



Power of culture

Cultural Investment Portfolio FY 2019 Guidelines

The Massachusetts Cultural Council's Cultural Investment Portfolio (CIP) provides **unrestricted general operating support** and **project support** to organizations that provide public arts, sciences, and humanities programs in Massachusetts. In addition to strengthening the Commonwealth's nonprofit cultural sector through grants, the CIP advances information, advocacy, and peer exchange through convenings, workshops, professional development, and technical assistance.

A Guide to the Cultural Investment Portfolio

1. The Cultural Investment Portfolio provides unrestricted operating support to organizations and programs with public cultural programming that benefits Massachusetts residents. This support is available to the following:

- A. **Fully-cultural 501(c)3 organizations:** The organization's primary mission must be to promote access, excellence, diversity, or education in the arts, humanities, or sciences.....**2**
- B. **Independently-operating programs (referred to as Cultural Affiliates) under one of two types of parent organizations:**
 - i) A Massachusetts recognized, non-fully-cultural 501(c)3 organization OR
 - ii) Government, including federal, state, or local entity/municipality.....**4**

2. The CIP Gateway Program is a two-year operating support grant, designed to be the entry, or *gateway*, into the CIP program. Gateway grantees complete the same requirements as CIP grantees, but are evaluated in a biennial panel process to determine funding and eligibility for reclassification into the CIP.....**7**

3. The CIP Projects Program is a one-year grant designed to support cultural projects, and is an option for organizations and programs that are not eligible for CIP Gateway, or those simply looking for one-year project support.....**11**

Additional Information, including: Advocacy Report • CIP Annual Report • CIP Grant Amount • Contract Holds & Restrictions • Cultural Data Profile • Mergers • One-to-One Match Requirement • Parent Organizations/Fiscal Agents • Penalties • Portfolio Definitions • Reconsideration Policy • Removal from the Portfolio • Resource Maintenance • Site Visits • Suspensions • CIP Staff Contact**14**

Cultural Investment Portfolio: Organizations

Description

The Cultural Investment Portfolio supports fully-cultural 501(c)3 organizations, that is: a nonprofit entity whose primary mission serves to promote access, excellence, diversity, or education in the arts, humanities, or sciences. These organizations have long-standing public cultural programming that benefits Massachusetts residents.

Eligibility

Cultural Investment Portfolio Organizations must:

- Be legally recognized as 501(c)3 a non-profit organization in good standing in the Commonwealth of Massachusetts. This means that the organization must have a 501(c)3 designation with the Internal Revenue Service which is currently active and has not been revoked.
- Be a Massachusetts corporation, or registered as a Foreign Corporation with the Massachusetts Secretary of the Commonwealth.
- Be a 'fully-cultural' organization (see above).
- Have minimum annual cash expenses of \$50,000 based on a three-year average.
- Offer public cultural programming in Massachusetts annually and maintain year-round operations.

Ongoing Grantee Requirements

To remain compliant, Cultural Investment Portfolio grantees must:

- Create an annual DataArts CDP Survey, generate a CIP Funder Report based on this data, and receive final CIP staff approval.
- [Complete a CIP Annual Report](#)
 - Organizational Overview
 - [Engage and report on two advocacy activities each year.](#)
 - [Credit the Mass Cultural Council as per the credit agreement.](#)
- [Host a Site Visit](#) once every four years. For organizations with two or more employees, the organizational leadership is required to participate on one – three Site Visit Teams in a four-year period, during years when they are not hosting a Site Visit.
- [Comply with 1:1 match requirement.](#)
- Be in compliance with state and federal regulations which bar discrimination on the basis of race, gender, religious creed, color, national origin, ancestry, disability, age, or sexual orientation, and which require accessibility for persons with disabilities. Specifically:

- [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

Grant Amount

Cultural Investment Portfolio grants are [formula based](#), as determined by an organization's cash expenses and the total funds allocated to the Cultural Investment Portfolio by the Mass Cultural Council based on the agency's annual legislative appropriation.

Application

Current Portfolio grantees reapply by continuing to meet eligibility requirements, and meeting all ongoing program requirements by annual deadlines.

All other applicants must apply for CIP Portfolio funding through the [CIP Gateway Program](#).

FY18 – FY19
Program Timeline

FY18 Contract Mailed	October 2017
FY18 Contract Due	February 5, 2018 <i>80% of FY18 grant distributed upon receipt*</i>
CIP Funder Report Due	Month deadline based on grantee's Fiscal Year Final Deadline is June 1, 2018, 11:59 PM EDT
CIP Annual Report Due <i>Includes Advocacy Reporting, Credit & Publicity Confirmation, and Organizational Overview</i>	June 1, 2018, 11:59 PM EDT <i>20% of FY17 grant distributed when all requirements have been fulfilled*</i>
FY19 Grants Announced	August/September 2018
FY19 Contract Mailed	September 2018

*Note: CIP grants under \$4,000 are distributed in full upon Mass Cultural Council receipt of the completed, signed contract.


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Cultural Investment Portfolio: Cultural Affiliates

Description

Cultural Investment Portfolio (CIP) **Cultural Affiliates** are independently-operating programs under one of two types of parent organizations*:

1. A Massachusetts recognized, non-fully-cultural 501(c)3 organization
- OR
2. Government, including federal, state, or local entity/municipality

These entities have significant public cultural programming in Massachusetts, with residents of Massachusetts as the primary intended audience. The Mass Cultural Council has included Cultural Affiliates in the CIP to recognize and support the importance of the ongoing cultural programming that is provided by organizations that are otherwise not eligible for Mass Cultural Council funding.

**Please review the differences between [parent organizations, fiscal agencies and fiscal sponsorship](#).*

Eligibility

A CIP Cultural Affiliate must meet **all** of the following requirements:

- Offer public cultural programming in Massachusetts annually, and maintain year-round operations.
- Have minimum annual cash expenses of \$50,000 based on a three-year average.
- Manage its own budget.
- Have at least one full-time, year-round (min. 30 hours per week) compensated administrative staff position dedicated solely to operation of the cultural entity.
- Have its own advisory board that meets regularly to discuss policy, strategic direction, and resource development plans to ensure long-term sustainability. The advisory board must include members who are not staff or board members of the parent organization.

Application

Current Portfolio grantees reapply by continuing to meet eligibility requirements, and meeting all ongoing program requirements by annual deadlines.

All other applicants must apply for CIP Portfolio funding through the [CIP Gateway Program](#).

Eligible Applicants

Cultural Affiliates include programs at colleges/universities/secondary schools, Massachusetts-based branches of national organizations, programs at non-cultural institutions such as social service organizations, and Local Cultural Councils or other agencies of municipalities that implement their own cultural programming.

Examples include:

- An art museum, literary journal, presenting organization, cultural center, arts service organization, or theater based at a college or university, with eligible public programming
- A public arts program of a social service organization
- A community outreach educational program of a scientific research organization
- A Local Cultural Council with its own cultural programming
- A Massachusetts-based National Trust site

Ineligible Applicants

The following are **not** Cultural Affiliates:

- Academic departments within a college/university/secondary school
- Programs that present work exclusively for or by students as part of the curriculum of the school. An affiliate may have some student-focused work, but the majority of programming must serve the greater community outside of the school.
- Programs that do not have the primary mission to promote access, excellence, diversity, or education in the arts, humanities, and sciences.
- Programs or subsidiaries of an organization that also meets CIP eligibility requirements. In this situation, the parent organization should apply, rather than the subsidiary.

Ongoing Grantee Requirements

To remain compliant, Cultural Investment Portfolio grantees must:

- Create an annual DataArts CDP Survey, generate a CIP Funder Report based on this data, and receive final CIP staff approval.
- [Complete a CIP Annual Report](#)
 - Organizational Overview
 - [Engage and report on two advocacy activities each year.](#)
 - [Credit the Mass Cultural Council as per the credit agreement.](#)
- [Host a Site Visit](#) once every four years. For organizations with two or more employees, the organizational leadership is required to participate on one – three Site Visit Teams in a four-year period, during years when they are not hosting a Site Visit..
- [Comply with 1:1 match requirement. See the appendix for more](#)

[information on the match requirement and eligibility.](#)

- Be in compliance with state and federal regulations which bar discrimination on the basis of race, gender, religious creed, color, national origin, ancestry, disability, age, or sexual orientation, and which require accessibility for persons with disabilities. Specifically:
 - [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

Grant Amount

Cultural Investment Portfolio grants are formula based, as determined by the Affiliate's [cash expenses](#) and the total funds allocated to the Cultural Investment Portfolio by the Mass Cultural Council based on the agency's annual legislative appropriation.

In addition, Cultural Affiliates are subject to the following grant restrictions:

- Grants to Cultural Affiliates are contracted with the parent organization, and are restricted to the activities of the Cultural Affiliate.
- Individual CIP Cultural Affiliate grants will not exceed 20% of the current year's largest CIP Organization grant amount. For example, if the largest CIP Organization grant awarded in a fiscal year is \$50,000, individual Cultural Affiliate grants will not exceed \$10,000.
- No single parent organization will receive more than \$25,000 in CIP funding for combined Cultural Affiliates.

**FY18 – FY19
Program Timeline**

FY18 Contract Mailed	October 2017
FY18 Contract Due	February 5, 2018 <i>80% of FY17 grant distributed upon receipt*</i>
CIP Funder Report Due	Month deadline based on organization's Fiscal Year Final Deadline is June 1, 2018, 11:59 PM EDT
CIP Annual Report Due <i>Includes Advocacy Reporting, Credit & Publicity Confirmation, and Organizational Overview</i>	June 1, 2018, 11:59 PM EDT <i>20% of FY18 grant distributed when all requirements have been fulfilled*</i>

FY19 Grants Announced August/September 2018

FY19 Contract Mailed September 2018

*Note: CIP grants under \$4,000 are distributed in full upon Mass Cultural Council receipt of the completed, signed contract.


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Cultural Investment Portfolio: Gateway Program

Description

The Cultural Investment Portfolio (CIP) **Gateway Program** is a highly competitive grant program which provides two years of unrestricted operating support and is the pre-requisite into the Cultural Investment Portfolio.

The goal of the CIP Gateway Program is provide support to organizations and Cultural Affiliates that are new to the Mass Cultural Council funding pool, and to create the structure for organization evaluation that will potentially lead to ongoing operating support as a Portfolio grantee.

The Gateway Program will be accepting applications in FY18 for the FY19-FY20 funding cycle. Future application deadlines: February 2020, February 2022. If your organization is not eligible to apply in the current cycle, please refer to the guidelines for CIP Project grants.

Eligibility

- CIP Gateway grantees must meet all eligibility requirements for CIP grantees. Please refer to the [CIP Organization](#) and [Cultural Affiliate](#) sections for full eligibility.
- In addition, applicants must have minimum cash expenses of \$50,000 for each of the two completed fiscal years prior to application as verified by the applicant's audit or 990 tax filings. Grantees must maintain minimum cash expenses of \$50,000 in each year to remain in the Gateway program or to be reclassified into the Portfolio. In-kind expenses do not count towards this requirement.
- Have completed a minimum of two full years of public cultural programming in Massachusetts prior to the application date
- Not receive a Cultural Investment Portfolio or Project grant or a Media Partnership in the same grant year.
- To be considered eligible, "fully-cultural" organizations, media organizations, such as community access television stations, must meet the following eligibility criteria:
 - Over 50% of programming time must be arts, humanities or sciences programming produced by or for the applicant. This includes original creative content, original documentary content, original arts and culture programming. Calculation of eligibility should only count the original broadcast, not re-broadcast

Application
Materials

To apply to the CIP Gateway Program, applicants must:

- Complete the Intent to Apply form (mass.gosmart.org), containing:
 - Publically-stated mission
 - Fiscal Year end date
 - Two years of total income & expenses
 - Contact Information
 - *Cultural Affiliates*: Advisory board list, full time staff certification, and Parent Organization information and letter of support.
- Submit an Application containing:
 - Application Narrative, including description and location of core programs, community engagement, organizational capacity, and key personnel/staff qualifications
 - Accessibility information
 - Complete one year of DataArts [Cultural Data Profile](#) financial information. This is a separate, online data reporting system and it must be completed, including submitting a Funder Report by the application deadline, for the application to be considered.
 - The following attachments:
 - 990 filing for the most recently completed fiscal year.
 - Organization chart, identifying core responsibilities and governance structure
 - Gateway application Board information Form, which includes length of service, and committee responsibilities
- Host an evaluative Site Visit during the panel process

Review Criteria

A review panel will evaluate applications based on the criteria and their weighted percentages listed below.

Public Value (60 points total)

- Core programming and relevance to mission (20 points)
- Community engagement (20 points)
- Efforts and success in reaching out to diverse or underserved communities, such as ethnically and economically diverse, rural, elderly, veterans, and people with disabilities. (10 points)
- Participation of Massachusetts artists scientists, and/or humanists (10 points)

Organizational Capacity and Sustainability (40 points total)

- Financial health of the organization (10 points)
- Appropriate program staff to develop and implement programming (10 points)

- Ability of the administrative staff and/or governing board to manage the organization (10 points)
- Success in organizational planning and evaluation (10 points)

Ongoing Program Requirements

To remain compliant and to be eligible to receive funding for the second year of the Gateway Program, CIP Gateway grantees must:

- Continue to meet basic eligibility requirements for the duration of the grant.
- Create an annual DataArts CDP Survey, generate a CIP Funder Report based on this data, and receive final CIP staff approval.
- [Complete a CIP Annual Report](#)
 - Organizational Overview
 - [Engage and report on two advocacy activities each year.](#)
 - [Credit the Mass Cultural Council as per the credit agreement.](#)
- [Comply with 1:1 match requirement.](#)
- Be in compliance with state and federal regulations which bar discrimination on the basis of race, gender, religious creed, color, national origin, ancestry, disability, age, or sexual orientation, and which require accessibility for persons with disabilities. Specifically
 - [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](#)
- Be in compliance with other applicable state and local requirements

Grant Amount

Gateway grantees receive \$3,000 annually for a total of \$6,000 distributed over two years, subject to the total funds allocated to the Cultural Investment Portfolio based on the agency's annual legislative appropriation. Applications to the Gateway Program are accepted every other year. The next application deadline will be in early 2020. This is a highly competitive program.

Reclassification into the Portfolio

To qualify for reclassification into the Portfolio, an applicant must receive Gateway funding for a total of four years out of a six year period (two cycles out of three). Applicants with Peers funding in the FY15-FY16 cycle may count that as meeting the first two years (first cycle) of this requirement.

Process for Reclassification:

- Grantees that have achieved the required four years of funding must re-apply for Gateway funding for the next cycle.

Applicants will be reviewed and ranked with all other Gateway applicants.

- *Note: There is no automatic renewal or preference given to applicants that have received funding in previous cycles. An organization's record of compliance with previous Mass Cultural Council grant requirements may be considered.*
- If an applicant has been suspended for any part of a Gateway grant cycle, that cycle does not count towards eligibility for re-classification.
- Applicants that are eligible for Reclassification must have submitted three consecutive DataArts Cultural Data Profiles in their application.
- If the applicant is recommended for funding by the panel **AND** Mass Cultural Council funding levels are sufficient to allow the Mass Cultural Council to increase the overall CIP program allocation, the applicant will automatically be reclassified into the Portfolio. The Mass Cultural Council will reclassify as many eligible applicants as possible, based on available funding and panel rankings.
- If an applicant is approved for funding by the panel, but the Mass Cultural Council funding does not allow for reclassification, the applicant will remain in the Gateway program.
- If Mass Cultural Council funding in year two of the Gateway program allows for reclassification, the applicant will be reclassified in that year.
- If Mass Cultural Council funding does not allow for reclassification of an eligible applicant in either year of the Gateway funding cycle, that applicant must re-apply to Gateway at the next deadline.

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FY19 Application
& Program
Timeline

For FY18 Gateway Grantees

FY18 Contract Mailed	October 2017
FY18 Contract Due	February 5, 2018
CIP Funder Report Due	June 1, 2018, 11:59 PM EDT
CIP Annual Report Due <i>Includes Advocacy, Credit & Publicity Confirmation, and Organizational Overview</i>	June 1, 2018, 11:59 PM EDT

FOR ALL GATEWAY APPLICANTS FOR FY19/FY20 FUNDING

Application posted online	November 1, 2017
Intent to Apply	Preferred by January 8, 2018, but accepted at any time prior to application deadline.
Application Due	February 1, 2018, 11:59 PM EDT <i>Late or incomplete applications will not be accepted.</i>
Panel Site Visits	February – June 2018
Notification to applicants	September 2018
Future Application Deadlines	Early 2020, 2022, and 2024


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Cultural Investment Portfolio: Projects Program

Description

CIP Project grants are one year grants for specific cultural public programming, and are not for general operating support. An organization may apply to both the Gateway and Projects program, but will only receive an award from one of the two programs. Applications are accepted from:

1. Massachusetts recognized 501(c)3 organizations
2. Programs under a federal, state, or local entity/municipality
3. Unincorporated associations, or organizations that are eligible to be a federally tax exempt, 501(c)3 nonprofit but have not attained this status may apply using a fiscal agent (See more detail below. Also refer to Mass Cultural Council definitions of [Fiscal Agent, Fiscal Sponsor, and Parent Organization](#)). [Individuals and for-profit corporations are not eligible to apply to this program.](#)
4. Organizations may not receive a Cultural Investment Portfolio or Gateway grant in the same grant year.

You are encouraged to call Mass Cultural Council staff to discuss your project.

What is an eligible CIP Project?

In general, a Project grant supports public programming which includes a specific, connected set of activities, with a beginning and an end, explicit objectives, defined engagement with the participants, and a predetermined cost.

A project may be:

- A distinct aspect of the organization's cultural activities, such as a one-time event; a single production; an exhibition; an educational seminar; or series of related arts activities, such as art classes or training sessions.
- A one-time activity or a program that is repeated for multiple years.

A project must:

- Have minimum project cash expenses of \$5,000. There is no maximum project budget.

For FY19, projects must occur, and expenses be incurred, between June 1, 2018 - June 30, 2019. If aspects of the project (planning, preparation) take place outside these dates, it is the applicant's responsibility in the application to make it clear that the primary

focus of the project occurs between June 1 2018 –June 30, 2019, and that the budget doesn't include any expenses or income outside of the grant period. The review panel may decline to review application where it appears that this requirement is not met.

Grant recipients need the Mass Cultural Council's written permission to make changes to their projects. Project modifications should be requested in writing, and the modification should not significantly alter the original purpose of the approved application.

Ineligible Projects

- Projects that are the complete public programmatic activity of the applicant. It is the applicant's responsibility in the application to make it clear that this project is not the complete programmatic activity of the organization.
- Fundraising activities, strategic planning, and capacity building activities
- Projects designed to create a surplus or profit for the organization. Applications which indicate a surplus equal to, or greater than the grant amount will not be reviewed by the panel.
- Programming outside of Massachusetts. If aspects of the project take place outside Massachusetts, it is the applicant's responsibility in the application to make it clear that the budget doesn't include any activities outside Massachusetts.
- Capital expenditures: A capital expense is defined as an item, or group of items, with a life expectancy of more than three years and a total cost of more than \$500. Examples include equipment, such as lighting or sound equipment, new construction or the renovation of a cultural facility, or the creation of prizes or trophies.
- Projects that are the work of an individual artist, as opposed to the work of an organization.
- Competitions where the sole purpose of the program is to adjudicate cultural work by individuals or other organizations
- Projects that present work exclusively for or by students as part of the activities of a college, university, or school. While some of the project may be student-focused, there must be a majority percentage of the project that serves the greater community outside of the school.
- Applications where the purpose is to "re-grant" or award funds using some or all of the Mass Cultural Council Project grant in the form of scholarships or other prizes. Prizes of cash, or the cash expenditure for prizes, are not eligible and should not be included in the project budget.
- Projects that are the activity of a Cultural Investment Portfolio or Gateway grantee.
- Other projects that do not meet the Mass Cultural Council's definition of a 'project' (see description above)

Organization
Eligibility

Applicants must:

- Have minimum annual cultural programming cash expenses of \$10,000 in the organization's fiscal year prior to the application. In-kind expenses do not count towards this eligibility
- Have completed a minimum of two full years of public cultural programming in Massachusetts prior to the application date
- Not receive a Cultural Investment Portfolio or Gateway grant in the same grant year.
 - *Note: A Parent Organization of CIP Cultural Affiliates may also have **one** Project applicant or grantee that is not the activity of a Portfolio or Gateway grantee. The \$25,000 parent maximum for combined Cultural Affiliates still applies.*

Organizations with
Fiscal Agents

For the FY19 grant cycle of the CIP Projects Program, the Mass Cultural Council is accepting applications from applicants with fiscal agents. Applicants considering a fiscal agent are required to consult with Mass Cultural Council staff about their chosen fiscal agent before submitting their application. Applicants must meet the Organization Eligibility detailed above, and their fiscal agents must meet the following criteria:

- The fiscal agent must be incorporated in Massachusetts, or registered as a foreign corporation, and must have 501(c)3 nonprofit status.
- Project staff must not be employees or board members of the fiscal agent organization.
- Fiscal agents may charge a percentage of anticipated income for their services, but no more than 7 percent of the grant award.
- The grant agreement is between the Mass Cultural Council and the fiscal agent, not the applicant.
- The fiscal agent must maintain separate accounting for all fiscal agent activities.
- The fiscal agent is responsible for all Mass Cultural Council paperwork and reporting, including revised budgets, contracts and final reports. Any correspondence about the grant must be submitted by the fiscal agent or jointly by the fiscal agent and the applicant.
- The Mass Cultural Council will not act as an arbiter for any disputes between the applicant and the fiscal agent organization.
- An organization may have a fiscal agent agreement with more than one applicant.
- A fiscal agent may be an organization that is currently funded

by the Cultural Investment Portfolio, or has submitted an application to the CIP Gateway or Projects Programs. Their role as a fiscal agent will have no influence on any grant or application. The fiscal agent must report activities for this grant as pass through funds when they complete their own CDP Survey.

If the Mass Cultural Council determines that you can use a fiscal agent, upload the following document as part of your online application:

- The Fiscal Agent Form (Appendix A-the final page of these guidelines).

Application Materials

To apply to the CIP Projects Program, applicants must

- Submit an Application containing:
 - Publically-stated mission
 - Fiscal Year end date
 - Total income and expenses for the most recently completed fiscal year
 - Contact Information
- Organizations with Fiscal Agents must submit:
 - Fiscal Agent Information Form
- Complete an Application Narrative containing:
 - Name of project
 - Description and locations(s) of project
 - Audience served
 - Community benefit
 - Project Timeline
 - Key Participants
 - Budget and finance narrative
 - Project budget
 - Accessibility information
 - Staff qualifications

Review Criteria

Project applications will be assessed according to the following criteria:

- Quality of the project
 - Project description, clear plan, specific goals (15 points)
 - Relevance to mission and core programming (15 points)
- Public value
 - Benefit to community served, including cultural community and defined target audiences (25 points)
 - Efforts and success in reaching out to diverse

communities, such as ethnically and economically diverse, rural, elderly, veterans, and people with disabilities (10 points)

- Organization's capacity to execute project
 - Appropriate staff to develop and implement project (10 points)
 - Financial capability (clearly defined budget, budget narrative, organization capacity) (10 points)
 - Evidence of strong planning (timeline, marketing, evaluation, past success) (15 points)

[REDACTED]
Ongoing Program Requirements

All CIP Project grantees must:

- Complete a Projects Final Report.
- Engage in and report on one advocacy activity each year.
- Be in compliance with state and federal regulations which bar discrimination on the basis of race, gender, religious creed, color, national origin, ancestry, disability, age, or sexual orientation, and which require accessibility for persons with disabilities. Specifically:
 - [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
- Credit the Mass Cultural Council [as per the credit agreement.](#)

[REDACTED]
Grant Amount

\$2,500 in restricted project support

[REDACTED]
FY19 Application and Program Timeline

Application posted online	February 1, 2018
Application Due	May 1, 2018 11:59 PM EDT <i>Late or incomplete applications will not be accepted.</i>
Notification to applications	September 2018
FY 19 Contracts Due	January 31, 2019
Projects Final Report Due	June 1, 2019, 11:59 PM EDT <i>Extension possible for June Projects</i>
Advocacy & Credit Publication Due	June 1, 2019, 11:59 PM EDT


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Additional Information

Advocacy Report

CIP grantees are required to conduct and report on advocacy activities annually.

To fulfill the advocacy requirement:

- Activities must involve direct interaction between a member of the grantee's staff or board, and the Governor of the Commonwealth or a current member of the Massachusetts Legislature.
 - *Note: Advocacy with city, local or national level officials, while helpful to build relationships, does not fulfill this requirement.* For example, this means that communications with the offices of Sen. Elizabeth Warren and Sen. Edward Markey, your Federal Representatives, or your mayor/members of your city council do not meet this requirement.
- Grantees must advocate for the sector as a whole, speaking to the value and impact of public support for all cultural organizations, rather than advocating for the grantee's activities alone.
- Activities must take place between July 1 and June 1 in the grant year when the report is due.
- The deadline for submission of the Advocacy Report is June 1, 2018, 11:59PM, EDT via the CIP Management Tool. You can enter advocacy information in the CIP Management Tool anytime during the grant year, once the Management Tool has opened for the current grant year.

Grantees that have not completed this requirement by June 1, 2018 will receive a [Hold](#) on any FY19 grant, and will not receive any remaining payments on their FY18 grant until this requirement is met.

CIP Annual Report

The CIP Annual Report serves as a confirmation of ongoing eligibility for CIP and Gateway grantees. It includes the Advocacy Reporting, Credit & Publicity Confirmation, and the Organizational Overview. The Organizational Overview is an opportunity for grantees to share concerns, or significant changes to the CIP grantee's mission, programming, staffing, or board. It also includes a few statistical data points which the National Endowment for the Arts requires the Mass Cultural Council to collect from grantees.

The deadline for submission of the CIP Annual Report is June 1, 2018, 11:59PM, EDT.

Grantees that have not completed this requirement by June 1, 2018 will receive a [Hold](#) on any FY19 grant, and will not receive any remaining payments on their FY18 grant until this requirement is met..

CIP Grant Amount

Portfolio grantee award amounts are calculated annually through a formula with two determining factors: the total funds allocated to the Cultural Investment Portfolio by the Council based on the agency's annual legislative appropriation, and each CIP grantee's average cash expenses. The formula adjusts on a curve so that a grantee with smaller expenses receives a larger *percentage* of their budget from the Mass Cultural Council, and a grantee with larger expenses receives a larger *grant amount*. Maximum and minimum grant amounts, also determined annually by the Council, are applied to the formula along with the following conditions:

- A CIP grantee may not receive an award that is more than 10% of its cash expenses in any one fiscal year. If a grantee's cash expenses drop below this threshold, the following year's grant will be adjusted to not exceed 10% of the previous year's expenses.
- A CIP grantee that operates as a degree-granting institution may not receive more than \$25,000 each grant year.
- No single parent organization will receive more than \$25,000 in CIP funding for combined Cultural Affiliates.
- Individual [CIP Cultural Affiliate grants](#) will not exceed 20% of the current year's largest CIP organization grant amount.
- If a grantee fails to meet the [1:1 Match Requirement](#), the following year's CIP grant will be adjusted to the amount that is matched by the grantee.

Cash expenses as used in the formula is an average of the grantee's three most recently completed 12-month fiscal years, calculated by using data that is self-reported in the DataArts Cultural Data Survey and is verifiable by audit, IRS form 990, and filings with the Massachusetts Attorney General's Office. Cash expenses do not include in-kind support, fiscal sponsorship monies, grantmaking expenses, or other pass-through funds. Intentional misrepresentation of finances, as it may affect the formula, is cause for cancellation of Mass Cultural Council grants and deletion from the Cultural Investment Portfolio program. Grantees with questions regarding the correct reporting of financial information should contact CIP staff for guidance and support.

Contract Holds

The Mass Cultural Council may hold a grantee's contract/grant payment until the grantee is in compliance with necessary grant requirements and program guidelines. Reasons for contract holds include:

- **Site Visit:** Grantees that are due to receive a Site Visit in FY18 and have not fulfilled the requirement by June 1, 2018 will have their FY19 contract held until they do so.
- **Advocacy:** Grantees that have not completed this requirement by June 1, 2018 will not receive their FY19 contract until they do so.
- **CIP Organizational Overview:** Grantees that have not completed this requirement by June 1, 2018 will not receive their FY19 contract until they do so.
- **Mass Cultural Council Credit and Publicity:** Grantees that have not completed this requirement by June 1, 2018 will not receive their FY19 contract until they do so.
- **Changes to the CDP Funder Report:** Grantees that are required to make changes to their CDP Funder Report after the CIP staff review process will have ten working days to do so after being notified by CIP staff. Grantees that have not made the necessary changes, including the DataArts review and generating an updated Funder Report, within the ten day window will have their FY19 contract held until they do so.
- **The Mass Cultural Council may hold a contract** for other reasons, but will communicate with the grantee on what needs to be resolved in order to receive its contract/funding. Resolution of the Hold might prompt additional inquiry or action.

Grantees that have not resolved the reason for a contract hold and returned their completed contract package by February 5, 2018 will have their FY18 grant reverted (i.e. cancelled), and will be considered a [suspended grantee](#) for the remainder of the grant year.

Cultural Data Profile(CDP) Survey

Annually, Portfolio and Gateway (not Project) grantees are required to complete the DataArts Cultural Data Profile (CDP) Survey each year, an online financial management, data collection, and research tool. The CDP Survey is comprised of the grantee's most recently completed fiscal year.

- Please note: the CDP Survey only collects historic data; grantees do not enter data for a fiscal year that has not closed. This means that the fiscal year has ended and the grantee has completed its 990 and audit for that year.
 - If the grantee receives an annual audit or review, it will work from their finalized, board approved versions.

- If the grantee is not reviewed or audited annually, it will work from their finalized, board approved year-end financial statements.
- If the grantee is an arts program/department within a larger institution, it should enter data based on internal financial statements for the program/department only. It should not include financial or programmatic information for the larger institution.
- All CIP Portfolio grantees are strongly encouraged, and Gateway applicants and grantees are *required*, to include a balance sheet in the CDP Survey, even if the organization is not audited.

Grantees generate a CIP Funder Report in order to grant Cultural Investment Portfolio staff access to view their data, and CIP staff reviews the report and gives final approval before the requirement is complete www.culturaldata.org

Deadlines & Consequences

Month Deadline

Portfolio and Gateway grantees select a Month Deadline, based on their own financial cycle, as the month by when they will be able to complete the CIP DataArts requirement. Typically, the Month deadline should be no later than nine months after a fiscal year ends.

By the end of the month selected, grantees should complete the entire DataArts requirement. This includes:

1. **Creating a new CDP Survey** and entering data through the most recently completed fiscal year.
2. **Generating a CIP Funder Report** with the most recent fiscal year data.
3. **Receiving final CIP staff approval.** The CIP Funder Report is reviewed by CIP staff for completion and accuracy of data. If there are errors or omissions, the grantee will have ten working days to make the needed changes to the CDP Survey, and generate an updated CIP Funder Report to be reviewed by CIP staff. Grantees that have not done this within the ten day window will have their next contract held until they do so. This may also affect the organization's three-year average cash expense for the [CIP formula](#).

For FY19, the most recently completed fiscal year will either be FY16 or FY17, depending on the grantee's fiscal year and the timeframe for financials to be audited (if necessary). CIP Funder Reports include

three years of historical data, which must be consecutive. Grantees may need to enter more than one CDP Survey in order to be current.

Grantees may change the Month Deadline by contacting CIP staff, however, they may not change their Month Deadline to avoid completing the requirement by June 1, 2018, the final CIP DataArts Deadline.

Final CIP DataArts Deadline

The deadline for completing this requirement is June 1, 2018, 11:59PM, EDT.

- Grantees that do not meet the CIP DataArts requirement by June 1, 2018 (11:59pm EDT) will have their FY19 grant amount reduced by 10 percent.
- Grantees that do not meet the CIP DataArts requirement by June 8, 2018 (11:59pm EDT) will have their FY19 grant amount reduced by an additional 15 percent, for a total of 25 percent.
- If a grantee remains non-compliant with the CIP DataArts requirement after June 15, 2018 (11:59pm EDT), the grantee will be suspended from the FY18 Portfolio and will not be eligible for a FY19 Cultural Investment Portfolio grant.

Recommendation: Grantees will not be able to start the CDP Survey on the day of the deadline, complete the survey, and generate a Funder Report in time to meet the deadline. Therefore, we recommend that grantees should start their CDP Survey at least two weeks before the Deadline.

Mergers

If a current CIP, Gateway, or Project grantee merges with another organization or program, the new organization will be reviewed to ensure that its mission and programming are eligible for CIP funding. Please contact CIP staff early in the merger to determine CIP funding implications, which could include a decrease to your CIP grant. For recently merged organizations, a Site Visit is strongly recommended in the year following the merger.

One-to-One Match Requirement

All CIP, Gateway, and Project grants are subject to a 1:1 Match Requirement. Matching funds may include earned revenue or private funds donated to the grantee. The following may not be used as matching funds:

- **In-kind contributions:** All matches have to be in the form of a cash match
- **Public funds:** including Federal, State, or a local government agency/municipality

- **Proceeds from deaccessioned collections:** proceeds from the sale of collections

Note: If a grantee fails to meet the 1:1 Match Requirement, their CIP grant will be reduced to the amount that is matched by the grantee.

Parent Organizations, Fiscal Agencies and Fiscal Sponsorship

The Cultural Investment Portfolio welcomes programs of *parent organizations* to apply as Cultural Affiliates, but does not accept applications from organizations using the services of *fiscal agents* or *fiscal sponsors*, *except as noted*. Unincorporated associations, or incorporated organizations that are eligible for, but do not yet have their 501(c)3 designation, may apply for Projects grants by using a fiscal agent/fiscal sponsor. A CIP grantee may act as a fiscal sponsor for Project applicants, but must report any fiscal sponsorship/fiscal agent funds as 'pass through' monies on their CDP Survey, which will be removed from their cash expenses for the CIP grant formula.

Parent organizations differ from fiscal agents and sponsors. An applicant that operates under a parent organization is simply a program of the parent organization, and therefore is eligible to apply to the CIP Gateway Program as a Cultural Affiliate. The parent organization has full legal responsibility for the applicant, including complete fiduciary responsibility. The applicant can only enter into contracts under the parent organization's name because the applicant and the parent organization are essentially one entity.

Fiscal Agency describes an arrangement between a non-profit organization with 501(c)3 tax exempt status (the fiscal agent) and a program conducted by an organization that does not have 501(c)(3) status (the applicant). Fiscal agency permits the tax exempt organization to accept funds on the applicant's behalf, but does not retain the control that is a required element of a fiscal sponsorship.

Fiscal Sponsorship describes an agreement between a non-profit organization with 501(c)3 tax exempt status and a project conducted by an organization, group, or an individual that does not have 501(c)3 status. Fiscal sponsorship permits the tax exempt sponsor to accept funds restricted for the non-tax exempt project on the project's behalf. The sponsor, in turn, accepts the responsibility to ensure the funds are properly spent to achieve the project's goals.

Penalties

Grantees that do not meet the CIP DataArts requirement by June 1, 2018 (11:59pm EDT) will have their FY19 grant amount reduced by 10 percent.

Grantees that do not meet the CIP DataArts requirement by June 8,

2018 (11:59pm EDT) will have their FY19 grant amount reduced by an additional 15 percent, for a total of 25 percent.

If a grantee remains non-compliant with the CIP DataArts requirement after June 15, 2018 (11:59pm EDT), the grantee will be suspended from the FY19 Portfolio (see below) and not be eligible for an FY19 Cultural Investment Portfolio grant.

Suspensions

The Mass Cultural Council may suspend a grantee from the Portfolio if the grantee does not meet annual grant requirements. A suspended grantee will not receive a contract or a grant for the contract year. Suspension for two consecutive years will result in [Removal from the Portfolio](#).

Reasons for suspensions or penalties include:

- A grantee that has not resolved the reason for a contract hold and returned its completed contract package by February 5, 2018 will be considered a suspended organization and their FY17 Cultural Investment Portfolio grant will be cancelled. The grantee must resolve the reason for the contract hold by June 1, 2018 and continue to meet all FY18 grant requirements in order to be eligible for an FY19 Cultural Investment Portfolio grant.
- A grantee that temporarily fails to meet eligibility requirements (e.g.: temporary suspension of public programming, CIP formula expenses lower than \$50,000) will be considered a suspended organization and will not be eligible for an FY19 Cultural Investment Portfolio grant.
- If a grantee remains non-compliant with the CIP DataArts requirement after June 15, 2018 (11:59pm EDT), the grantee will be suspended from the FY19 Portfolio and not be eligible for an FY19 Cultural Investment Portfolio grant.

Suspended CIP grantees must continue to meet eligibility requirements and complete all annual reporting requirements to receive full funding for the following grant year. Grantees that do not meet CIP DataArts requirement may have future grant amounts reduced, may have funding suspended for subsequent grant years, or may be removed from the Portfolio.

Grantees suspended from FY19 funding may re-enter the CIP for the FY20 grant year if they resolve all remaining FY18 compliance requirements, and meet all FY19 requirements by June 1, 2019. They will also need to be visited and reassessed by CIP Staff before May 1, 2019. Suspended grantees that do not resolve compliance issues by June 1, 2019 and grantees that have been removed from the Portfolio for other reasons may apply to re-enter the Portfolio through

the Gateway Program in FY20, if they meet all program eligibility requirements at that time.

**Suspension
Timeline**

For a grantee suspended in FY18, the following deadlines apply:

May 1, 2018	Deadline to have hosted evaluative Site Visit with CIP staff
June 1, 2018 11:59 PM EDT	Deadline to have resolved/completed all FY18 and FY19 eligibility and grant requirements, or be removed from the Portfolio. This is a final deadline for a suspended grantee to stay in the Portfolio. A suspended grantee does not have the option of completing their requirements late and receiving a grant with a penalty.
June 1, 2018 11:59 PM EDT	Year-end deadline for new CDP Survey & CIP Funder Report via DataArts.

**Portfolio
Definitions**

Arts: The creation of work in the crafts, performing, visual, media, folk, design, literary, and interdisciplinary arts. This also includes the presentation, 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.

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, nature centers, natural history and anthropology museums, planetariums, and science and technology centers.

Massachusetts-based: An entity whose primary place of business and operations is in the Commonwealth of Massachusetts.

Public programming: Activities that contribute to the cultural vitality of the community as a whole, rather than benefitting any private individual, organization, or group.

Year-round operations: Administrative operations in each of the calendar year's 12 months. This is different than year-round programming, so entities that are largely seasonal may still be eligible.

Reconsideration Policy

An applicant may request reconsideration of a Mass Cultural Council decision if the applicant can demonstrate that the Mass Cultural Council did not follow published guidelines and procedures. Dissatisfaction with the denial of an award or award amount does not constitute grounds for reconsideration. A written request must be sent to the Mass Cultural Council's Executive Director within 30 days of the date of notification of the decision. Such requests will be reviewed by the Mass Cultural Council Grants Committee and the Council.

Removal from the Portfolio

A grantee can be removed from the Portfolio for the following reasons:

- A suspended CIP grantee that has not resolved the reason for the suspension and completed all other requirements by June 1, 2018 will be removed from the Portfolio and can only rejoin the Portfolio by re-applying through the Gateway Program.
- Elimination of public programming
- Intentional misrepresentation of finances, programming, or other eligibility requirements
- Changes in mission and/or programming to non-eligible activities
- Changes to mission and/or programming that deviate significantly from the mission and programming in place when the organization was admitted into the Portfolio, either through the Gateway Program, or the Council's discontinued competitive Operating Support Program. Organizations making such changes will be reviewed, and might be required to re-apply to the Portfolio through the Gateway Program. Organizations contemplating such changes are encouraged to contact CIP staff to determine CIP funding implications.
- An organization will be subject to review and possible removal from the Portfolio if a situation arises that creates grave concerns about an organization's ability to effectively and ethically operate. These concerns could include but are not limited to the following:
 - Violation of ethics and standards as determined by professional associations in an organization's field or discipline
 - Operations in violation of the provisions governing the operations of Public Charities

Resource/
Infrastructure
Maintenance

The Mass Cultural Council has the right to withhold, reduce, discontinue funding, or apply restrictions to the use of CIP grant funds if a grantee does not notify the Mass Cultural Council of significant organizational changes, cannot carry out stated mission,

or if it demonstrates inadequate financial management and oversight. The notification must be made in writing, and must provide reasonable advanced notice. In cases where a CIP grantee experiences serious organizational capacity issues, the Mass Cultural Council will work with that organization to address the challenge.

Site Visits

Portfolio Grantee Site Visits are not evaluations or accreditations, and are not connected to a grantees' award amount. These visits are an opportunity to build on the existing relationship with Mass Cultural Council, and have honest conversations about the challenges and opportunities facing organizations and the cultural sector. Site Visits also provide professional development opportunities for site visitors from other organizations. Site Visits may include one-on-one resource development and capacity building with CIP staff, or conversations with other Portfolio grantees in a roundtable format. For organizations with two or more full time employees, organizational leadership is required to participate on one - three Site Visit Teams in a four-year period. Site Visits for FY19 take place from September 1, 2018 – June 1, 2019. **CIP Staff will contact you to schedule Site Visits**

Gateway Applicant Site Visits are evaluative visits conducted during the panel process.

Project Grantee Site Visits are not required, but are highly recommended to help aid in resource development and capacity building.

Staff Contact

The Cultural Investment Portfolio staff is available as a resource to answer questions about eligibility, requirements, deadlines, and compliance.

Sara S. Glidden, Program Manager

Gateway, Projects, and Cultural Affiliates: Non-fully cultural parent organizations

Sara.Glidden@art.state.ma.us

617-858-2710

Michael W. Ibrahim, Program Manager

Small to Mid-Sized CIP Organizations and Cultural Affiliates: Universities, colleges, and secondary schools

Michael.Ibrahim@art.state.ma.us

617-858-2737

Kalyn C. King, Program Officer

Mid-Sized to Large CIP Organizations

Kalyn.King@art.state.ma.us

617-858-2718

Cyndy Gaviglio, Contracts Officer
Cyndy.Gaviglio@art.state.ma.us
617-858-2711

DataArts: Massachusetts Cultural Data Profile Help Desk
help@culturaldata.org 1-877-707-DATA (877-707-3282)
Hours are Monday-Friday, 9:00am-8:00pm.

CIP Project Grant Program
Fiscal Agent Information

Project Title

Fiscal Agent

Employer Identification Number (EIN)

Fiscal Agent Street Address

Fiscal Agent Mailing Address (if different)

City/State/Zip

Telephone

Fax Number

Fiscal Agent Executive Director

Fiscal Agent Contact Name/Title (if different from Executive Director)

Fiscal Agent Contact Telephone/E-mail

Fiscal Agent website

Authorized Signature: The signature below is that of the authorized fiscal agent representative. It certifies that the organization is committed to the completion of all activities assigned to it in its capacity of fiscal agent in compliance with legal requirements and grant procedures and will file the required reports(s) with the Massachusetts Cultural Council.

Name of Authorizing Official for Fiscal Agent/Title

Signature of Authorizing Official for Fiscal Agent/Date

Name of Authorizing Official for Project Applicant/Title

Signature of Authorizing Official for Project Applicant/Date