

**OVERVIEW AND ELIGIBILITY.** The Arlington Cultural Council (ACC) is a local cultural council of the Massachusetts Cultural Council (MCC). ACC will award grants to individuals, nonprofit organizations, and community groups for Arlington-based projects in the Arts (including dance, music, theatre, visual arts and crafts), Humanities (including history, literature, social studies, and philosophy), and Interpretive Sciences (including activities that connect science to everyday life and provide access to information about science and technology). The grant process is competitive, and each year ACC receives more requests than it has means to fund. Grant awards typically range from \$250 to \$2000, with an average grant size of \$500. In many cases, only partial funding can be awarded. Applicants should take note when planning their projects. Applicants must be organized in or have resided in Massachusetts for at least one year prior to application. Projects must take place between January 1, 2016 and December 31, 2016. Applications must be postmarked or hand-delivered to Town Hall by Wednesday, October 15, 2015. Awards will be announced in January 2016. In accordance with state guidelines, ACC funds are not intended to replace existing public funds for programs. The ACC reserves the right to limit funding to repeat applicants.

**COUNCIL PRIORITIES.** The Council will give priority to projects with a strong and significant community benefit component, such as an exhibit, festival, public art project, performance, or other activity that is open to the broadest possible range of Arlington residents (including underserved audiences); led by Arlington-based artists and cultural organizations; planned in collaboration with other Arlington-based groups, agencies, organizations, and businesses; appealing to intergenerational audiences; demonstrating other sources of financial support or matching funds.

**CRITERIA FOR EVALUATION OF PROPOSALS.** All applications will be reviewed by Council members based on the following criteria:

- Only fully-completed and signed applications (including a detailed budget page) that are postmarked by the deadline of October 15, or hand-delivered to the Selectmen's Office (address above) before closing time on October 15, can be reviewed by the Council
- Applicants must comply with all guidelines for ACC (contained in this document) and MCC (available here: [https://www.mass-culture.org/lcc\\_public\\_applicant\\_guidelines.aspx](https://www.mass-culture.org/lcc_public_applicant_guidelines.aspx)), propose projects in the spirit of the priorities outlined and include a significant public benefit component
- Artistic and creative merit must be clearly demonstrated
- Arts and humanities qualifications of applicants should be clearly illustrated in the request through the inclusion of resumes, biographies, and/or related press materials about project leaders
- Benefit to the community and public accessibility must be addressed in the application
- Budget must be as complete and detailed as possible. Attach a breakdown if applicable
- Planned promotion of the project should be outlined in a detailed publicity plan (for example, posters, articles, mailings, cable television, print and online calendar listings, etc.)
- Applications that include a public performance must be accompanied by a letter from the proposed Arlington venue, with a specific agreement for date, time, and other relevant commitments to the proposed project. Include any relevant permits, or signed releases for use that will be used in the project; **this includes police permits; Recreation Department permits; and other affiliated organizations' event guidelines. For outdoor events, it is strongly recommended that a rain date**

**be scheduled upfront, with appropriate town agency approvals. This should be done prior to submission of the grant proposal**

- Letters of commitment from any other funders of a project should be submitted in support of the application

Note: Grant funds cannot be used to purchase food or beverages.

**GRANT INFORMATION SESSION.** ACC will hold a grant information session on Wednesday, September 16 (see below for more information), to assist applicants in developing clear project descriptions and detailed project budgets. In addition, a sample application, with notes and comments to highlight specific considerations, is posted at the ACC website (<http://arlingtonculturalcouncil.wordpress.com>). Council members also will be available until October 14 via email.

### **ARLINGTON CULTURAL COUNCIL GRANT APPLICATION GUIDELINES 2015**

For Projects occurring in Calendar Year 2016

Arlington Cultural Council

c/o Selectmen's Office

Robbins Memorial Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476

Email: [arlingtonculturalcouncil@gmail.com](mailto:arlingtonculturalcouncil@gmail.com)

Website: [www.arlingtonculturalcouncil.wordpress.com](http://www.arlingtonculturalcouncil.wordpress.com)

MCC site: [www.massculturalcouncil.org](http://www.massculturalcouncil.org)

**Note:** ACC cannot guarantee a timely response to an email sent on the grant due date, October 15.

### **ARLINGTON CULTURAL COUNCIL GRANT TIMELINE 2015-16**

**WHERE TO GET APPLICATIONS AND GUIDELINES.** Beginning **September 1**, guidelines and applications will be available from the Selectmen's Office/Arlington Town Hall; the Information Desk at Robbins Library; the Arlington Center for the Arts; and online at [www.arlingtonculturalcouncil.wordpress.com](http://www.arlingtonculturalcouncil.wordpress.com) AND/OR [www.massculturalcouncil.org](http://www.massculturalcouncil.org).

**Note:** the online word application at the MCC site allows applicants to type in their information and print out completed documents: [https://www.mass-culture.org/lcc\\_public\\_applicant\\_process.aspx](https://www.mass-culture.org/lcc_public_applicant_process.aspx)

**GRANT INFORMATION SESSION FOR APPLICANTS.** The Arlington Cultural Council will host an informal grant information session on **Wednesday, September 16, from 7 - 8:30 pm** at the **Arlington Senior Center, Main Level**. All applicants are welcome and encouraged to attend. Applicants may wish to complete (or start) drafts of their applications before the session so they can have specific issues addressed by Council members. A sample application is available at [www.arlingtonculturalcouncil.wordpress.com](http://www.arlingtonculturalcouncil.wordpress.com).

**APPLICATION DEADLINE.** **Thursday, October 15**, is the postmark deadline for all grant applications. If applications are hand-delivered, they must be submitted to the Selectmen's Office at Town Hall by 4:00 pm on Thursday, October 15. PLEASE NOTE: YOU MUST SUBMIT **TEN (10) COPIES** OF YOUR PROPOSAL (SEE CHECKLIST BELOW).

**APPLICANT PRESENTATIONS.** The Arlington Cultural Council will host Presentation Meetings at which applicants will have three minutes to share highlights from their proposals and respond to questions from council members. These meetings will be held in the 2nd floor Hearing Room at Arlington Town Hall (730 Mass Ave). It is strongly encouraged, but not mandatory, that you present your proposal to the council. Dates for presentations: **Wednesday, November 4 from 7 - 8:30 pm** (last name/organization beginning A-L) **Thursday, November 5, from 7 - 8:30 pm** (last name/organization beginning M-Z) Town Hall Hearing Room.

**NOTIFICATION OF COUNCIL DECISIONS.** By November 30, those applicants not recommended for funding will be informed by mail. Unsuccessful applicants will have two weeks to file a written request for reconsideration (granted only if the ACC failed to consider significant information or the applicant was treated in a way that was substantially different from that of other applicants). Appeals pertaining to artistic quality will not be reconsidered. In January, award letters will be mailed to successful applicants and recipients will be announced to the general public.

**PAYMENT OF GRANT AWARDS.** Following completion of funded projects, payment will be made to grantees on a reimbursement basis. Grantees must submit a reimbursement form (provided by ACC), along with a final report and corresponding receipts, within 60 days of project completion. Payment from the town will be issued four to eight weeks later.

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*Please attach this CHECKLIST to the top copy (with original signature) of your application. This list is your guide to assembling a complete application. Incomplete applications cannot be considered.*

## APPLICATIONCHECKLIST

To: ARLINGTON CULTURAL COUNCIL c/o Selectmen's Office • Town Hall • 730 Massachusetts Avenue  
• Arlington, MA 02476

Name of Applicant: \_\_\_\_\_

Title of Grant Project: \_\_\_\_\_

Check the Materials Enclosed:

\_\_ **10 copies** of the completed and signed application (including one with original signature).

(Please duplex to save paper.)

**NOTE:** The project budget must be completed fully & carefully.

\_\_ 2 copies of a resume (or other evidence of qualifications) for each key project participant;

\_\_ 2 copies of a letter confirming the venue, date, time, and support for projects involving a performance or exhibition;

\_\_ 2 copies of a letter (if any) committing funds to the project from another source;

\_\_ 1 copy of supporting materials—such as newspaper articles, photos, CDs, or videos—  
if available/applicable.

Briefly describe supporting materials: \_\_\_\_\_

\_\_\_\_\_  
\_\_ 1 stamped, self-addressed envelope for support materials (if any) you wish to have returned.

Grant Deliberations: November 15.