Please keep in mind that you will not be able to submit an application with supplemental materials longer than three pages!



You will see your attached document uploaded onto the form. To delete the document, click again on “Upload,” where you can select to delete the attachment. Keep in mind that if an applicant has content housed online that they would like to include in their application, they may link to it in an attached PDF document.



Click on the “eSignature” tab to complete the final step of your application. To submit your application, you must select the Final Submission box and hit “Submit” below. If you left any required fields incomplete, the form will prompt you to go back to fill in the specified question.

The screenshot shows a web-based application interface with a navigation bar at the top containing tabs: Applicant Information, Project Information, Project Overview, Budget Overview, Supplemental Materials, and eSignature. The eSignature tab is highlighted with a red border. Below the tabs, there is a section titled "Authorized Signature" which contains a note about the signature being authorized and a checkbox labeled "Final Submission" which is checked. There is also a section titled "Ready to Submit?" with a note about losing access once submitted, and a "Previous" button at the bottom left.

Applicant Information Project Information Project Overview Budget Overview Supplemental Materials **eSignature**

**Authorized Signature**

The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees that the required acknowledgment will be given to the Massachusetts Cultural Council and the granting Local Cultural Council, if this application is approved. This person also agrees that reasonable accommodations will be made to ensure that people with disabilities have equal physical and communications access, as defined by state and federal law and as outlined in the MCC's LCC Program Regulations and Guidelines.

\* Clicking the "Final Submission" below serves as an authorizing electronic signature

Final Submission

**Ready to Submit?**

Once you click "Submit" below, you will no longer have access to make changes to your application

[Previous](#)