



# Culture connects

**MC** Mass Cultural Council  
*Power of culture*

# Agenda

2

- LCC Guidelines FY20 Changes
- Online application walk-through
- Online application resources

# FY20 LCC Guideline change

3

## Direct Grant Program.

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

# Council Profiles and Council Priorities

4

- Each Cultural Council will have their own stated priorities.
- You are strongly encouraged to review those priorities before you apply to a council. Visit each council's page before applying to be sure your application is eligible!
- Find each Local Cultural Councils contact information, funding priorities, and requirements beyond the state guidelines at: <http://mass-culture.org/>
- Access Application. Forms available September 1st

# Online Application Process

5

## **September 1st**

Councils update Council Priorities and contact information at [www.mass-culture.org](http://www.mass-culture.org)

Online application form opens

## **October 15th**

Deadline for application submissions at 11:59 PM EST

## **November – December**

LCCs hold voting meetings to review applications

## **By January 15th**

LCCs send decision notifications to applicants

# Overview of FY20 Application

6

To start an application you must fill out the Eligibility quiz

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

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

The application will autosave.

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

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

**Find Your  
Local Cultural Council** 

The [Mass Cultural Council's](#) Local Cultural Council (LCC) Program is the largest grassroots cultural funding network in the nation supporting thousands of community-based projects in the arts, humanities, and sciences annually. Each year, LCCs award more than \$3 million in grants to more than 6,000 cultural programs statewide. The program promotes the availability of rich cultural experiences for every Massachusetts residents.

**Interested in applying?**

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

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

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

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

**Resources for Applicants**

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

**[Already received a grant?](#)**

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

# Search and select the council to which you intend to apply

8

**Mass Cultural Council** Online Toolkit for Local Cultural Councils

Home LCC Program Information

**Find Your Local Cultural Council**

we|

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

The [Mass Cultural Council's](#) Local Cultural Council (LCC) Program is the largest grassroots cultural funding network in the nation supporting thousands of community-based projects in the arts, humanities, and sciences annually. Each year, LCCs award more than \$3 million in grants to more than 6,000 cultural programs statewide. The program promotes the availability of rich cultural experiences for every Massachusetts residents.

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When you type in the city/town the name will appear in a gray box. Click on the box and you will be taken to the towns page.

You will be brought to the LCC's Council Profile. You should click on the Council Priorities tab before applying to see if the council has any additional application requirements, or criteria that may bear weight in grant decisions.

9

The screenshot displays the 'Mass Cultural Council Online Toolkit for Local Cultural Councils' website. The header features the MCC logo and the title 'Online Toolkit for Local Cultural Councils'. A navigation bar includes 'Home' and 'LCC Program Information'. A yellow sidebar on the left contains a 'Find Your Local Cultural Council' search box with the text 'Find Town or City' and a magnifying glass icon. The main content area is titled 'WEST BRIDGEWATER CULTURAL COUNCIL' and includes a 'print this page' link. Below the title is a tabbed menu with 'Council Information', 'LCC Program Guidelines', 'Council Priorities', 'Apply Now', and 'Funding List'. The 'Council Information' tab is active, showing the council's mission: 'Our mission is to move, inspire and challenge the community through cultural programming and awareness.' It also lists the email 'scofo33@gmail.com', a Facebook icon, and contact details for Scott Fortier at the Town Hall in West Bridgewater, MA 02379-1780, with a phone number of 508/586-4561. The footer contains copyright information: '©2001-2018. Mass Cultural Council. All rights reserved. Contact MCC | Term & Conditions | Privacy Policy'.



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

10

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

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

11

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



**Local Cultural Council Program Online Application**

Before starting an application, be sure to review LCC Program guidelines and find council priorities at [www.mass-culture.org](http://www.mass-culture.org).

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

---

**New to the system?**

[Register here](#)

**Login**

Email:

Password:

[Login](#)

[Forgot Password?](#)



You will need to register to verify that you are an eligible applicant and that your projects are eligible.

You need to do this only once, and you will use this same registration information for each application you create.

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



### Applicant Eligibility

\* The applicant resides in or is located in Massachusetts

- Yes
- No

\* Is the applicant one of the following?

- Individual ?
- Incorporated Non-Profit
- Unincorporated Association
- Public School, Library or Other Municipal Agency
- Religious Organization or school requesting funds for cultural programming that does not have the effect of advancing a religion
- Other

\* Has the applicant, or person leading the project/program, been engaged in the kind of activity for which funds are requested for at least one year?

- Yes ?
- No

\* Does the proposed project/program meet the MCC's definition of Arts, Humanities, or Interpretive Sciences?

- Yes ?
- No

\* Does the proposed project/program discriminate or discourage participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation or age?

- Yes ?



# Tip: Hover over the question marks for more information.

\* Has the applicant, or person leading the project/program, been engaged in the kind of activity for which funds are requested for at least one year?

- Yes ?
- No

\* Does the proposed project/program meet the MCC's definition of Arts, Humanities, or Interpretive Sciences?

- Yes ?

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

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

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

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

accessible to persons with disabilities?

to purchase food or refreshments?

and the LCC Program Guidelines, as well as the specific Council council to which you are applying has posted on the website?

\* Have you disabled your popup blocker?

You may not be able to complete the application without viewing popups, and you will not be able to see error messages to tell you what you need to submit.

If you are a new applicant, you will be brought to a blank form where you will need to fill in basic information to create an account. Once the information is complete, press Submit, and you will be automatically sent an email with login instructions.

14

A screenshot of the account creation form. At the top, a light blue box contains the text: "email is set to receive messages from LCCApplication@mass-culture.org. If you are a returning user, please login." Below this, the form consists of several input fields: "Email", "First Name", "Last Name", "Title", "Phone", "Phone Ext.", "Address", "City", and "Zip". Each field is marked with an asterisk to indicate it is required. At the bottom of the form is a red "Submit" button.

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

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



A screenshot of the 'Local Cultural Council Program Online Application' login page. The page has a white background with a light blue header. On the left, there is a section titled 'Local Cultural Council Program Online Application' with a link to 'www.mass-culture.org' and a link for 'Need help changing your pop-up settings'. Below this is a 'New to the system?' section with a 'Register here' button. On the right, there is a 'Login' form with fields for 'Email' (containing 'Enter Email') and 'Password' (containing dots), a 'Login' button, and a 'Forgot Password?' link. A red-bordered box is overlaid on the bottom right of the page, containing text about disabling pop-up blockers.

Be sure to disable your browser’s pop-up blocker! You may not submit successfully without this step! Each browser is different so just google to see how to do it.



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

16

The screenshot shows the user interface of the Mass Cultural Council application system. At the top left is the logo for the Mass Cultural Council. At the top right, there are links for "Privacy & Security" and "Test Application", and the page title "Home - LCC Application".

The main content area is divided into two panels. The left panel, titled "Funding Opportunities", displays information for a "Standard Application" for the Local Cultural Council for FY19. It includes the application open dates (09/01 to 10/15/2018), the deadline (10/15/2018, 11:59:59 PM (ET)), and the current time (09/13/2018, 02:54:45 PM (ET)). An "Apply Now" button is visible at the bottom of this panel.

The right panel, titled "My Applications", shows a summary of the user's applications. It includes filters for "IN PROGRESS", "SUBMITTED", and "CLOSED". Below the filters is a table with the following columns: #, Applicant Name, Project Title, Application ID, Contact Name, Council Applying to, Amount Requested, and Status. One application is listed with the following details:

| # | Applicant Name | Project Title | Application ID | Contact Name | Council Applying to       | Amount Requested | Status                     |
|---|----------------|---------------|----------------|--------------|---------------------------|------------------|----------------------------|
| 1 |                |               | 10891          |              | Lawrence Cultural Council | \$0              | Draft <a href="#">Open</a> |

On the first page, you will be asked to provide your contact information. At anytime the help desk phone number will be available to you.

[View PDF Summary](#)

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

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

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

Next

In the Project Information tab, you will provide a summary of the project for which you are requesting funding. This is also where you will put in the Council you are applying to.

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

Please note that you need to submit a separate application to each council even if it is for the same project.



# Two ways to select the LCC to which you will apply: Look Up Button

Select Organization ✕

+  Q 100 < 1 of 1 >

**Click "Lookup" button**

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

# Type in the Council name

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

Begin typing...

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

|                       |                     |                         |                 |                        |            |          |
|-----------------------|---------------------|-------------------------|-----------------|------------------------|------------|----------|
| Applicant Information | Project Information | <b>Project Overview</b> | Budget Overview | Supplemental Materials | eSignature | Internal |
|-----------------------|---------------------|-------------------------|-----------------|------------------------|------------|----------|

We recommend that you develop your narrative in word processing software and then copy and paste it into the boxes below.

\* Summarize the proposed project.

Ideas neque illos mea eae. Vi at ad complector id quaecumque consuetudo. Fal praecise rum physicam actiones lus recenseo uno. Ita hac cera meis rari. Du re impulsum ab ex ulterius perspexi. Hic sae admi sex quid veat. Sex prudentiae sae concipitur jam percipimus imaginandi quantumvis indubitati. Firma corpo situm nam totos latum mem. Ei id ferias multis dividi fusius firmae firmum.

Fruebatur ha ut cupientem ingeniosi re inscitiae ac formantur. Ex re quomodo punctum ignotae quisnam de ii. Quem at quod du quam suam modo de solo. Societati at de ea persuasus dubitarem. Invenit maiorem quiddam ad et at ac. Dissimilem ne ei ad utilitatis perfectius re durationis affirmabam. Assumere iii cap loquebar physicae.

183 characters left

\* Who is the target audience for this project?

Tractatu et procedat reperiri mo vi differre ut mansurum. Gi ii fuit quin unam dari esse nunc vi ha. Amen opus ne se suum ante nunc. Vix neque aut aliae sed via verti. Plura illis quasi ex in totus. Ex ob facilem effinquo scripti numerum saporem qi. Numerum at probent clarius sumptum ne. Bono ero idem quia quas opus tot tum est.

**-81 characters left**

\* What is the cost of participation for attendees (if any)?

Virtutibus agnoscerem ac substantia se istiusmodi to an.

42 characters left

\* How does the proposed project provide public benefit and contribute to the cultural vitality of the community as a whole?

At in ob argutari efficere formalem competit existere augeatur vi. Probenur potuerunt oblivisci si numeranda ac assignare to. Tale tunc volo fere rei nam amen modi quo. Co in finguntur spectatum fruebatur de. Im memoriae ut profecto de sessione re posterum absoluta extensio. Apti etsi se to vice meos quid quod eo. Volo ideo illo sex quae tum eram tunc una. Aliam potui visio nec vis illam cur nonne. Fert si enim et ipse.

Vox fal dem ipsos cui nolim aliud. Aliquot finitus viamque vis res. Ponderibus imaginabor vix sap alloquendo mea agnoscerem sed. Hoc externis possumus scilicet mentibus hesterna mea jam. Aduvetis differant coniectus si ei praeterea ex denegante posterius ii. Ima brevi cap sap autho sciam nulla cuius viris nul.

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



In the Budget Overview tab, applicants must select the Project Budget button to complete the estimated budget for their project. (you must click on the save button in order to view the project budget page)

|                       |                     |                  |                        |                        |            |          |
|-----------------------|---------------------|------------------|------------------------|------------------------|------------|----------|
| Applicant Information | Project Information | Project Overview | <b>Budget Overview</b> | Supplemental Materials | eSignature | Internal |
|-----------------------|---------------------|------------------|------------------------|------------------------|------------|----------|

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

Click Save before editing

**In-Kind Donations** Press "Save" to view "Project Budget" button.

See a [Sample Budget](#).

?

Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget section above.

500 characters left

\* How will you adjust the project if the council cannot fund the entire amount you are requesting? (For example, how will you raise additional funds or scale the programming back?)

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

APPLICANT INFORMATION PROJECT INFORMATION PROJECT OVERVIEW **BUDGET OVERVIEW** SUPPLEMENTAL MATERIALS E-SIGNATURE

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

**Instructions**

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

**Project Budget**

In-Kind Donations

See a [Sample Budget](#).

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

500 characters left

\* How will you adjust the project if the council cannot fund the entire amount you are requesting? (For example, how will you raise additional funds or scale the programming back?)

**Project Budget**

How much will it cost to complete your project?

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

Save Clear Close

Save Submit Delete



Click to open budget detail page.

# The budget must balance for the application to be submitted.

24

|                  |                |
|------------------|----------------|
| Equipment rental | \$500          |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
| <b>Subtotal</b>  | <b>\$500</b>   |
| <b>Total</b>     | <b>\$1,400</b> |

**Projected Income**

How will you pay for expenses associated with your project?

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

**Additional Income**

Additional Income Needed to Complete Project

|                          | Amount         |
|--------------------------|----------------|
| <b>Additional Income</b> | <b>\$1,000</b> |

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

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

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

Save Clear Close

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

### In-Kind Donations

See a [Sample Budget](#).



Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget section above.

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

423 characters left

\* How will you adjust the project if the council cannot fund the entire amount you are requesting? (For example, how will you raise additional funds or scale the programming back?)

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

21 characters left

If you have applied to other Local Cultural Councils for funding for this specific project, please list the names of those councils below

North, West, South, East.

224 characters left

### Project Budget Glossary

**Additional Income Needed to Complete the Project** - The total Projected Expenses for the project minus the amount that the applicant is requesting from the local cultural council. If this amount is greater than \$0, the applicant must demonstrate their plans to secure the remaining funds in the Projected Income section of the budget.

**Capital Expenditures** - Items, or group of items, that have a life expectancy of more than three years and a monetary value of more than \$500. Examples include equipment, such as lighting or sound equipment, new construction or the renovation of a cultural facility.

**Marketing/Promotion Expenses** - Expenses for any publicity or advertising such as newspaper ads, radio time, web placement, brochures, banners, etc.

**Projected Expenses** - The best estimate of the costs the applicant will incur in completing the proposed project.

**Projected Income** - The best estimate of revenue the applicant anticipates generating in order to pay for the projected expenses associated with completing the project.

Save Draft

Submit

Delete

In the Supplemental Materials tab, you may attach up to 3 pages of PDF documents. Each PDF has a limit of 3 pages.

26

Before doing so, check the Council Priorities of the council to which you're applying for instructions on any required supplemental materials.

|                       |                     |                  |                 |                               |            |          |
|-----------------------|---------------------|------------------|-----------------|-------------------------------|------------|----------|
| Applicant Information | Project Information | Project Overview | Budget Overview | <b>Supplemental Materials</b> | eSignature | Internal |
|-----------------------|---------------------|------------------|-----------------|-------------------------------|------------|----------|

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

In case it's helpful, here are some sites that allow you to crop/delete pages from a PDF:  
[PDFZorro.com](#)  
[PDFescape](#)  
[DocHub](#)



 

  

A window will appear where you can browse your computer's files. Click on Browse to select the materials you would like to upload, and then on Upload to attach the document(s) to the application.

27

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

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

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

[PDFZorro.com](#)

[PDFescape](#)

[DocHub](#)

#### Supplemental Materials

Click below to upload PDF:



< BACK

Save

Submit

Delete

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

28

## File Manager



Drag and drop files here.

File types allowed: pdf.

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



Start Upload

Browse...

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

Enter your initials to serve as e-signature.

To submit an application, select the Final Submission box and hit Submit below. If you left any required fields incomplete, the form will prompt you to go back to fill in the specified question. . (this is why you must disable your pop-up blockers)

## New LCC Application



\* Grant Type: Standard Application

Application ID: 10891

\* Status: Draft

\* User Name: Test Applicant

 View PDF Summary

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

APPLICANT INFORMATION

PROJECT INFORMATION

PROJECT OVERVIEW

BUDGET OVERVIEW

SUPPLEMENTAL MATERIALS

**ESIGNATURE**

### Authorized Signature

The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees that the required acknowledgment will be given to the Mass Cultural Council and the granting Local Cultural Council, if this application is approved. This person also agrees that reasonable accommodations will be made to ensure that people with disabilities have equal physical and communications access, as defined by state and federal law and as outlined in the LCC Program Regulations and Guidelines.

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

### \* Final Submission

Please enter your initials below to serve as an authorizing electronic signature

Final Submission

### Ready to Submit?

Once you click "Submit" below, you will no longer have access to make changes to your application. A copy of your application will be sent via an email attachment upon submission.

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

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

[← BACK](#)

Save

Submit

Delete



## Submission confirmation:

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

If you do not see this when you submit your application, you have not successfully submitted. Go back and see if your pop-up blockers are disabled. If they are not, you will not see the errors on the application that are not allowing you to submit.

**Reminders will be sent automatically to applicants with unsubmitted drafts one and two weeks before the deadline.**

**Start your application early to ensure that you submit successfully!**

# Mass Cultural Council Helpdesk

32

Email: [mcc\\_help\\_desk@art.state.ma.us](mailto:mcc_help_desk@art.state.ma.us)

Call: 617-858-2733

Visit: [www.mass-culture.org](http://www.mass-culture.org)

# Community Initiative

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