Culture connects
Agenda

• LCC Guidelines FY20 Changes
• Online application walk-through
• Online application resources
FY20 LCC Guideline change

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

• 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

September 1st

Councils update Council Priorities and contact information at 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

To start an application you must fill out the Eligibility quiz.

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

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.
Online Toolkit for Local Cultural Councils

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 5,000 cultural programs statewide. The program promotes the availability of rich cultural experiences for every Massachusetts resident.

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

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

If you already have an account from last year, use the same information. Click “Forgot Password?” if you don’t remember it.
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.
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, arboreums, botanical gardens, nature centers, natural history and anthropology museums, planetariums, and science and technology centers.

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

- Has the program been made accessible to persons with disabilities?

- Are there facilities to purchase food or refreshments?

- 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.
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.

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.
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.
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.

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

Click “Lookup” button
Type in the Council name

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.
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)*

Press “Save” to view “Project Budget” button.
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.

Click to open budget detail page.
The budget must balance for the application to be submitted.
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 the Supplemental Materials tab, you may attach up to 3 pages of PDF documents. Each PDF has a limit of 3 pages.

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

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
- Prinescape
- DocTub

Supplemental Materials

Click below to upload PDF:
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.

File Manager

Drag and drop files here.
File types allowed: pdf.

PDF files attached successfully will appear below.

<table>
<thead>
<tr>
<th>#</th>
<th>File Name</th>
<th>Size</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADA_Checklist-2012.pdf</td>
<td>1452 KB</td>
<td>07/25/2017 12:27pm</td>
</tr>
<tr>
<td>2</td>
<td>Capitalization_Philosophy_and_Terms(1).pdf</td>
<td>179 KB</td>
<td>07/25/2017 12:27pm</td>
</tr>
</tbody>
</table>
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)
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

Email: mcc_help_desk@art.state.ma.us
Call: 617-858-2733
Visit: www.mass-culture.org
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