



**City of Chelsea
Recreation & Cultural Affairs Division
Minutes
Tuesday, December 8, 2020 6:30pm**

Members: Marlene Jennings, Chair; Dakeya Christmas, Co-Chair; Juliana Borgiani, Treasurer; Danielle Kim; Carolina Anzola

Public: Alyssa Ericson (soon-to-be member)

Staff: Omar Miranda, Bea Cravatta

I. Approval of Minutes

Minutes from November 24, 2020 were unanimously approved.

II. Timeline for LCC and Heritage Grants

The CCC decided to postpone voting on the Heritage Grant awardees until January 2021. Bea and Marlene will draft a letter to all Heritage Grant applicants informing them of the updated timeline and requesting additional information from them. Bea will also work on getting the LCC applications to CCC members sometime in January.

The updated timeline is as follows:

Week of Dec 14 - Draft and send letters to Heritage Grant applicants

Week of Jan 4 - Send email to Heritage grant applicants, reminding them of Jan 21 deadline

January 21 - Deadline for applicants to submit requested materials and information to CCC

January 26 (regular CCC meeting) - CCC will vote on Heritage Grant awardees

February 2 (additional CCC meeting) - Meeting to review Local Cultural Council applications

III. FY20 Grant Management

Chelsea Cultural Council FY20 Grants

The CCC received final reports from the Tobin Bridge Mural and People of Chelsea.

Chelsea City Stories, Modification to Grant

The CCC received a letter from Eduardo requesting an extension on the project. Eduardo expects to have all 5 video recordings posted on the website by the end of January 2021.

Motion: Dakeya, Second: Carolina. Motion was approved.

Carolina will inform Eduardo that the extension was approved.

IV. Chelsea Heritage Celebrations Grants Review

Bea encourages CCC members to look at Scoring Rubric and goals of the Heritage Grant. The rubric is to help ensure that the review process is as objective as possible. To be considered for funding, a proposal must earn at least 75 points. We received 7 Heritage Grant applications this year.

The CCC recommended expending \$70-75K on Heritage Grants this year, and keeping some money on hand for other projects, such as painting utility boxes and updating East Wing Gallery at City Hall. Dakeya says that it's important to have some money leftover for these other projects. Marlene affirms.

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Application #1: Apollinaire Theatre

Apollinaire is Chelsea's premier theatre company. They are seeking funding for Apollinaire in the Park, a three-week outdoor summer production. Depending on conditions, the performances can also be adapted for outdoor staging or virtual performances. This past year, they proved their ability to adapt and offer performances virtually. Applicant requests a grant amount that exceeds our funding range. Bea will ask Luis about liability insurance for Port Park.

The CCC requests the following materials and information:

1. If you are not awarded the full amount requested from the CCC, how would this affect your proposed project? Please describe how you would scale back the project if funding sources came in lower than anticipated.
2. How would you modify your plan if in-person activities are not possible? What is your timeline for deciding whether you will proceed with in-person or virtual performances?
3. Letter of permission from Port Park
4. Separate budget estimates?

Application #2: Ellen Rovner, Chelsea Gateway Project

Building on the successful Chelsea Jewish Tours, the application seeks to develop a virtual Chelsea cultural assets map and adapt the walking tour into a virtual format with multi-purpose videos. The application proposes a 5-year timeline, suggesting that the project's impact may not be felt by the community within a one-year time frame.

The CCC requests the following materials and information:

1. If you are not awarded the full amount requested from the CCC, how would this affect your proposed project? Please describe how you would scale back the project if funding sources came in lower than anticipated.
2. Given that the FY21 Heritage Grant would only cover activities in phase 1 of this 5-year project, what is your plan for securing additional funding for the remaining years?
3. What impact will the project have on the community after a one-year time period?
4. How would you modify your project and timeline if in-person filming is not possible due to the Separate budget estimates?
5. pandemic?

Application #3: Darlene DeVita, People of Chelsea Project

Darlene has captured many photos and interviews of Chelsea residents through this project already. Building on that work, the application seeks to archive those images and interviews on an interactive website, hosted by the Library, and capture photos and interviews with additional subjects. The application narrative and letter of support focus largely on the oral history component, and the budget is predominantly focused on capturing and displaying new images. It is very helpful to see the detailed budget estimates and receipts attached to this application. Bea will ask Darlene to re-send the first page of the application with her name as contact.

The CCC requests the following materials and information:

1. If you are not awarded the full amount requested from the CCC, how would this affect your proposed project? Please describe how you would scale back the project if funding sources came in lower than anticipated.
2. How many new subjects do you plan on capturing through this phase of the project, and how will the new images and footage build on the ones that you've already captured?

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3. The narrative responses focus largely on the oral history activities of the project, while the budget seems more focused on capturing and displaying new photos. How do these two pieces fit together?

Application #4: Ronald Robinson, Lewis Latimer Society & Museum

The project aims to celebrate the legacy of Lewis Latimer, an African American scientist who discovered the filament, through light art installation of window panels at Gallery 456 and an online exhibit via their website. No collaboration is planned at this time. There is some overlap between this application and application #7.

The CCC requests the following materials and information:

1. If you are not awarded the full amount requested from the CCC, how would this affect your proposed project? Please describe how you would scale back the project if funding sources came in lower than anticipated.
2. Separate budget estimates for the exhibit designer, artist, art & light installation, and website development specialist
3. IRS determination letter
4. Letter from Mimi Graney, giving permission to use Gallery 456

Application #5: Walnut Street Synagogue

The application seeks funding for a concert, blending Yiddish music and African American spirituals and interweaving interviews. The concert will be filmed and aired virtually.

The CCC requests the following materials and information:

1. If you are not awarded the full amount requested from the CCC, how would this affect your proposed project? Please describe how you would scale back the project if funding sources came in lower than anticipated.
2. Separate budget estimates for equipment rental and translation fees
3. IRS determination letter
4. Letter of support from Anthony Tzi Russell and an invoice showing his fees for this project

Application #6: Mystic River Watershed - \$20.5K

The project proposes constructing and painting large-scale fruit near Island End River Park to draw attention to the issue of climate change and to draw more people to that area. They also propose hosting an in-person celebratory event that involves a kayak launch. The project aims to promote youth engagement by hiring 4 local youth artists.. Some concerns were raised about having an open water kayaking event in the spring when the temperature is still cold. Applicant requests a grant amount that exceeds our funding range.

The CCC requests the following materials and information:

1. If you are not awarded the full amount requested from the CCC, how would this affect your proposed project? Please describe how you would scale back the project if funding sources came in lower than anticipated.
2. Separate budget estimates showing how the lead artist, emerging Chelsea artist, and youth artists fees were calculated
3. Permit or letter of permission to use Island End Park
4. Letter of support from Carol Lewenberg and an invoice showing her fees for this project
5. Letter of support from the emerging Chelsea artist

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Application #7: Jukebox Event, Public Light Installation

Similar to Application #4, this project proposes celebrating the legacy of Lewis Latimer. The idea of having a public light installation in downtown Chelsea is compelling. More assurances for this project are needed, including the cost of utilities, confirmation of a location, and permission from various city agencies. There seems to be overlap between Application #4 and Application #7, with both proposing to use the Gallery 456 space in September 2021. Applicant requests a grant amount that significantly exceeds our funding range.

The CCC requests the following materials and information:

1. If you are not awarded the full amount requested from the CCC, how would this affect your proposed project? Please describe how you would scale back the project if funding sources came in lower than anticipated.
2. Separate budget estimates for installation crew, equipment rental, supplies/decoration, insurance, and electricity costs.
3. Letter from Mimi Graney, giving permission to use Gallery 456
4. Letter from Department of Public Works, giving permission and approval for permitting
5. Confirmation of a location for the lighting installation

Meeting was adjourned at 8:48pm.

Next Meetings: January 26 for monthly meeting and to vote on Heritage Grant awardees, February 2 for LCC Grant review discussion

Recorder: Danielle Kim

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