



Mass Cultural Council - Cultural Investment Portfolio - Projects  
FY20

XYZ Ensemble

Application #PR0001

Primary Contact: Ms. Sara Glidden

Phone: (617) 555-5555

Email: sara.glidden@art.state.ma.us

Document Generated: Friday, March 29th 2019, 10:03 am

## Applicant Profile

### Applicant Type

Organization

### Legal Name

XYZ Ensemble

### Date of 501(c)3

01/01/2001

### incorporation

### Address1

0 ABC Street

Boston, Massachusetts 02116

UNITED STATES

### Telephone

(617) 555-5555

### Primary Contact

Ms. Sara Glidden

Phone: (617) 555-5555

Email: sara.glidden@art.state.ma.us

### Applicant Status

Organization - Non-Profit

### Applicant Institution

Performing Group

### Applicant Discipline

Music - Chamber

### Grantee Race

No single race/ethnic group listed above made up more than 25% of the population directly benefited

### FEIN / TAX ID

12-1234123

### DUNS Number

000000000

### Web Address

<http://XYZensemble.org>



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## Applicant Information

**I attest that my applicant profile is complete and accurate**

Yes

### Executive Director Name

Your Name here

### Executive Director Title

Your title here

### Executive Director Email

Your email here

### Legal Status

Incorporated, non profit

### Mission Statement

500 characters for your mission statement

**Is your organization governed by a board of directors or advisors that meets regularly to discuss policy, strategic direction, and resource development plans and ensure long-term sustainability?**

Yes

**Has your organization been conducting cultural programming in Massachusetts for the past two consecutive years?**

Yes

**Is your organization 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), and Title VI of the Civil Rights Act of 1964?**

Yes

**Please provide financial information for your most recently completed fiscal year. Arts, humanities, and interpretive science organizations should list organizational data which should match your audit or 990. Universities or other non-arts/humanities/interpretive science organizations should list ONLY the the public cultural programming finances, not the entire school or parent organization finances. Projects using fiscal agents should report income and expenses for the project applicant, and they should report cash income and expenses only. Do not include in-kind goods and services.**

### Fiscal Year

July 1 - June 30

**Most recently completed fiscal year**



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**Income for most recently completed fiscal year**  
200,000

**Expenses for most recently completed fiscal year**  
190,000

**Fiscal Agent Information, if applicable**

**DO NOT FILL OUT THIS SECTION IF YOU DO NOT HAVE A FISCAL AGENT.**

If you are applying using a fiscal agent, provide the following information. (Please note: If this application is approved for a grant, the grant contract will be with the fiscal agent, and the grant will be restricted to this specific project.)

**Fiscal Agent Organization Name**

**Legal Name (if different)**

**Street Address 1**

**Street Address 2**

**City**

**State**

**Zip**

**Phone**

**Fiscal Agent Web Address**

**Fiscal Agent FEIN**

**Fiscal Agent DUNS Number**

**Fiscal Agent Executive Director Name**

**Fiscal Agent Executive Director Title**

**Fiscal Agent Executive Director Email**

**Fiscal Agent Grant Contact Name**

**Fiscal Agent Grant Contact Title**

**Fiscal Agent Grant Contact Email**



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## Project Overview

### Project Name

Name of your project

**Provide a brief project description including location of project by COMPLETING THIS**

**SENTENCE: This application is for a project.....**

This language will be included in your contract if you get a grant. It might also be on the funding list on the Mass Cultural Council website. Keep it simple and straightforward. Character count is 250. Save your work

**Provide a complete description of the proposed project, including the project's goals and objectives**

Describe your project, including goals. This is your chance to tell the story of your project in a way that gets people excited. Assume that they don't know anything about your organization or your project. Character count is 1500. Save your work

**How does this project relate to your mission and other core programming? (Please make it clear that you have other programming, as this relates to your project eligibility.)**

How does this project fit into the broader activity of your organization? The Projects grants will not fund projects that are the complete activity of your organization. Character count is 1000. Save your work

**How does this project benefit your community (participants or target audiences). How have you assessed community need or interest for a project of this type? What are the demographics and number of people you plan to serve, if applicable?**

This is the "why" of your project. Sometimes the project benefit is focused on the general public (Ex: We present free theatre in the park for local residents. The events provide an opportunity to bring community together, to enjoy theatre without having to travel, and also benefits local restaurants and other businesses). Sometimes, the benefit includes the participants themselves (Ex: Our chorus members will have the opportunity to perform a world premiere, and to work with the composer and accomplished guest artists.) Have you done anything to figure out if there is a need/interest in this? (Ex: We have a growing senior citizen population which has expressed interest in this kind of cultural opportunity). Character count is 2000. Save your work

**Provide a description of the racial, economic and age demographics of the geographic area where this project will take place. This could be a neighborhood, a city or town, a region, or other. You can typically find this information on your city website or other internet resources. [www.census.gov/quickfacts](http://www.census.gov/quickfacts) can be an excellent resource.**

The best answer to this question is simple statistical information. If your project serves multiple towns/communities, describe the area. Click on the blue question mark under the question to see a very specific example. Panelists in previous years have requested this information so they could understand the context for your response to the questions about who you are serving. Character count is 1000. Save your work

**Describe your plans to reach diverse communities, in the context of the information that you have provided above. These could be plans to reach ethnically and economically diverse populations, rural, elderly, veterans, and people with disabilities. Describe past efforts and successes if they are relevant to this application.**



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Look at the information that you have provided in the previous question. What are your plans to reach specific populations? If your project or organization is primarily focused on a specific population, you might want to think about how to deepen that connection. For example, if your organization serves children, do you have specific plans to reach children with disabilities, children from low income families, or children of color? Character count is 1000. Save your work

**Explain how you determined your budget, for example: how you calculate artist or administrator compensation, admissions or tuition revenues, other expenses. Also, if your organization has had a deficit in past years, explain how that affects your ability to execute this project successfully.**

Provide context for the budget section. Examples of the kind of information you might provide:  
We estimate that this project will require 20% of the time for three of our employees, so we have included that amount as artistic or administrative staff costs.

Our chorus members are volunteers, but our orchestra members are paid based on current Musicians Union scale.

Teaching artists are paid based on our current rate of \$X per hour for a 4 hour minimum, for 10 class sessions each.

This project represents one third of our total activities, so we have included one third of our season marketing expenses, and one third of the salary for our music director.

We know that in-kind costs are not included in the budget, but the full scope of this project includes the donated printing, and use of the gallery, at a value of \$xx.

The tuition income for this project is based on expected full enrollment, with charges based on a sliding scale to support opportunities for lower income participants.

Character count is 1500. Save your work

**Provide details on how you plan to execute and evaluate this project: describe your plans to reach your target audiences and participants. Provide a detailed timeline (include dates if possible); describe your criteria and plans to evaluate the success of the project.**

What are your plans for getting this done? What are the specific actions that you will take to reach your potential audience and/or participants? Your timeline should make it clear when your project begins and ends. If your project doesn't have a clear beginning and ending, please look at the project guidelines to make sure that your project meets our eligibility definitions. If your project has a specific performance, and we can't figure out when we should be on your doorstep, you haven't provided enough detail. Answers that state "week 1", "week 2", etc. are not specific. We realize that it might be early to have all of these details completely committed, but specific information assures the panelists that your organization knows what it needs to do, and when to do it.

Don't forget evaluation. Based on your goals stated in your first response, how will you know if you have been successful?

Character count is 2000. Save your work

**Who are the key participants involved in creating and implementing this project, and what are their qualifications? For example, staff, artists, scholars, educators, consultants, etc.**

Show that the people who will create and implement this project have the skill and experience to do the work. Some organizations have professional staff, and impressive resumes. Some organizations are lead by passionate volunteers who have been doing this work for years. We want to know that there are people who can do what needs to be done. We don't need the in-depth bio of every participant. Best to include specifics about leaders or key participants. Character count is 1500. Save your work

**Please list your organization's web address as well as any other web addresses that demonstrate your organization's work, such as social media, videos, etc.**



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Your website, your Youtube channel, Your Facebook page. Link to a local newspaper article about your organization. Make sure that the links work.



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## Project Cash Expenses

Please provide cash expenses and income for the project (6/1/2019 – 6/30/2020). Project cash expenses must be incurred during this 13 month period.

Please note: In order to be eligible to receive funding for the project you must demonstrate a 1 to 1 financial match in the project budget. To do this you must demonstrate at least \$2,500 of project cash income in addition to the anticipated "State Government" income of \$2,500.

You can include the actual cost of staff time or administrative expenses that are dedicated to this project. Include them in this budget and explain them in your response to the budget explanation question.

**"Total Project Cash Income" MUST EQUAL "Total Project Cash Expense"**

### Salaries/Fees

#### Projected Cash Expenses 6/1/19-6/30/20

Artists/Humanists/Scientists	0
Administrative	0
Two Blank sections for your use	0
<b>SubTotals:</b>	<b>\$0</b>

### Other Expenses

#### Projected Cash Expenses 6/1/19-6/30/20

Production/Technical Costs	0
Space Rental	0
Travel/Transportation	0
Supplies	0
Marketing/Communications	0
Fundraising/Development	0
Four Blank sections for your use	0
<b>SubTotals:</b>	<b>\$0</b>

**Expense Totals: \$0**



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## Project Cash Income

Please provide cash expenses and income for the project (6/1/2019 – 6/30/2020). Project cash income must be incurred during this 13 month period.

Please note: In order to be eligible to receive funding for the project you must demonstrate a 1 to 1 financial match in the project budget. To do this you must demonstrate at least \$2,500 of project cash income in addition to the anticipated "State Government" income of \$2,500.

**"Total Project Cash Income" MUST EQUAL "Total Project Cash Expense"**

### Earned Income

#### Projected Cash Income (6/1/19-6/30/20)

Admissions	0
Fees for Service	0
Course Fee/Tuition	0
2 Blank sections for your use	0
<b>SubTotals:</b>	<b>\$0</b>

### Contributed Income

#### Projected Cash Income (6/1/19-6/30/20)

Individuals	0
Corporate	0
Foundation	0
State Government (enter \$2,500 for this grant unless anticipating funds from other state agencies)	2,500
Local Government	0
Federal Government	0
Special Event(s)	0
3 Blank sections for your use	0
<b>SubTotals:</b>	<b>\$2,500</b>
<b>Income Totals:</b>	<b>\$2,500</b>