Online Application for LCCs

Start by visiting the website at http://mass-culture.org/. Click on “Applicants”

Search and select the council you wish to apply to in the top left corner.

Interested in applying?
The next deadline is October 17, 2016.

- More About the LCC Program
- Application Guidelines
- Application Process

Already received a grant?
- Here’s what you should know

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You will be brought to the LCC’s Council Profile. Be sure to visit 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.

Click on the “Apply Now” tab. The link to the online application will be available starting September 1st.
The application link will bring you to the online system’s login page. Click on “Register” to create an account to apply.

You will need to attest that the applicant resides in Massachusetts.
You will be brought to a blank form where you may fill in basic information about yourself. Once the information is complete, hit “Submit,” and you will be automatically sent an email with login instructions.
Return to the landing page, and login. After your first login, you will be prompted to change your password. Be sure to disable your browser’s pop-up blocker!

You will arrive at the home page. To begin an application, click on “Apply Now.”
You will be taken to the eligibility quiz. You must meet the criteria in order to be eligible for state funding. Be sure to hover over the underlined questions for more information. Once you are finished, click on “Submit.”

If you selected all correct answers, congrats! You may click on “Proceed” to begin filling out the application form. If you did not answer all of the questions correctly, you will need to hit “Delete” to take the Eligibility Quiz again.
You will then be taken to the application form. Be sure to toggle through all six tabs to see all of the questions in the application.

On the first page, you will be asked to complete some basic information about the applicant.

Be sure to hit “Save Draft” often and before moving between tabs. Your work will not save automatically so this is an important step,
In the “Project Overview” tab, you will need to fill in basic information about the project you are requesting funding for.

Questions? Contact the MCC help desk at 617-858-2721. Be sure to hit “Save Draft” often, before moving between tabs, and before viewing PDF summary.
* How does the proposed project provide public benefit and contribute to the cultural vitality of the community as a whole?

test

496 characters left

* Please describe the qualification of key artists, humanists, interpretive scientists or organizations involved with leading the cultural component of this project.

test

496 characters left

If there are any other individuals or organizations that will be involved in the project as planners, partners, or collaborators, please list them below. If applicable, please distinguish between those who have made a firm commitment to the project and those with tentative or potential involvement.

test

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* How are you planning to promote the project to the community and your target audience?

test

196 characters left
In the top right corner of the form, click on “Lookup,” and a window will appear where you can search and select the council to which to wish to apply. Please note that you will need to fill out a separate application form for each council you intend to apply to!

In the “Project Overview” tab, you will need to answer narrative questions about your proposed project. It may be helpful to type up your narrative responses in Microsoft Word or Notepad, and then copy and paste your text into the online form.

Be sure to hit “Save Draft” before you proceed.
In the “Budget Overview” tab, select the “Project Budget” button to complete the estimated budget for your project.

Be sure to hit “Save Draft” before you proceed.

A window will appear where you can enter in your projected expenses. Your budget will need to have at least one expense listed in order for your budget to be accepted. Once your projected budget is complete, remember to hit “Save” and “Close.”
Budget Overview tab, cont.

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.

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?)

246 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

250 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.

Salaries/Stipends - Compensation to an individual in return for work performed.

Supplies - Project supplies that are consumable. For example: art supplies such as paint, paper, canvas, etc. However, food and beverages are not eligible for LCC funding and should not be included under Supplies. Items or groups of items that have a life expectancy of over 3 years and a total cost of over $500 should be treated as Capital Expenses and should not be listed under Supplies.
In the “Supplemental Materials” tab, you may attach a PDF document up to three pages long to your application. There are three helpful and free websites listed here that you can use to crop your document or convert it to PDF format. To attach your materials to the application, click on “Upload”.

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 to your application. Please keep in mind that you will not be able to submit an application with supplemental materials longer than three pages!

You will see your attached document uploaded onto the form. To delete the document, click again on “Upload,” where you can select to delete the attachment. Keep in mind that if an applicant has content housed online that they would like to include in their application, they may link to it in an attached PDF document.
Click on the “eSignature” tab to complete the final step of your application. To submit your application, you must 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.