



**Express Yourself . . .  
Get Involved in the Arts**

## **Local Cultural Council Grant Program FY 2011 Guidelines**

Grants that support individuals, schools, and organizations for projects in the arts, humanities, and interpretive sciences.

**DEADLINE:** Completed applications must be postmarked by Friday, October 15, 2010

(Projects awarded must be implemented between February 2011 and February 1, 2012)

City of Chelsea  
Jay Ash, City Manager

Chelsea Cultural Council  
Department of Health & Human Services, Room 100  
500 Broadway  
Chelsea, MA 02150  
617 466 4070  
617 466 4072  
[www.massculturalcouncil.org/applications/lccapp.html](http://www.massculturalcouncil.org/applications/lccapp.html)



## **CHELSEA CULTURAL COUNCIL**

### **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 interpretive 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 interpretive 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 interpretive science projects that provide a local public benefit. We also accept applications from schools and youth groups for a ticket subsidy program for cultural field trips through the PASS Program. After the applications are reviewed, the Council makes recommendations to the MCC as to which grants should be awarded and the amount of the award.

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**

There are two types of annual grants that are available: the LCC (Local Cultural Council) grant and the PASS admissions subsidy program. Both types of grants are reimbursement based—funds are only disbursed to the grantee after the receipts for approved expenses and the proper paperwork for reimbursement are submitted.

### LCC Grant

This is a general grant available to individuals, organizations and schools with a project or activity in the arts, humanities or interpretive sciences. These grants must be used to support activities that contribute to the community as a whole, rather than benefiting any private 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.

### PASS Grant

The Pass grant program funds cultural field trips for children in grades Pre-Kindergarten through 12 by subsidizing the cost of admission to attend programs in the arts, humanities and interpretative sciences. Applicants are typically teachers and administrators from the local schools, but may also be from PTA/PTOs, neighborhood centers and civic organizations. Eligible destinations are listed in the Massachusetts Cultural Council *Pass Program Roster*, which is available on the MCC web site [www.massculturalcouncil.org](http://www.massculturalcouncil.org)

## **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 interpretive 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, but local council funds cannot be used to replace municipal funding.

## **How To Apply For A Grant**

### 1. Obtain an application:

- There are two different applications, one for **LCC** grants and one for **PASS** grants.
- Application forms are available at:  
Chelsea City Hall,  
Department of Health and Human Services  
Room 100  
500 Broadway  
Chelsea, MA 02150

- Application forms may also be downloaded from:

[www.massculturalcouncil.org/applications/lccapp/html](http://www.massculturalcouncil.org/applications/lccapp/html)

2. Follow the guidelines outlined in the section below, *GRANT APPLICATION REQUIREMENTS*
3. Submit your completed application **postmarked by Friday, October 15, 2010** to the City of Chelsea's Department of Health and Human Services:
  - Mailing address  
Chelsea City Hall  
Department of Health & Human Services  
Room 100  
500 Broadway  
Chelsea, MA 02150
  - Email address  
culturalcouncil@chelseama.gov
  - Fax  
617.466.4072

### **GRANT APPLICATION REQUIREMENTS**

1. Grant applications are due **Friday, October 15, 2010**.
2. Projects must be implemented between **February 2011 and February 1, 2012**.
3. Projects must be related to the **arts, humanities, and interpretive 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 who are interested in **partnering with schools or organizations** must obtain a letter of support from the school administration or partnering organization and submit it with the grant application.
6. Applicants who are 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.

## GRANT RECIPIENT REQUIREMENTS

Grant recipients must follow certain guidelines for reimbursement of expenses, and must also publicly acknowledge funding support by both the MCC and the Chelsea Cultural Council.

**Failure to adhere to the following guidelines may invalidate payment.**

### 1. REIMBURSEMENT GUIDELINES

The LCC and PASS Grant Program is designed to reimburse an applicant for the award amount once the project has occurred. **Projects need to be completed by the date(s) stated on the application.** Requests for an extension must be made in writing, explaining the need for additional time. These requests are reviewed on a case-by-case basis and are not automatically granted.

To insure payment, submit a reimbursement form (included in this packet), invoices, financial report and copies of promotional materials to the Chelsea Cultural Council **within 30 days of project completion.**

### 2. 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."

## TIMELINE

Applicants will be informed of their status within two to three months after the October deadline. Final approval must be granted at the state level by MCC in January at which time funding will be confirmed with the applicant.

Applications Due	October 15, 2010
Applicants whose applications were denied or ineligible for grants are notified	November, 2010
Deadline for denied applicants to request reconsideration	15 days after notice is received
CCC completes the grant review process	December 10, 2010
Approval letters mailed to successful applicants	January 14, 2011
2011 Grant funds become available for reimbursement	February, 2011
All projects awarded in 2011 must be completed	February 1, 2012