

**Grant Money and Budget:**

**Q. When making financial calculations, how much should I ask for?**

- A. Ask for what you need to successfully execute the project.
- A. Be sure that the budget accurately represents the project's expenditures (be precise).

**Q. When do I receive the grant money?**

- A. Grantees will be notified in January. Once they have submitted the initial required grant paperwork, they will receive 75% of the grant total.
- A. After the project is complete and a report about the project has been made, you will receive the remaining 25%.

**Q. What is the average grant amount?**

- A. \$2,500
- A. Grants range from \$200-\$5,000

**Q. Do I include a stipend for the artists involved?/ How much should I pay myself?**

- A. We believe that artist should get paid for their work. This includes you, if you are one of those artists. It may also be appropriate to pay yourself as an administrator of the program. However, be reasonable with these amounts.
- A. For assistance with wage/stipend calculations, you can visit the following site:  
<http://www.wageforwork.com/certification/2/fee-calculator>

**Application Materials:**

**Q. How many letters of support are necessary?**

- A. 1-5 letters is sufficient
- A. Make sure that you have one letter is from your host venue, especially if you are not based in Cambridge.

**Q. How many copies of the application do I need?**

- A. Zero hard copies of the application are required, as of 2016 as everything is now online!!

**Q. Should I put the timeline in the narrative or keep it separate?**

- A. To allow yourself more space, you may keep the timeline separate from the narrative **if needed**.

**Non-Profits and For-Profits:**

**Q. What is a for-profit with a non-profit mission?**

- A. When an organization is a for-profit organization but is conducting a project that has a very strong community engagement/benefit and will not see a profit for the granted activities.

**Q. What is a Cambridge sponsor or partner?**

- A. If you are a non-Cambridge resident you are required to have a Cambridge partner or sponsor.
- A. A partner/sponsor could be in connection with the Cambridge venue used, a Cambridge artist, or other similar situations.

## **Space and Venues:**

**Q. If I am a Cambridge resident, can my venue for my project be outside of Cambridge?**

A. No. Whether you live in Cambridge or not, the venue for your proposed project must be in Cambridge.

**Q. Can we use Cambridge Arts' Gallery 344?**

A. Cambridge Arts' Gallery 344 is often booked up several years in advance, so it is unlikely that proposed projects would be able to secure the space. To find out more about partnering with Cambridge Arts to host an exhibition in Gallery 344, please contact Hilary Zelson, Public Art Administrator, at [hzelson@cambridgema.gov](mailto:hzelson@cambridgema.gov)

**Q. If I do not have a Cambridge Venue confirmed at the time of application can I still apply?**

A. No. A confirmed venue is a requirement for this grant.

## **Big Mistakes:**

**Q. What are the biggest mistakes people make in the application process?**

A. Being vague or not clear in the detailed project budget.

A. Not having a Cambridge community connection.

A. Not having a Cambridge venue/location.

## **Other:**

**Q. Can you apply for the grant on behalf of a group?**

A. Yes.

**Q. Can you apply for the grant as an Individual?**

A. Yes.

**Q. What is the benefit or harm to apply as an individual instead of a non-profit organization?**

A. Individual and Organizational applications are scored on the same scale but evaluated separately so as to provide a level and fair evaluation platform.

A. When deciding whether to apply as an individual or an organization, remember that any grant monies received are taxable monies unless granted to a non-profit organization. Any individual receiving the grant funds would be individually responsible for the taxes.