

ARLINGTON CULTURAL COUNCIL
c/o Selectmen's Office
Robbins Memorial Town Hall
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GRANT APPLICATION GUIDELINES

APPLICANT ELIGIBILITY

The Arlington Cultural Council will award grants to individuals, nonprofit organizations, and community groups for Arlington-based projects in the Arts (including dance, music, theatre, visual arts and crafts), Humanities (including history, literature, social studies, and philosophy), and Interpretive Sciences (including activities that connect science to everyday life and provide access to information about science and technology). Applicants must be organized in or have resided in Massachusetts for at least one year prior to application. Projects must take place in calendar year 2009. The deadline to apply is Wednesday, October 15, 2008.

COUNCIL PRIORITIES

The grant process is competitive, and each year, the Council receives more requests than it has means to fund. The Council will give priority to projects:

- led by Arlington-based artists and cultural groups;
- featuring a community benefit component such as a public performance, exhibit, or other activity that is open to the broadest range of Arlington residents possible (including underserved audiences);
- planned in collaboration with Arlington-based groups, agencies, organizations, and businesses;
- targeting youth, especially teenagers, outside of school time and/or in non-school settings;
- appealing to intergenerational audiences; and
- demonstrating other sources of financial support or matching funds.

In accordance with state guidelines, ACC funds are not intended to replace existing public funds for programs. Also, the ACC reserves the right to limit funding to repeat applicants.

CRITERIA FOR EVALUATION OF PROPOSALS

All applications will be reviewed by Council members based on the following criteria:

- only fully-completed and signed applications (including a detailed budget page) that are hand-delivered to the Selectmen's Office (address above) by 4:00 p.m. or postmarked by the deadline on Wednesday, October 15 will be reviewed by the Council;
- applicants must comply with all ACC and MCC guidelines and propose projects in the spirit of the priorities outlined and that have a significant public benefit component;
- artistic and creative merit must be demonstrated;
- qualifications of applicants should be clearly illustrated in the request through the inclusion of resumes, biographies, and or related press materials;
- planned promotion of the project should be outlined in a detailed publicity plan (for example, posters, articles, mailings, and cable television) that describe potential public benefit of the project;
- benefit to the community and public accessibility must be addressed in planning for marketing and promoting the project; and
- community support and involvement should be demonstrated by applicants through the inclusion of letters of support or commitment from participating partners and collaborators. (For example, applicants must give evidence of having secured a performance or exhibition space, if applicable.)

ARLINGTON CULTURAL COUNCIL TIMELINE 2008-09

WHERE TO GET APPLICATIONS AND GUIDELINES

Beginning **Tuesday, September 2**, guidelines and applications will be available from the Selectmen's Office at Arlington Town Hall; the Information Desk at the Robbins Library; the Arlington Center for the Arts; or online at www.massculturalcouncil.org.

ASSISTANCE COMPLETING APPLICATIONS

On **Thursday, September 25 at 7:00-8:30 pm** in the Robbins Library / 3rd Floor Conference Room and on **Saturday, October 4 at 1:30-3:00 pm** at the Robbins Library / Downstairs Community Room, the Arlington Cultural Council will host general information sessions. This is a good opportunity, especially for first time applicants, to ask questions and get assistance completing applications.

APPLICATION DEADLINE

Wednesday, October 15 is the deadline to apply to the Arlington Cultural Council. All applications must be hand-delivered to the Selectmen's Office before 4:00 p.m. or postmarked on or before that date.

APPLICANT PRESENTATIONS

On **Tuesday, October 28 at 7:00-8:30 pm** at the Robbins Library / 3rd Floor Conference Room (last name/organization beginning A-L) and on **Thursday, October 30 at 7:00-8:30 pm** at the Community Safety Building (last name/organization beginning M-Z), all applicants are strongly encouraged to attend Presentation Meetings at which they will have three minutes to share highlights of their proposals.

NOTIFICATION OF COUNCIL DECISIONS

By **November 30**, those applicants *not recommended* for funding will be informed by mail. Unsuccessful applicants will have two weeks to file a written request for reconsideration (granted only if the ACC failed to consider significant information or the applicant was treated substantially different from other applicants). Appeals pertaining to artistic quality will not be reconsidered. **Early in January**, award letters will be mailed to successful applicants.

PAYMENT OF GRANT AWARDS

Following Completion of funded projects, payment will be made to grantees on a reimbursement basis. Within 60 days of completion of the project, approved applicants must submit a formal request for reimbursement with a final report along and corresponding receipts. Payment from the town will follow approximately four to eight weeks later.

APPLICATION CHECKLIST

Please attach this checklist to your application. Incomplete applications will not be considered.

- ___ 12 copies of the completed and signed application (including one with original signature)
- ___ 12 copies of the proposed budget (with project expenses equaling project income)
- ___ 12 copies of a resume (or other evidence of qualifications) for each key project participant
- ___ 12 copies of a letter confirming the venue for projects involving a performance or exhibition
- ___ 1 copy of supporting materials (such as newspaper articles, photos, CDs, or videos)
- ___ 1 stamped, self-addressed envelope for support materials you wish to be returned, if any

