

# Springfield Cultural Council FY2011 Grant Application Guidelines

## Massachusetts Cultural Council LCC Program

The Springfield Cultural Council supports the mission of the Massachusetts Cultural Council, “to promote excellence, access, education and [particularly] diversity in the arts.”

The following guidelines are provided for the Springfield Cultural Council’s (SCC) two grant programs: Project Grants and Artist Fellowship Grants. It is beneficial for applicants to read the entire packet of information prior to filling out their application whether they are applying for the Project Grant or for the Artist Fellowship Grant.

### **Background**

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The SCC is a commission whose members are appointed by the Mayor for three-year terms. The Council receives an annual appropriation of state funds from the Massachusetts Cultural Council and makes these funds available to the community through a competitive grant program. For thirty years, the local cultural council has awarded grants to artists, cultural organizations, neighborhood councils, teachers, local government agencies, and major cultural institutions for projects that take place in the city.

### **Project Grants**

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Springfield Cultural Council Priorities:

Project Grants are given out to encourage Springfield artists or organizations with projects that are innovative, collaborative in nature, benefit the community and demonstrate artistic excellence.

Funding priority is given to Springfield artists and organizations and to projects that take place in Springfield.

Proposals are encouraged that reflect knowledge of specific Springfield neighborhoods’ artistic, humanist and cultural needs and are collaborative efforts with neighborhood councils and organizations.

The Springfield Cultural Council encourages grant proposals that highlight and/or serve specific ethnic and socioeconomic groups.

Specifics:

Projects are funded for the calendar year that starts on January 1 after the October deadline.

Grants requests may range from as low as \$1.00 to the maximum amount of \$5000. In 2010 the smallest award given was \$300 and the highest \$5000, with an average of \$2889. Due to limited funds, most recipients receive partial awards. Though matching funds are only required for capital expenditure projects, the Springfield Cultural Council encourages applicants to seek additional sources of revenue.

This is a reimbursement program; no money is given upfront. Award money will be available to you only after you have completed your project.

Springfield Cultural Council funds are not intended to replace existing public funds for programs in the arts and humanities, or to be used as the sole source of funding for ongoing projects.

The SCC does not fund programs that replace regular curriculum in the arts, nor does it fund the same project for more than three consecutive years. No more than two project grants will be awarded to an applicant in a single year.

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Scholarships: Although individual students are not eligible to apply for scholarships, an organization may sponsor a scholarship, provided it shows evidence of an open and fair review and award process.

The applicant organization must also ensure a public benefit component in which the award recipient “gives back” to the community in the form of a lecture, master class, exhibit, performance, etc.

The Springfield Cultural Council grant process is governed by the requirements and regulations established by the Massachusetts Cultural Council.

According to IRS guidelines, the grant money you receive is considered taxable income. You will receive a 1099 from the City of Springfield. You should also keep the award letter and check stub as a record of the award for your taxes. See your accountant or financial advisor for more information.

### **Instructions for Completing Project Grant Applications**

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1. Use the current Massachusetts Cultural Council application form.
2. You may continue your answers on an attached sheet, but short answers for every question must appear on the form itself.
3. All applications must be typed. An editable PDF is available on the MCC website at [www.massculturalcouncil.org/applications/lccapp.html](http://www.massculturalcouncil.org/applications/lccapp.html) and on the Springfield Cultural Council website at [www.springfieldculturalcouncil.org](http://www.springfieldculturalcouncil.org).
4. Sign your original. (Your signature must appear on all copies.)
5. Submit the **original and 12** collated copies *with pages 1 and 2 of the application on top*. Each SCC member will receive a collated set for review. Make sure to copy all paper support materials, but you do not need to copy audio-visual materials. ***Application packets must be securely stapled or clipped in the left hand corner.***  
***No binders, folders or cover letters, PLEASE!***
6. Do not send any materials separately. All supporting documents including letters of recommendation must be submitted together with your application.
7. Label your artistic support materials carefully. Include a stamped, self-addressed envelope or container to have your artistic support material returned.
8. Complete all budget information. Balance both columns. Income must equal expenses.

### **Required Support Materials With Project Grant Applications:**

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- Resumes from artists and planners, including your own, listing relevant experience.
- Site Confirmation – The location and date of your presentation must be confirmed in writing in a site confirmation letter. This document must be on the organization’s letterhead and be signed by an officer of the organization.
- Letters of recommendation and support (no more than 3).
- Documentation of past presentations (reviews, programs, brochures and advertisements) if available that show the nature of your work.

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- Acceptable forms of documentation of your work or your past projects and presentations. Include a stamped, self addressed envelope or container to have your artistic support material returned. Label all of your work and documentation carefully.
  - Visual Art- Slides, a minimum of six slides (do not send originals) in a clear plastic viewing sheet. Label each item with the artist's name, date of work, medium size, and arrow indicating the top. Number each item and key it to a slide list. Alternatively, you may submit the slides in electronic format on a cdrom or DVD in PDF or jpeg format.
  - Written original work. Please label it and place the shortest, best and more relevant piece first.
  - Music and Audio: CD (10 minutes maximum). Please label it. Give us a description that includes the place and date of performance, the names of the performers, the title and composer of the work.
  - Dance and Theatre: VHS video cassette (10 minutes maximum), cdrom or DVD. If sending a VHS tape, please label it and cue the video cassette to the portion you would like the panel to review. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production.
  - Film/video: VHS video cassette (10 minutes maximum), cdrom or DVD. Please label it and if sending a VHS tape, please cue the cassette to the portion you would like the panel to review. Attach an explanation of the selection including its relevance to the project and applicant's role in the production.

### **Artist Fellowship Grant**

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Artist Fellowship grants are a special category of award to assist Springfield artists in developing and exploring their artistic work outside the structure of a specific project or presentation. Artists in any discipline may apply for a reimbursement-based grant to cover time, materials, space, rental, production and other components of their ongoing work. Through these grants, the Council intends to honor exemplary artists who represent the best of our City's creative community. (Physical address and phone number are proof of residency.) An individual, who applies as a project grant recipient, is also eligible to apply for an Artist Fellowship. An award may be for either partial or full funding; the Council will award grants of \$1000 to a maximum of \$2000. Examples of Artist Fellowships awarded in the past include: awards to a photographer, a music researcher, a composer, a writer, an oral history researcher and a visual artist. An artist who receives an Artist Fellowship may apply again in five years. To meet the MCC guidelines, as a part of the grant, the artist must agree to display their work or give a performance in a public setting, such as a school, library or other space available and advertised to the general public in the City of Springfield.

Please use the regular project grant application, but follow the specific instruction for the Artist Fellowship Grant on page four.

Using a special ballot, Artist Fellowship applications are evaluated on the basis of the quality of the artist's work, the artist's statement, the resume and the letters of recommendation.

### **Instructions for Completing Artist Fellowship Applications**

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Follow all instructions for completing a Project Grant Application found on page 2. Because you will be filling out an application designed for a project grant, please answer each question as indicated below.

1. Question 1: Briefly describe some of your goals for the year. What do you plan to work on? What specific thing will this award help you to start/complete? For example: "I am a photographer and will be working in the area of digital imaging this year." Or "I will be preparing a play for publication and researching venues for its performance."
2. Question 2: Answer "N/A"
3. Question 3: Answer "N/A"
4. Question 4: Answer "N/A"
5. Question 5 Summarize your education and experience relevant to your art.

6. Budget information:
  - Project Expenses:  
Line A/1 — enter \$2000  
Line G — enter \$2000
  - Project Income:  
Line E — enter \$2000  
Line G — enter \$2000

## Required Material for Artist Fellowship Applications

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1. Name, address, phone number, email address. Location of studio, if you have one.
2. Resume listing relevant experience.
3. An artist's statement, which briefly describes your work and philosophy.
4. Two letters of recommendation from people in your field.
5. A description of how you will display your work for the public to see or give a public performance.
6. At least one of the following (label everything):

Examples of your work or your past projects and presentations. Include a stamped, self addressed envelope or container to have your artistic support material returned.

- Visual Art- Slides, a minimum of six slides (do not send originals) in a clear plastic viewing sheet. Label each item with the artist's name, date of work, medium size, and arrow indicating the top. Number each item and key it to a slide list. Alternatively, you may submit the slides in electronic format on a cdrom or DVD in PDF or jpeg format.
- Written original work. Please label it and place the shortest, best and more relevant piece first.
- Music and Audio: CD (10 minutes maximum). Please label it. Give us a description that includes the place and date of performance, the names of the performers, the title and composer of the work.
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## **Helpful Reminders and Check List for all Applicants**

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- Participate in a grant writing help session, particularly if you are a first-time applicant! (see last page for schedule)
- Type your application.
- Complete all items.
- Sign your original and be sure the signature appears on all copies.
- Submit your **ORIGINAL application and 12 collated duplicates** with page *1 & 2 of your application on top. No binders, folders or cover letters, PLEASE! All sets should be securely stapled or fastened with a sturdy clip in the left hand corner.*
- Include all your artistic support materials. Remember to include a stamped, self-addressed envelope or container so we can return your artistic support materials to you.
- Make sure to include all of the required documents, because documents that are found to be missing may disqualify your application.
- Label all support material with your name, address and organization and provide a self addressed stamped envelope for any artistic materials you may wish to have returned.

## **DEADLINE: October 15, 2010**

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### **Four delivery options**

Mail: *Must be postmarked by October 15<sup>th</sup>, 2010 to:*  
Springfield Cultural Council  
P. O. Box 51152  
Indian Orchard, MA 01151

Hand deliver: Deliver by the due date.  
Drop off your application during City hours:  
Office of Neighborhood Services\*  
70 Tapley Street  
Hours: 8:30 AM to 4:30 PM

Hand deliver: Deliver by the due date.  
Drop off your application during City Hall hours:  
Mayor's Public Office/City Hall \*  
Hours: 8:30 AM to 4:30 PM

Hand deliver: Must be delivered by 5:00 PM, October 15<sup>th</sup>.  
Springfield Cultural Council  
Indian Orchard Community Building  
117 Main Street  
Springfield, MA 01151  
Tel: 413-543-6930

**\*Staff at these locations is not prepared to answer your questions.  
Please contact the SCC office, 413-543-6930, with any questions or concerns.**

## **Need Help?**

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Grant Writing Help Session — Call 413-543-6930 to reserve a space.

**September 28, 2010, Tuesday – 6:00 – 7:00 PM**

*at the*

Springfield Cultural Council  
Indian Orchard Community Building  
117 Main Street  
Indian Orchard, MA 01151

Other help – Call 413-543-6930 or email us at [scc@springfieldculturalcouncil.org](mailto:scc@springfieldculturalcouncil.org)

## **Interviews with the Council**

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We have made a provision in the SCC calendar to meet with applicants. We want the opportunity to ask you any questions that may come up after reading your application, and to get to know our applicants better. Your attendance is optional, though encouraged. If you choose not to attend, your application score will not be negatively affected. Due to the short time allocated for these interviews, plan only on discussing the contents of your application. No presentation is desired or needed.

We have set aside one evening for this activity. Interview order will be on a first-come-first-interviewed basis. A sign-up sheet will be provided. If an additional evening for this activity appears to be necessary, the date and time will be posted on the SCC website, [www.springfieldculturalcouncil.org](http://www.springfieldculturalcouncil.org).

**October 25, 2010, Monday from 6:00 PM to 8:00 PM**

*at the*

Springfield Cultural Council  
Indian Orchard Community Building  
117 Main Street  
Indian Orchard, MA 01151

## **Notification of Results**

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Notification begins at the end of November. All project grants and Artist Fellowship awardees will be posted on the Springfield Cultural Council website, [www.springfieldculturalcouncil.org](http://www.springfieldculturalcouncil.org). Please go onto the SCC website to determine if you have received an award. In addition, a formal letter will be mailed to you after the award has been granted.

**Your project is expected to take place during the 2011 calendar year.**

## **Reimbursement Procedures**

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Applicants are reminded that these grants are ‘reimbursement’ grants; you are reimbursed for the project after it takes place. Funds become available in late winter, or four to six weeks after the Massachusetts Cultural Council transfers the award money to the City. The SCC evaluation form must be filled out and accompany the request for reimbursement.

Reimbursement forms, as well as evaluation forms, instructions and a W-9 form may be downloaded off of the SCC website, [www.springfieldculturalcouncil.org](http://www.springfieldculturalcouncil.org). If you receive an award, be sure to keep copies of all receipts, contracts, cancelled checks, invoices, programs, etc. for verification when you submit your reimbursement materials. Expect reimbursement to take at least four to six weeks after you submit your reimbursement forms. Usually, no reimbursements are issued by City Hall during the month of July.

**SAMPLE BALLOT USED BY SCC MEMBERS  
Springfield Cultural Council—Project Grant Ballot FY 2011**

**Application Number:** \_\_\_\_\_

**Name or Organization:** \_\_\_\_\_

<i>Criteria</i>	<i>Max. Points</i>	<i>Points</i>
<u>Overall merit of project:</u> <ul style="list-style-type: none"> <li>Artistic and cultural excellence</li> </ul>	5	
<ul style="list-style-type: none"> <li>Qualifications and experience of artists, humanists and/or interpretive scientists</li> </ul>	5	
<u>Community benefit:</u> <ul style="list-style-type: none"> <li>Project reflects an encouragement of Springfield arts and artists.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Project reflects knowledge of a specific Springfield neighborhood and its artistic/humanist and cultural needs and assets as well as collaboration with neighborhood councils and organizations.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Project highlights and/or serves specific ethnic and socioeconomic groups, as well as collaborations between diverse ethnic and socioeconomic groups, with emphasis on the preservation of cultural identities and activities.</li> </ul>	5	
<u>Project and / or applicant history:</u> <ul style="list-style-type: none"> <li>New applicant or new project</li> </ul>	5	
<ul style="list-style-type: none"> <li>Project has been funded, but for less than three years in a row.</li> </ul>	2	
<u>Summary of Project</u> Who: The partners or collaborators involved in the planning for this project are listed, all roles clearly defined and their resumes reflect ability to do this project.	2	
What: The description is clear and realistic.	2	
Where and When: Dates, times and locations are detailed and are appropriate for the project for reaching the widest audience.	2	
How: The planning process is thorough and detailed and the promotion, publicity and marketing plan is carefully detailed and appropriate for the project. For school-based projects, there is evidence that the planners will publicize this project to the greater community.	2	
Evaluation: The project will be adequately evaluated; a sample evaluation tool is presented with the application.	2	
<u>Budget Information:</u> <ul style="list-style-type: none"> <li>Addition is correct and expenses equal income.</li> <li>Amount of request is appropriate and vague categories are absent.</li> <li>Budget reflects attempt to find multiple funding sources.</li> </ul>	5	
<b>TOTAL POINTS</b>	47	

**SAMPLE**

**SPRINGFIELD CULTURAL COUNCIL  
ARTISTS FELLOWSHIP GRANTS BALLOT**

Application # **AF 11-**\_\_\_\_\_

Name \_\_\_\_\_

Criteria and Maximum points allowed:

Artist's Statement (6) \_\_\_\_\_

Resume (8) \_\_\_\_\_

Quality of Work (10) \_\_\_\_\_

Letters of Recommendation (6) \_\_\_\_\_

Springfield resident (5) \_\_\_\_\_

**Total Points Awarded =**

(Maximum of 35)

Councilor's Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Initials