



Express Yourself...
Get Involved in the Arts

Local Cultural Council Grant Program

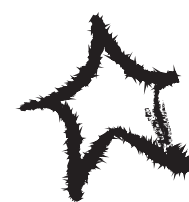
FY 2024 Guidelines

Grants that support individuals, schools, and organizations for projects in the arts, humanities, & sciences. The maximum request is \$5,000. A larger request may be considered based on merit.

Online Applications available September 1, 2023.
Deadline: Completed online applications must be received by Tuesday, October 17, 2023.
Projects awarded must be implemented between January 1, 2024 and December 31, 2024.

For Speakers of Other Languages: If assistance is needed with completing the online application, call 617.466.4070

City of Chelsea
Chelsea Cultural Council
Department of Health & Human Services
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Chelsea, MA 02150
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Who We Are

The Chelsea Cultural Council is supported by the Massachusetts Cultural Council and the local residents of the City of Chelsea. Our purpose is to support public programs that promote excellence, access, education, and diversity in the arts, humanities, and sciences in Chelsea. Our primary responsibility is to reallocate funds that have been disbursed by the Massachusetts Cultural Council (MCC). The MCC receives an annual appropriation from the State Legislature and from the National Endowment of the Arts. Part of the MCC funds is then allocated to a grassroots network of 329 Local Cultural Councils (LCCs) statewide. Each LCC, including the Chelsea Cultural Council, has the obligation to distribute these funds through grants to individuals, schools, and organizations for projects in the arts, humanities and sciences that address the cultural needs and objectives of the City of Chelsea.

The Council is composed of volunteers appointed by Chelsea's City Manager, and approved by the City Council. Chelsea Cultural Council meetings generally occur on the last Tuesday of each month. All regularly scheduled meetings are open to the public.

What We Do

The Chelsea Cultural Council reviews grant applications from individuals, schools, and organizations for arts, humanities, and science projects including cultural field trips, that provide a local public benefit.

The Chelsea Cultural Council aims to fund projects that help unite Chelsea through a shared commitment to the arts and culture in the city. Integrating arts in the community and increasing their visibility in Chelsea is highly recommended for the proposed projects. Ultimately, the Chelsea Cultural Council strives to highlight, emphasize, and publicize compelling aspects of the city through the practice and enjoyment of art and culture.

How Grants Are Allocated

The Local Cultural Council Program (LCC) has a single Standard Grant Online application. In 2019, the Chelsea Cultural Council unanimously voted to participate in an MCC initiative that allows those who are awarded a LCC Standard Grant to be given direct grant funds upfront and in full, however they must follow certain requirements (page 4) to receive the funds.

LCC Program: Standard Grant Application

This is a general grant available to individuals, organizations, and schools with a project or activity in the arts, humanities or sciences. These grants must be used to support activities that contribute to the community as a whole, rather than benefiting any private individual or group. Activities funded through LCC grants should be made available to the general public by exhibit, performance, demonstration, or similar means. Ideally, the activities should ensure the full participation and integration of people with disabilities.

Field Trips: Use the Standard Grant Online Application when applying for cultural field trips for children in grades Pre-Kindergarten through 12. The grant funds trips by subsidizing the cost of admission to attend programs in the arts, humanities, and sciences. Applicants are typically teachers and administrators from the local schools, but may also be from PTA/PTOs, neighborhood centers and civic organizations.

Who Qualifies for a Grant?

Grants are available to Massachusetts-based individuals, artists, non-profit community groups, cultural institutions, and schools with a particular activity related to the arts, humanities, or sciences and has public benefit. Applicants do not have to reside in Chelsea, but the activity must take place in Chelsea or be directly intended for Chelsea residents.

Individual applicants must show that a public benefit results from the project for which they are applying. Applicants must also be able to demonstrate their qualifications to carry out the project, and that they have been involved in a similar activity for at least one year. Although LCC funds cannot be used to support activities that benefit only the individual applicant, a public presentation of an individual's work may provide the needed public benefit.

Public agencies are eligible to apply for funding, Municipal & community organizations are eligible to receive funding for capital expenditures.

How To Apply For A Grant

1. Complete a LCC Standard Grant Online application:
 - **Application Process** can be found at: <https://massculturalcouncil.org/communities/local-cultural-council-program/application-process/>
 - **Online Application:** <https://massculturalcouncil.smartsimple.com/>
To apply, you need to create an account or login into your existing account.
2. Follow the guidelines outlined on page 4-GRANT APPLICATION REQUIREMENTS
3. Submit your completed Online Application by **11:59 pm Tuesday, October 17, 2023.**

All applicants must submit completed applications by the statewide deadline, generally October 15. In years when October 15 falls on a Saturday or Sunday, the statewide deadline is the Monday immediately following October 15.

Grant Application Requirements

1. Online Applications must be submitted by **Tuesday, October 17, 2023**.
2. Projects must be implemented between **January 1, 2024 and December 31, 2024**.
3. Projects must be related to the **arts, humanities, and sciences and be based in Chelsea**. The arts, humanities, and interpretive sciences, includes the study, pursuit, performance, exhibition and appreciation of cultural activities in the broadest sense.
4. Grant awards must be used to support activities that **contribute to the cultural vitality of the community as a whole**, rather than benefiting any private individual or group. Whenever possible, projects should be available to the general public by exhibit, performance, demonstration, reading or other means.
5. Applicants interested in partnering with schools or organizations for events and/or intend to host an event at a venue not under their direct control must obtain a letter from the venue's management stating that venue management agrees to allow the applicant to use the space for the event on the date(s) intended. **The letter must be on official letterhead, include a current date with signature and be submitted with the application.**
6. Applicants planning events involving independent contractors (including, but not limited to: artists, performers, and vendors) are strongly advised to obtain letters of participation from the independent contractors and submit them with the grant application. **These letters should be on official letterhead and include a current date with signature.** Applications involving independent contractors without letters of engagement may be less competitive.
7. Applicants interested in creating public works of art must obtain a letter of support from the City of Chelsea's Department of Public Works and the Department of Planning and Development and submit the letter with the grant application. **The letter must be on official letterhead and include a current date with signature.**
8. **Grant Recipients may not receive funding** for more than two (2) years without any change in project scope (i.e. target audience, participants, content, etc.)
9. Award funds cannot be used to purchase food or drink. All items purchased for the project must be disclosed on the application.
10. Whenever possible, applicants are encouraged to submit project estimates from vendors to support proposed budget.

NOTE: The Chelsea Cultural Council **encourages applicants to apply for funds from other sources** because local council funding is not intended to be used as the sole source of funding for projects of a continuing nature. For a list of other funding sources contact: culturalcouncil@chelseama.gov .

Grant Recipient Requirements

The Chelsea Cultural Council is participating in a MCC initiative that allows those who are awarded a LCC Standard Grant to be given direct grant funds upfront and in full (a one time payment), to ease financial challenges grant recipients may encounter however, grant recipients must follow certain requirements. **Failure to adhere to the following may invalidate payment:**

1. Award Letter, Grant Agreement, W-9

When the Chelsea Cultural Council notifies selected grantees of their award, they will be invited to attend an in-person meeting with CCC members to review the requirements and complete the documentation needed to receive the award funds upfront. This meeting is mandatory in order to receive their award.

Using the **Grant Agreement**, the grantee will accept the terms and conditions of the grant. The **W-9** provides payment information for the municipal officer. Upon the receipt of the completed W9 and Grant Agreement, two council members will sign the Grant Agreement.

2. Grant Payments

Funds are released within four weeks of completing the **Grant Agreement**.

3. Final Report

A **Final Report** is required to be sent to the Chelsea Cultural Council within two (2) weeks of completing the funded program. Grantees are required to submit additional materials with their Final Report: advertisements, programs, press releases, or news articles.

If the Council is not satisfied that the project was completed as per the application and Grant Agreement, the Council will contact the grantee with their concerns and allow the grantee the opportunity to respond. Two council members and the grantee may work out a compromise solution, which should be finalized in writing. If a compromise cannot be reached, the council will formally request, in writing, repayment of funds in accordance with the Agreement.

In addition, if the grantee does not expend all of the funds for the approved program/event, the remaining funds must be returned to the council to be placed in the Council revolving account. Grantees that do not repay the grant funds to the Chelsea Cultural Council risk jeopardizing future funding in accordance with LCC grant agreement requirements.

Publicity Guidelines

Any projects funded by the MCC through the Chelsea Cultural Council must be publicly noted as follows: "This program is supported in part by a grant from the Chelsea Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency." Please see the Credit and Publicity Kit at www.massculturalcouncil.org/contracts/lccred_recip.asp for more information

Timeline

Applicants will be informed of their status within three months after the October deadline. The Chelsea Cultural Council submits an Annual Report to the state due January 17, 2024. Upon submission, the Council will send approval letters and publicize grant awards.

2024 Online Applications Due	October 17, 2023
Applicants whose applications were denied or ineligible for grants are notified	December, 2023
Deadline for denied applicants to request reconsideration	15 days from date of the denial letter
CCC completes the grant review process	December, 2023
CCC completes Annual Report to MCC	January, 2024
Approval letters mailed or emailed to successful applicants. In-person meeting may be required to receive funding.	January, 2024
2024 Grant funds become available	January, 2024
All projects awarded in 2024 must be completed	December 31, 2024

Applicant Checklist

- Projects are related to the arts, humanities, and sciences and are based in Chelsea or used by Chelsea residents.
- Projects contribute to the cultural vitality of the community as a whole, and whenever possible, should be available to the general public by exhibit, performance, demonstration, reading or other means.
- Project implementation is between January 1, 2024 and December 31, 2024. All application fields and questions are thoroughly completed.
- Application is signed and dated by applicant or authorized representative of the organization.
- Letter from administration is included on official letterhead, with current date and signature when partnering with schools, organizations or the City of Chelsea. (refer to page 3)
- Online Applications must be submitted by **Tuesday, October 17, 2023.**