

## Applicant Information

---

### Applicant Organization Information

---

Review the applicant information. If you need to update the Organization Information, use the Note feature on the left to contact a Mass Cultural Council staff person for help.

**Legal Name:**

**Doing Business As:**

**Physical Address:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**ZIP:**

**Mailing Address (if different):**

**Mailing Address 1:**

**Mailing Address 2:**

**City:**

**State:**

**ZIP:**

**Parent Organization:**

**Fiscal Agent:**

Please note, organizations are required to provide a physical address. A PO Box can be provided for the mailing address, but not the physical address. Organizations that do not have a facility or office typically provide the address of the primary person leading the organization or group, such as the board chair, staff person, or lead volunteer for the group.

If you see "Grant Seeking Organization" listed as your parent organization, this means that you do not have a parent organization and you can disregard it.

## Primary Contact

---

Review the applicant information. If you need to update the Primary Contact information you can do so in your Profile. Click Home button in upper right corner to get to My Profile button.

**A Reminder:** The Primary Contact is required to be a municipal representative for the purpose of this application. They are able to invite a co-applicant to contribute to the application if desired.

## City/Town Information

---

The city/town name and address in your organizational profile, serve as the contact information for the city/Town that is applying for designation. You are considered the municipal contact for this application. Please be sure your individual profile information reflects that.

### Chief Elected Official Name

---

### Chief Elected Official Title

---

### Population of City/Town

---

### City/Town Motto or Tagline, or the Thing it is Most Known for or Proud of

---

## Third Party Managing Entity

---

**Do you have a third party managing entity?**

Yes

**Third-party Managing Entity**

In order to complete the application, you must invite the third party managing entity to be a "Co-applicant".

**Co-Applicant Invitation**

If there is a co-applicant for this application, click on the button below to begin inviting the co-applicant.

**Prefix****First Name****Last Name****Email****Role****Status**

No Results Found

**3rd Party Management Agreement**

The agreement must be signed by the appropriate municipal representative and 3rd party entity. A financial management section outlining fiscal oversight, responsibilities and reporting must be included in the document.

**Audited Accounts**

If the city or town has made a third party arrangement for the oversight and management of the cultural district, the managing organization must submit its most recent audited accounts.

**Cultural District Information**

---

**Proposed Name/Title of District**

---

**Why and how was this Cultural District name decided?**

---

**Boundaries: Identify the general footprint of the district using street names, landmarks or other place-based identification tools.**

---

## Cultural District Narrative

---

**Describe the characteristics of the district. What makes the proposed district unique?**

---

**Give examples of important cultural, historical and recreational facilities or points of interest in the district.**

---

**Give examples of cultural programs that have taken place in the district in the last 12 months and any significant upcoming events.**

---

**Why does your city and town want to become a state designated cultural district?**

---

**Outline the vision for the cultural district**

---

**Outline the goals for the district and how they relate to the goals of the Cultural District Initiative as described in the [legislative statute](#).**

---

**Elaborate on any past accomplishments as well as future plans to maximize the potential of the cultural organizations, real estate opportunities and cultural programs in the district.**

---

**Outline the action plan for the first six months following designation.**

---

**Evaluation: Identify and describe the evaluation methodology to be used in measuring the district's impact. Be specific and concrete. Include information about how this impact will be tracked and linked to relevant statistical, economic impact and audience participation measurements.**

---

## Public/Private Partnership

---

**Does your City/Town have a Public Arts Commission/Committee?**

Please Select

**Outline the plan for overseeing and managing the district and the district partnership. Include information about how decisions be made for/by the district; how often the partnership will meet; whether there will be a staff person assigned to administer the cultural district's goals; and who the staff person will report to on a day-to-day basis.**

---

**Describe the strategy that will be established to ensure that all the district's partners and stakeholders are kept up to date about opportunities and decisions.**

---

**Describe any regional efforts you currently, or plan to, collaborate on in regard to tourism, marketing or programming, if any.**

---

## Municipal Resources

---

**Are there any municipal funds pending or currently in use in the proposed district?**

If yes, please complete the worksheet. The worksheet is not intended to be an operating budget for the district. The worksheet is to identify municipal funds from a variety of sources that are in use or pending use in the proposed district. For example: Community Preservation Funds; State or Federal funds or grants awarded to the municipality on a yearly or special project basis such as Community Development Block Grant money; Tax Credits; and other development, or incentive monies.

Yes

**Will there be a commitment in place for an annual contribution of municipal funds to the district?**

Please Select

## Municipal Resources

---

### District Management Team

---

**Do you intend to include an appointee, group or subcommittee focused on increasing diversity, equity, inclusion and access as part of the partnership structure of your district?**

Please Select

## District Management Contacts

---

## Cultural Assets Inventory

---

The following inventory will help you identify cultural assets within your district. The MCC does not expect that a city or town will have all of the assets on the list. We recognize that each community has a unique mix of arts and cultural assets. Quantify the relevant cultural asset, special event, business or historical asset located in your city or town's proposed cultural district. If you have an asset that is not on the list please include them in the "Other Related" field at the bottom of the page.

**# of Theaters**

---

**# of Museums**

---

**# of Movie houses**

---

**# of Cultural centers**

---

**# of Art galleries**

---

**# of Performance spaces**

---

**# of Annual festivals**

---

**# of Farmers markets**

---

**# of Restaurant weeks**

---

**# of Open studios**

---

**# of Gallery nights**

---

**# of Concerts**

---

**# of Walking tours**

---

**# of Historically designated buildings**

---

**# of Historic districts or corridors**

---

**# of Live/Work studios**

---

**# of Work studios**

---

**# of Rehearsal spaces**

---

**# of Recording studios**

---

**# of Film studios**

---

**# of Businesses**

---

**# of Education facilities**

---

**# of Collaborative workspaces/makerspaces**

---

**# of Local cable access studios**

---

**# Other Related**

---

## Public Infrastructure

---

The following checklist will help you identify public assets within your district. Mass Cultural Council does not expect that any city or town will have all of the amenities in the proposed cultural district. Check any relevant public infrastructure amenities located in your city or town's cultural district from the list below.

### Public Space & Amenities

---

#### Public Buildings

---

**List any additional, relevant public buildings**

---

#### Transportation Amenities

---

**Way finding**

---

**Technology**

---

**Other: If you have a public space or amenity that is not listed above, please describe it here.**

---



**Describe how the city or town's public amenities enhance the district.**

---

## Marketing

---

The following checklist will help you identify various types of marketing efforts within your district. The MCC does not expect that any city or town will have all of the marketing tools listed. Check any relevant collective marketing tools being utilized in your city or town's district. List only what is being used to brand or market a cluster of organizations or the district as a whole, not the marketing efforts of individual organizations.

### Collective Marketing Checklist

---

**Describe how you intend to use these, and any additional tools, towards a marketing and promotion plan for the district. Include information about developing a brand for the district; a promotion strategy; and social media plan.**

---

## Incentives

---

The following checklist will help you identify planning and financial tools in your district. Mass Cultural Council does not expect that any city or town will have all of the tools on the list.

### Overlay Zoning/Special Designation

---

### Planning

---

### Financial Tools

---

**For the items you identified above, indicate if the incentive currently applies to, or is implemented in, the cultural district. And include the start date(s).**

---

If there is an incentive being utilized that is not listed, please identify it here. (Submit relevant reports as supplemental documents following the instructions found in the 'Additional Materials' portion of the application that follows.)

---

## Additional Materials

---

All items are required for an application to be reviewed. Allow plenty of time to collect all the documents. Please upload electronic or scanned copies of all documents. If you cannot for accessibility reasons, please contact Carolyn Cole.

### Letter of Endorsement from Chief Elected Official

---

### Copy of Resolution from City Council / Board of Selectmen.

---

The resolution is the commitment to establish a state designated cultural district.

### Map

---

Please provide a map of the proposed cultural district that shows the general footprint using shading or a dotted line. Note cultural district partners located outside of the proposed district.

**Third-party agreement (if relevant)**

---

If the city or town has made a third-party arrangement for the oversight and management of the cultural district, there must be a written agreement in place. This should be in line with municipal regulations and reviewed by the city or town's legal counsel. The agreement should outline each party's tasks and duties.

**Audited accounts (if relevant)**

---

If the city or town has made a third-party arrangement for the oversight and management of the cultural district, the managing organization must submit its most recent audited accounts.

**Optional: Please include any additional documentation you think is relevant to determining the scope of your proposed district.**

---

**Official legal documents on zoning overlays or ordinances relevant to the cultural district**

---

**Marketing materials, if relevant to the cultural district.**

---

**Reports, feasibility studies, visioning results, and/or news articles regarding a proposed district (if relevant).**

---

**Equity and Access Plan or Established Racial Justice Policies**

---

**Other**

---

**If you prefer to provide access links to these resources, rather than to upload them as files, please provide those links here:**

---

## Acknowledgement

---

### 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.

**Please note: You have not successfully submitted your application until you see the following message: "Congratulations - You have successfully submitted your application. Click on the Home button to return to your home portal."**

**Authorized Signature: I certify that all the information contained in this application, including all supporting documents and materials, is true and correct to the best of my knowledge. I hereby release Mass Cultural Council, its members, and employees, from any liability and/or responsibility concerning the submission of materials to this program. In addition, I agree that the required public acknowledgment will be given to Mass Cultural Council if this application is approved. I understand that failure to respond to any of the items requested in this application may seriously hinder its consideration. I certify that we are committed to the completion of the proposed activities in compliance with legal requirements and granting procedures and will file the report required by the Mass Cultural Council.**

Clicking "submit" below serves as an authorizing electronic signature.

Authorized Signature

---