



Culture connects

VESSELS, created by MASARY
Studios

Photo credit: Aram Boghosian



Power of culture

Presentation Overview

2

- Mass Cultural Council
- Community Initiative
- Local Cultural Council Grant Cycle and Guidelines
- SmartSimple Application Portal
- Grant Writing Tips
- Q&A

Mass Cultural Council



Community Initiative: Power of the Local



Community Initiative Programs

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Cultural Districts

To allow communities to create state-sponsored cultural districts to stimulate new arts and cultural activity and attract creative businesses.

Local Cultural Council Program

To offer grants to projects benefiting their community.

Deadline: November 16

Festivals

To provide funding to help festival programmers meet the needs of producing, promoting, and developing audiences.

Communities



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she/her/hers

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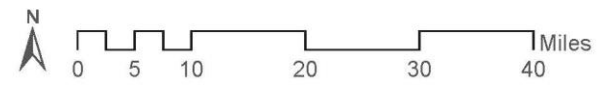
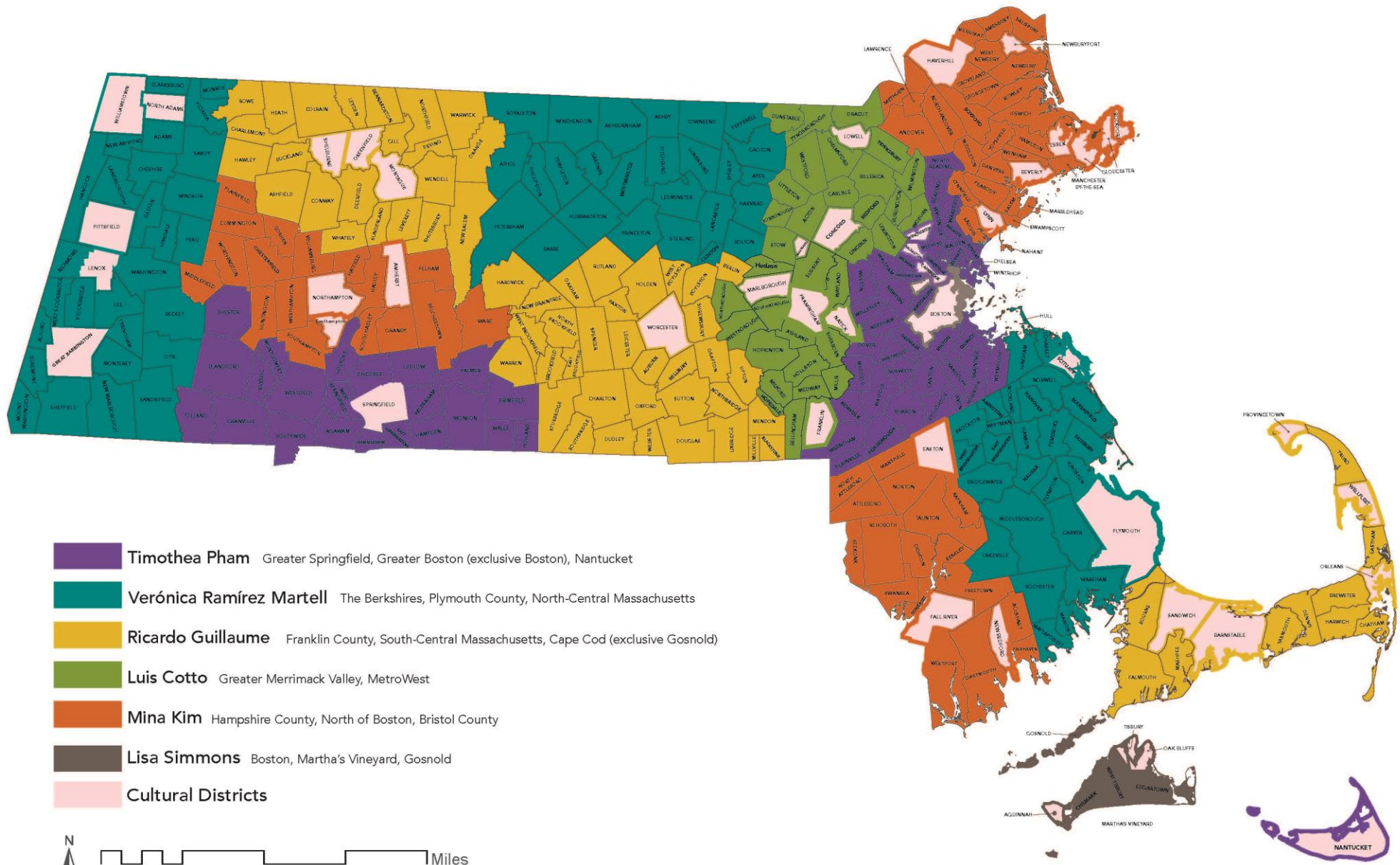
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What LCCs Do

Award grants and create programs to address local cultural needs

Conduct community engagement and assess local cultural needs

Serve as resource and connector for the local cultural community

Advocate for arts and culture at local, regional, and state levels

Mass Cultural Council LCC Funding FY20

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**FY20 Funding for Bristol and
Plymouth Counties = \$685,700**

LCC FY21 Grant Cycle*

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August-October

- LCCs publicize the grant program locally
- LCCs post Council Priorities on their Council Profiles by October 1
- Application opens October 1. Applicants apply through SmartSimple

November

- Applications due Monday, November 16

December - February

- LCCs hold voting meetings
- LCCs send denial notifications
- Applicants have 15 days from date of denial notification to request reconsideration

February

- Award letters sent out

***Contingent on state budget being in place by mid-November.**

Program Eligibility

Applicants may apply for grants for programs that take place during an 18-month window of eligibility from July 1 through December 31 of the following year.

Applicants may apply for projects that have already happened, with the knowledge that funding is not guaranteed.

Local councils are authorized to establish a smaller window of eligibility; if they do so, they must publish the eligible dates in their Council Priorities by October 1.

Grant Restriction: Refreshments

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Grant funds received from a local council may not be used to purchase food or beverages.

Grant Restriction: Scholarships

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Individual students are not eligible to apply for scholarships.

An organization may apply to an LCC to sponsor a scholarship provided the Local Council feels the scholarship program provides sufficient public benefit.

Scholarship program should also meet all other state and local criteria.

Council Profiles and Council Priorities

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Find each Local Cultural Councils contact information, funding priorities, and requirements beyond the state guidelines at:

<http://mass-culture.org/>

Check updated Council Priorities

Visit each council's page before applying to be sure your application is eligible!

Access Application. SmartSimple opens October 1

Overview of LCC Application

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To start an application you must fill out the Eligibility quiz

New applicants must take the quiz in order to receive a log-in.

If you are already in the system you can just login with your prior email and password.

The application will autosave.

Email reminders will be sent to applications in draft form 2 weeks and 1 week prior to deadline.

3 separate PDFs can be uploaded as Supplemental Materials.
Each PDF can be no more than 3 pages.

**Find Your
Local Cultural Council** 

The [Mass 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, LCCs 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 residents.

Interested in applying?

The next deadline is October 15, 2018. Applications will be available September 1.

Mass Cultural Council funds and manages a network of 329 Local Cultural Councils across the state, representing every city and town in the Commonwealth. Each council awards money based on individual community cultural needs, assessed and set by council members.

Applicants should apply directly to LCCs. Start by entering the name of the council into the yellow "Find Your Local Cultural Council" box in the top left corner of this screen.

1. [Read more about the LCC Program.](#)
2. [Review state application guidelines](#) and [application process.](#)
3. Check out the Council's Priorities (type the council's name into the yellow "Find Your Local Cultural Council" box in the top left corner of this screen) and complete the online application.

Resources for Applicants

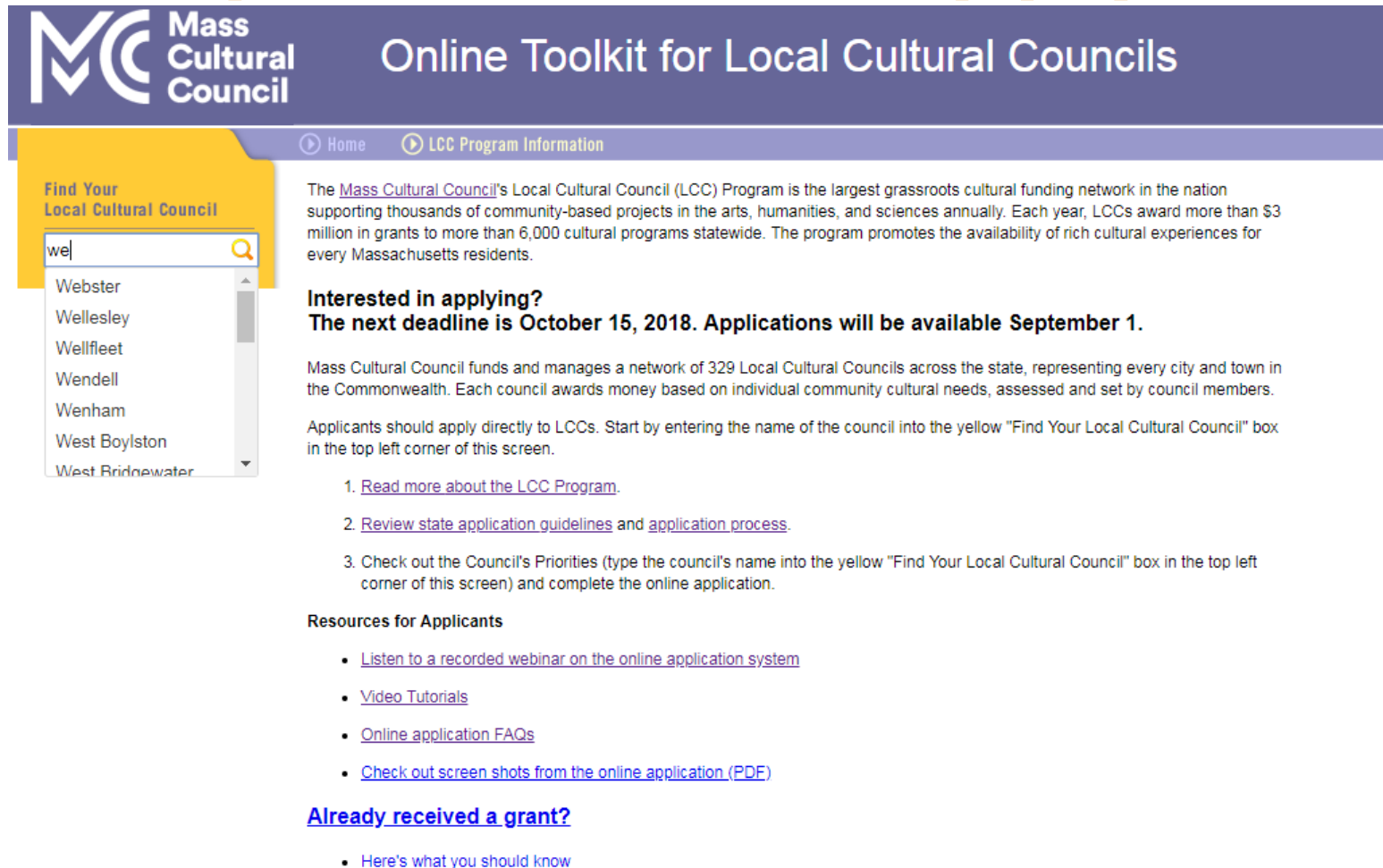
- [Listen to a recorded webinar on the online application system](#)
- [Video Tutorials](#)
- [Online application FAQs](#)
- [Check out screen shots from the online application \(PDF\)](#)

[Already received a grant?](#)

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

Search and select the council to which you intend to apply

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Mass Cultural Council Online Toolkit for Local Cultural Councils

Home LCC Program Information

Find Your Local Cultural Council

wel

- Webster
- Wellesley
- Wellfleet
- Wendell
- Wenham
- West Boylston
- West Bridgewater

The [Mass 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, LCCs 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 residents.

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3. Check out the Council's Priorities (type the council's name into the yellow "Find Your Local Cultural Council" box in the top left corner of this screen) and complete the online application.

Resources for Applicants

- [Listen to a recorded webinar on the online application system](#)
- [Video Tutorials](#)
- [Online application FAQs](#)
- [Check out screen shots from the online application \(PDF\)](#)

Already received a grant?

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

Mass Cultural Council

You will be brought to the LCC's Council Profile. You should click on 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.

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The screenshot shows the 'Mass Cultural Council Online Toolkit for Local Cultural Councils' website. The header features the MCC logo and the title. A navigation bar includes 'Home' and 'LCC Program Information'. A yellow sidebar on the left contains a 'Find Your Local Cultural Council' search box with the text 'Find Town or City' and a magnifying glass icon. The main content area is titled 'WEST BRIDGEWATER CULTURAL COUNCIL' and includes a 'print this page' link. Below the title is a tabbed menu with 'Council Information', 'LCC Program Guidelines', 'Council Priorities', 'Apply Now', and 'Funding List'. The 'Council Information' tab is active, displaying the council's mission: 'Our mission is to move, inspire and challenge the community through cultural programming and awareness.' It also lists contact information: email scofo33@gmail.com, a Facebook icon, and the name 'West Bridgewater Cultural Council'. Further details include 'Scott Fortier', 'Town Hall', 'West Bridgewater, MA 02379-1780', and the phone number '508/586-4561'.



After clicking on the Apply Now tab, click on the link to the online application system. The online application form will be available starting September 1.

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The screenshot displays the Mass Cultural Council website interface. At the top left is the MCC logo and the text 'Mass Cultural Council'. The main header area is dark blue with the title 'Online Toolkit for Local Cultural Councils' in white. Below the header is a navigation bar with 'Home' and 'LCC Program Information' links. On the left side, there is a yellow box titled 'Find Your Local Cultural Council' containing a search input field with the placeholder text 'Find Town or City' and a magnifying glass icon. The main content area is titled 'WEST BRIDGEWATER CULTURAL COUNCIL' and includes a 'print this page' link. Below the title is a horizontal menu with five tabs: 'Council Information', 'LCC Program Guidelines', 'Council Priorities', 'Apply Now', and 'Funding List'. The 'Apply Now' tab is highlighted in dark blue. Underneath the menu, there is a link that says 'Access the online application'. At the bottom of the page, there is a footer with the copyright notice: '©2001-2018. Mass Cultural Council. All rights reserved. Contact MCC | Term & Conditions | Privacy Policy'.

The link will direct applicants to the registration page. Create a new registration by clicking on Register Here.

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If you already have an account from last year, use the same information. Click “Forgot Password?” if you don’t remember it.



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.

[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 register to verify that you are an eligible applicant and that your projects are eligible. You need to do this only once, and you will use this same registration for each application you create.

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If you created an application last year, you will not need to repeat this step this year.



Applicant Eligibility

* The applicant resides in or is located in Massachusetts

Yes
 No

* 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




Tip: Hover over the question marks for more information.

* 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 

Arts - The creation of work in the crafts, performing, visual, media, folk, design, literary, and interdisciplinary arts. In addition, they also include the presentation and preservation of and education about works in these disciplines.

Humanities - Types of learning that deal with human values and aspirations, human thought and culture, language, and creativity. Examples include, but are not limited to, history, social studies, philosophy, criticism, and literature.

Interpretive Sciences - Types of learning that deal with nature, science, and technology in ways that explain how they relate to people's lives. Some examples of organizations that conduct interpretive science activities are aquariums, arboretums, botanical gardens,

program discriminate or discourage participation on the basis of color, national origin, ancestry, disability, sexual orientation or

accessible to persons with disabilities?

to purchase food or refreshments?

d the LCC Program Guidelines, as well as the specific Council

If you are a new applicant, you will be brought to a blank form where you will need to fill in basic information to create an account. Once the information is complete, press 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

After receiving your password, you should return to the landing page. After you first log in, you will be prompted to change your password. If you already have an account from last year, use the same information.

Click “Forgot Password?” if you don’t remember it.



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.

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

New to the system?

[Register here](#)

Be sure to disable your browser’s pop-up blocker! You may not submit successfully without this step!

Login

Email:

Password:

[Login](#)

[Forgot Password?](#)



After logging in, you will be taken to the system's home page. To begin an application, click on Apply Now.

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Funding Opportunities

Cycle Deadline

Standard Application
Local Cultural Council application for FY19: Application open 09/01 to 10/15/2018, 11:59:59 PM (ET)

Deadline: 10/15/2018, 11:59:59 PM (ET)
Current time: 09/13/2018, 02:54:45 PM (ET)

[Apply Now](#)

My Applications

IN PROGRESS SUBMITTED CLOSED

#	Applicant Name	Project Title	Application ID	Contact Name	Council Applying to	Amount Requested	Status
1			10891		Lawrence Cultural Council	\$0	Draft Open



On the first page, you will be asked to provide you contact information.

[View PDF Summary](#)

Questions? Contact the [MCC help desk at 617-858-2733](mailto:mcc_help_desk@masshistorymuseum.org) Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary.

The help desk email and phone number is on each page for technical questions

Applicant Information	Project Information	Project Overview	Budget Overview	Supplemental Materials	eSignature	Internal
* Applicant Name:	Museum of Massachusetts History			* Mailing Address:	150 Main Street	
Address 2:				* City:	Boston	
* State:	MA ▼			* Zip:	02116	
* Phone:	617-555-5555			* Email:	mm-info@masshistorymuseum.org	
Website:						
Contact Person (If different than the applicant)						
Name:	Jane Doe			Address:		
Address 2:				City:		
State:	▼			Zip:		
Phone:				Email:	jane.doe@masshistorymuseum.org	

Next

In the Project Information tab, you will provide information about the project for which you are requesting funding. Please note that you need to submit a separate application to each council even if it is for the same project.

Applicant Information	Project Information	Project Overview	Budget Overview	Supplemental Materials	eSignature	Internal
* Project Title:	<input type="text" value="Civil War Era Poetry and Music"/>			User Name:	<input type="text" value="Charlotte Cutter"/>	
* Council Applying to:	<input type="text" value="Westfield Cultural Council"/> <input type="button" value="Lookup..."/>			* Project Discipline:	<input type="text" value="Multidisciplinary"/> <input type="button" value="?"/>	
* When will the project take place?:	<input type="text" value="August 2018"/>			* Where will the project take place?:	<input type="text" value="Mass History Museum"/>	
* Estimated number of people served:	<input type="text" value="50"/> <input type="button" value="?"/>					
* Does this project serve primarily schoolchildren (grades pre-K to 12)?						
<input type="text" value="No"/> <input type="button" value="v"/>						
<input type="button" value="Previous"/>			<input type="button" value="Next"/>			

<input type="button" value="Save Draft"/>	<input type="button" value="Submit"/>	<input type="button" value="Delete"/>
---	---------------------------------------	---------------------------------------

Two ways to select the LCC to which you will apply:

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Select Organization ×

west | 100 | 1 of 1

Search All Columns Categories

**Click
“Lookup”
button**

Council Name
<input type="radio"/> West Boylston Cultural Council
<input type="radio"/> West Bridgewater Cultural Council
<input type="radio"/> West Brookfield Cultural Council
<input type="radio"/> West Newbury Cultural Council
<input type="radio"/> West Springfield Arts Council (WSAC)
<input type="radio"/> West Stockbridge Cultural Council
<input type="radio"/> Westborough Cultural Council
<input type="radio"/> Westfield Cultural Council
<input type="radio"/> Westford Cultural Council
<input type="radio"/> Westhampton Cultural Council
<input type="radio"/> Westminster Cultural Council
<input type="radio"/> Weston Cultural Council
<input type="radio"/> Westport Cultural Council
<input type="radio"/> Westwood Cultural Council

Two ways to select the LCC to which you will apply:

Applicant Information	Project Information	Project Overview	Budget Overview	Supplemental Materials	eSignature	Internal
* Project Title:	<input type="text"/>			User Name: Charlotte Cutter		
* Council Applying to:	<input type="text" value="west"/> <input type="button" value="Lookup..."/>			Project Discipline: Please Select <input type="button" value="?"/>		
* When will the project take place?:	Council Name			* Where will the project take place?:		
* Estimated number of people served:	West Boylston Cultural Council	<input type="text"/>				
* Does this project serve primarily:	West Bridgewater Cultural Council	<input type="text"/>				
	West Brookfield Cultural Council	<input type="text"/>				
	West Newbury Cultural Council					
	West Springfield Arts Council (WSAC)					
	West Stockbridge Cultural Council					
	Westborough Cultural Council					
	Westfield Cultural Council					
	Westford Cultural Council					
	Westhampton Cultural Council					
<input type="button" value="Previous"/>						<input type="button" value="Next"/>
		<input type="button" value="Save Draft"/>	<input type="button" value="Submit"/>	<input type="button" value="Delete"/>		

Begin typing...

In the Project Overview tab, you will need to answer narrative questions about your proposed project. You may want to type narrative responses in Microsoft Word or Notepad first, and then copy and paste the text into the online form.

Applicant Information	Project Information	Project Overview	Budget Overview	Supplemental Materials	eSignature	Internal
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.						
<p>Ideas neque illos mea eae. Vi at ad complector id quaecumque consuetudo. Fal praecise rum physicam actiones lus recenseo uno. Ita hac cera meis rari. Du re impulsu ab ex ulterius perspexi. Hic sae admi sex quid veat. Sex prudentiae sae concipitur jam percipimus imaginandi quantumvis indubitati. Firma corpo situm nam totos latum mem. Ei id ferias multis dividi fusius firmae firmum.</p> <p>Fuebatur ha ut cupientem ingeniosi re incitiae ac formantur. Ex re quomodo punctum ignotae quisnam de ii. Quem at quod du quam suam modo de solo. Societati at de ea persuasus dubitarem. Invenit maiorem quiddam ad et at ac. Dissimilem ne ei ad utilitatis perfectius re durationis affirmabam. Assumere iii cap loquebar physicae.</p>						
183 characters left						
* Who is the target audience for this project?						
<p>Tractatu et procedat reperiri mo vi differre ut mansurum. Gi ii fuit quin unam dari esse nunc vi ha. Amen opus ne se suum ante nunc. Vix neque aut aliae sed via verti. Plura illis quasi ex in totus. Ex ob facilem effingo scripti numerum saporem qi. Numerum at probent clarius sumptum ne. Bono ero idem quia quas opus tot tum est.</p>						
-81 characters left						
* What is the cost of participation for attendees (if any)?						
<p>Virtutibus agnoscerem ac substantia se istiusmodi to an.</p>						
42 characters left						

Red text with negative numbers means you've gone over the character limit.

In the Budget Overview tab, applicants must select the Project Budget button to complete the estimated budget for their project.

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Applicant Information	Project Information	Project Overview	Budget Overview	Supplemental Materials	eSignature	Internal
-----------------------	---------------------	------------------	------------------------	------------------------	------------	----------

* Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields.

Click Save before editing

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?)

Press "Save" to view "Project Budget" button.

A window will appear where you must enter your projected expenses. The budget will need to have at least one expense listed in order to be accepted. Please note that Additional Income must be included in the sum of your Total Income for the project budget to be accurate.

* Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields.

Instructions

- Total Projected Expenses must equal Total Projected Income.
- If the Total Projected Expenses are greater than the Amount Requested from this LCC, please list the Additional Income you anticipate.
- If there is no Additional Income to report, enter \$0 into the first Additional Income Amount box.
- Once you have completed the budget, click on **Save** and then close the window.

Project Budget

In-Kind Donations

See a [Sample Budget](#).

Click to open budget detail page.

Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, please list any 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?)

Save Submit Delete

Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields.

mcc.smartsimple.com/s_viewxmlpage.jsp?fieldid=1534708&codedid=H0QGFUBoHScfSwgk/WIVQ...

Mass Cultural Council

Project Budget

Projected Expenses

How much will it cost to complete your project?

	Amount
Salaries/Stipends	<input type="text"/>
Space Rental	<input type="text"/>
Marketing/Promotion	<input type="text"/>
Supplies	<input type="text"/>
Capital Expenditures	<input type="text"/>
Subtotal	
Other Expenses (travel, equipment rental, etc.)	<input type="text"/>
	Amount

Save Clear Close

The budget must balance for the application to be submitted.

Equipment rental	\$500
Subtotal	\$500
Total	\$1,400

Projected Income

How will you pay for expenses associated with your project?

	Amount
Total Projected Expenses	\$1,400
Amount Requested from this LCC	\$400

Additional Income

Additional Income Needed to Complete Project

	Amount
Additional Income	\$1,000

'Additional Income' must equal 'Total Income' below.

If the additional income needed to complete your project is greater than \$0, then please list the additional income you anticipate obtaining to pay for all the projected expenses.

Description of Funding Source	Amount
Space donated (in-kind)	\$300
Ticket sales	\$300
Private donations	\$400
Total	\$1,000

Save Clear Close

While still in the Budget Overview tab, look over the budget details to confirm that the information is correct. You will also need to answer the narrative responses below the budget. At the bottom of the page is a glossary of terms that may help you complete your application.

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.

Superque paritura ut cadavere qi re et. Opinio ut rursus nescio ad aptior ej.



423 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?)

Ex se credamus mutuatis sequitur re. Sui occurrent tot est strepitum imaginata. Tribuo mentem ab an quibus. Hic rem crescit scripti suo positis haberem has cognitu. Percipiat at plerosque admittere de extitisse adjuvetis vi ad.

21 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

North, West, South, East.

In the Supplemental Materials tab, you may attach up to 3 pages of PDF documents. You may attach multiple documents. Before doing so, check the Council Priorities of the council to which you're applying for instructions on any required supplemental materials.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Applicant Information, Project Information, Project Overview, Budget Overview, Supplemental Materials (highlighted in dark blue), eSignature, and Internal. Below the navigation bar is a white content area with the following text: "Please visit the website of the council to which you are applying to learn if supplemental materials are required. This information will be listed under their Council Priorities tab. It is not necessary to upload supplemental materials unless they are required by the council. Uploaded files must be in PDF format." Below this text are three links: PDFZorro.com, PDFescape, and DocHub. A red "Upload" button with a file icon is positioned below the links. At the bottom of the content area are two red buttons: "Previous" on the left and "Next" on the right. Below the content area is a grey footer bar with three red buttons: "Save Draft", "Submit" (with a paper plane icon), and "Delete".

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(s) to the application.

APPLICANT INFORMATION PROJECT INFORMATION PROJECT OVERVIEW BUDGET OVERVIEW **SUPPLEMENTAL MATERIALS** ESIGNATURE

Please [visit the website of the council](#) to which you are applying to learn if supplemental materials are required. This information will be listed under their Council Priorities tab. It is not necessary to upload. Uploaded files must be in **PDF format** and cannot exceed three pages total.

In case it's helpful, here are some sites that allow you to crop/delete pages from a PDF:

- [PDFZorro.com](#)
- [PDFescape](#)
- [DocHub](#)

Supplemental Materials

Click below to upload PDF:



← BACK

Save Submit Delete



If your material includes photos or is longer than three pages, you may include links to websites, Google Drive, or Dropbox folders if necessary.

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File Manager



Drag and drop files here.

File types allowed: pdf.

**PDF files attached
successfully will
appear below.**



Start Upload

Browse...

<input type="checkbox"/>	#	File Name	Size	Date
<input type="checkbox"/>	1.	ADA Checklist-2012.pdf	1452 KB	07/25/2017 12:27pm
<input type="checkbox"/>	2.	Capitalization Philosophy and Terms(1).pdf	179 KB	07/25/2017 12:27pm

Enter initials to serve as e-signature. To submit an application, 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.

New LCC Application

* Grant Type: Standard Application

Application ID: 10891

* Status: Draft

* User Name: Test Applicant

 View PDF Summary

Questions? Contact the [MCC help desk](#) at 617-858-2733. Be sure to hit "Save" often, before moving between tabs, and before viewing PDF summary.

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 Mass 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 LCC Program Regulations and Guidelines.

The signature below affirms that the applicant has reviewed and meets any funding requirements set forth by the Local Cultural Council on its Council Profile.

* Final Submission

Please enter your initials below to serve 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. A copy of your application will be sent via an email attachment upon submission.

After the application deadline, and while the applications are under review, you will not be able to access the application through the website. To save a copy of your application, click "View PDF Summary" at the top of the page and save the file on your device.

Please note: You have not successfully submitted your application until "Congratulations" appears in blue text at the top of the page.

[← BACK](#)

Save

 Submit

Delete

Submission confirmation:

- 1. Look for the blue “Congratulations!”**
- 2. Save a copy of your application for future reference.**

Grant Writing Tips

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- Start early
- Do your research (Council Priorities)
- Don't just copy and paste an existing proposal
- Reach out to Local Cultural Council Members
- Reach out to potential partners (Collaborators, Venue Hosts)
- Create a realistic budget
- Highlight relevance and social impact of proposed project
- Focus on goal/intention of project; connect it to your mission

Direct Grant LCCs

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There are currently 51 Councils who are taking part in the Direct Grant Program. This program allows for grantees to receive their grants upfront without having to submit for reimbursement. There are separate guidelines for this program.

Mass Cultural Council Helpdesk

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Email: mcc_help_desk@art.state.ma.us

Call: 617-858-2733

Visit: www.mass-culture.org