

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:

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.

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.

Phone:

Email:

Contract Manager Information

If awarded a grant, who will serve as contract manager for the grant? The contract manager is responsible for ensuring the contract and attachments are completed by the authorized signatory and that it is returned in a timely fashion.

Contract Manager

First and last name of person managing contract

Contract Manager Title

Contract Manager Phone

Contract Manager Email

Cultural Programming

Primary Mission/Purpose

To be eligible for funding, your group/collective/organization's primary mission or purpose must be to create and/or present cultural activities or services to the cultural sector in the arts, humanities, and interpretive sciences. These cultural activities must be publicly available and/or community-based.

Please enter your mission statement or statement of purpose

Cultural Activity

To get funding, groups must do publicly available and/or community-based cultural activities. For this program, "publicly available" means any cultural activity that is available to the general public by paid or free admission. "Community-based" means any cultural activity that focuses on serving the needs of a geographic community, ethnic heritage, or cultural tradition and may include events, education, performances, conservation, or cultural revitalization efforts.

Please describe the cultural activities you do or the services to the cultural sector that you provide:

Website and Social Media

We want to learn more about the work you do. In your "Organizational Profile," you provided the following website and/or socials:

Website:

Facebook:

Twitter:

Instagram:

If this information is missing or incorrect, please update it in your Organization Profile. Here's how:

- Click Save Draft before navigating away from this page.
- Then click on Home in the upper right corner.
- Click on Organization Profile to update the fields, and then click on Save.
- This application will be in your "In Progress" section of your Home page so you can continue working.

Additional Links

If you have URLs, web pages, or links in addition to the ones listed above that provide additional information about your programming that you would like to share, you can provide them here:

Upload

If you don't have a website or other social media presence where we can view the cultural activity that you do, please upload fliers, posters, or other materials describing the work that you do:

Prioritization Factors

These prioritization factors will be used to help determine grant amounts along with the number of eligible applicants and an organization's pre-pandemic operating expenses. The following equally-weighted factors will be used to create a score for each application.

Funding History

First time applicants or applicants that have not received funding from Mass Cultural Council in the last three fiscal years (2022, 2021, 2020). Below you will see the information we have on file for your organization.

By submitting your application you acknowledge understanding that Mass Cultural Council will verify this information with historical data in our grants management system. Mass Cultural Council will make every effort to ensure accuracy but cannot be held accountable for missing or incorrect information in the relevant sources. If you have questions about the information displayed below send staff a note using the notes feature here or call or email program staff directly.

Received at least one grant in the past three fiscal years

Under-Resourced Communities

Applicants that are located in specific communities, which are cities and towns that are below the state average in household income and educational attainment. This includes but is not limited to places designated as Gateway cities. [See a list of these communities.](#)

In your Organization Profile you provided your group/collective/organization's Official City. You can see the official city you provided in the physical address displayed on the Applicant Information tab of this application. If it is incorrect follow the instructions for updating it provided there.

Below you will see information about whether your organization will receive this prioritization based on the information you provided. By submitting this application you acknowledge understanding that Mass Cultural Council will use the "Official City" listed in your organizational profile to determine this information and attest that the information you provided is accurate.

Organization is in an under-resourced community

Impact on Job Creation

How many people were employed by your organization during 2021? This is the combined number of 1099 and W-2 statements that your organization issued.

Please Select

Impact on Tourism

This question relates to your in-person programming at your primary activity location(s). It is not about your own touring activities, broadcast, or online activities.

Does 50% or more of your audience for in-person programming come from outside of Massachusetts AND/OR more than 50 miles away from your primary location?

Please Select

Financial Impact

Required Financial Documents

Was your organization formed on or after March 31, 2020?

FY19 Financial Documents

FY20 Financial Documents

FY21 Financial Documents

Length of Fiscal Years

Are any of these tax forms or financial reports for partial (non-12-month) fiscal years? (Are there fewer or more than 12 months in the reported period? This may be the case if you changed your fiscal year end date.)

Please Select

Financial Questions

COVID-19 related expenses

Did your organization have COVID-19 related expenses in FY20 and/or FY21? This includes but is not limited to the following categories. You will need to include the total COVID-19 related expenses for each year in the budget form. Select all that apply.

- COVID-19 prevention or mitigation practices (such as personal protective equipment, deep cleaning, signage, hand sanitizer dispensers, and more)**

- Equipment and personnel costs for reconfigured program delivery (such as the creation of outdoor spaces, digital programming expenses, and more)**

- One-time capital expenses (such as HVAC system upgrades)**

- Other costs incurred due to the COVID-19 pandemic not listed above**

State/Federal Relief Funds

Did your organization receive any Massachusetts or Federal COVID related relief funds? This includes but is not limited to the following categories. You will need to include the total amount of funds that your organization received for each year in the budget form. Check off all that apply.

- We did not receive any Massachusetts or Federal COVID relief funds**

- SBA Economic Injury Disaster Loan Program (EIDL)**

- SBA Paycheck Protection Program Loan (PPP)**

- SBA Shuttered Venues Operators Grant (SVOG)**

- CARES funding through National Endowment for the Arts (NEA)**

- CARES funding through National Endowment for the Humanities (NEH)**

- CARES funding through the Mass Cultural Council's Youthreach/SerHacer and/or CIP Gateway/Portfolio programs**

- CARES funding through the New England Foundation for the arts (NEFA)**

- CARES funding through Mass Humanities**

- Mass Cultural Council COVID relief programs: Cultural Organization Economic Recovery Grants, and Supplemental Economic Recovery Grants**

- Other**

Budget

Complete the budget section with information from your tax forms or internal financial statements. Put a 0 in any category that does not apply to your organization. This section is required.

Budget

Section 1: Revenue	FY19	FY20	FY21
Earned and Contributed Revenue , except for Federal and State Funded Pandemic Relief	\$0.00	\$0.00	\$0.00
Pandemic relief grants and earmarks received from Federal and State government sources as checked off in the application. Report as income in the year that the grant appears on your Income statement	0	\$0.00	\$0.00
Total Revenue: Should match total Income on your tax statement (Form 1120 line 11; Form 1065 line 8; Form 990 line 12; Form 990EZ line 9)	\$0.00	\$0.00	\$0.00
Section 2: Expenses	FY19	FY20	FY21
Expenses NOT related to the pandemic and public health measures. Include everything except expenses for pandemic-specific capital and operating expense	\$0.00	\$0.00	\$0.00

Expenses related to the pandemic and public health measures. This should correspond to your description of pandemic specific expenses in the application. This can include costs to implement COVID-19 prevention or mitigation practices (such as personal protective equipment, deep cleaning, signage, hand sanitizer dispensers, and more), equipment and personnel costs for reconfigured program delivery (such as the creation of outdoor spaces, digital programming expenses, and more), one-time capital expenses (such as HVAC system upgrades), and any other costs incurred due to the COVID-19 pandemic.

0	\$0.00	\$0.00
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Total Expenses: Should match total your tax statement (Form 1120 line 27; Form 1065 line 21; Form 990 line 18; Form 990EZ line 17)

\$0.00	\$0.00	\$0.00
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Section 3

FY19	FY20	FY21
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Cash & equivalents (Form 1065 Schedule L line 1; Form 1120 Schedule L line 1; Form 990 Part X line 1+2; Form 990EZ Part II, Line 22)

\$0.00	\$0.00	\$0.00
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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
