

BEVERLY CULTURAL COUNCIL
Grant Application Instructions and Funding Priorities

Effective September 1, 2007

CALL FOR PROPOSALS for 2008 PROJECTS

The Beverly Cultural Council is pleased to be one of 351 cities and towns in Massachusetts to award funds in partnership with the Massachusetts Cultural Council. These funds are granted to qualified individuals and organizations to support cultural projects that benefit the Beverly community. Eligible disciplines include arts, humanities and interpretive sciences. **The next deadline is October 15, 2008 (postmark).** Due to the limited funds available and the high demand for support, Beverly Cultural Council grant awards typically range from \$250 to \$1,500. A few larger awards are given from time to time.

Please send all completed applications and support materials to:
Beverly Cultural Council
P.O. Box 3032
Beverly, MA 01915

GRANT ELIGIBILITY

Applicants can be: a) arts, humanities or interpretive science organizations; b) individuals including artists, science educators, historians or other humanists, parents, community members, etc.; c) community organizations including, but not limited to, schools, social service organizations, business and civic groups, neighborhood centers, youth, senior and family associations, etc. Incorporated organizations must be nonprofit; unincorporated associations must have a nonprofit purpose.

BEVERLY CULTURAL COUNCIL FUNDING PRIORITIES in 2009

- New applicants or new projects from previous applicants
- Projects serving youth
- Projects promoting science literacy, including local environmental issues
- Collaborative projects between cultural groups and community organizations
- Art forms or humanities programming that are underrepresented in our community
- Projects which aim to serve an underserved population
- Proposals which demonstrate a match of cash or in-kind services to the cash requested of the Beverly Cultural Council
- We are especially encouraging visual artists to apply this year with projects that have a major public benefit component.

GRANT APPLICATION TIMELINE

- Grants Information Session – Sept. 15, 2008 – 7:30 to 8pm – Beverly Public Library
- Application deadline – October 15, 2008 (postmark)
- Eligible projects must take place between January 1, 2009 and December 31, 2009
- Local Council Meetings with Applicants – November 3 & 5, 2009
- Notification of disapproved applications – on or before December 1, 2008
- Notification of approval -- on or before December 31, 2008
- Final reports & payment requests due – within 60 days of project completion

APPLICATION INSTRUCTIONS & GUIDELINES

Please read the following instructions and guidelines carefully. Applications which do not follow these guidelines *will not be considered* for funding.

- All applications must be typed or word processed. The application form can be completed and printed out at www.massculturalcouncil.org/applications/lccapp.html.
- You must submit one original and seven (7) copies of the application, along with one set of supporting materials such as: resume(s) of key personnel, organizational brochures, letters of support/commitment, artist samples (video, slides, writings, portfolio, etc.). Include a self-addressed stamped envelope if you want support materials returned.
- Your proposed project must take place between January 1, 2009 and December 31, 2009.
- Your application must demonstrate that you have made a connection with a Beverly venue, organization or individual to conduct your project. Applications that do not clearly demonstrate this will not be considered.
- The Beverly Cultural Council will not award grants to the same applicant for the same project for more than 3 consecutive years. If you are a returning applicant and have received funding for the past three years, you must submit an application for a new project or you will not be considered in this grant cycle.
- When filling out the application, use the space provided to answer questions. One additional 8 1/2"x 11" page to complete questions is allowed. Please answer questions clearly, simply and as completely as space allows.
- The budget is divided into Project Expenses and Revenue (income) and these columns must equal one another. You can include in-kind donations, that is, services, materials or facilities which are provided at no cash cost to you.
- School-related proposals must be for enrichment activities and not for programs, supplies, or salaries that should be part of the school budget. Please contact the Council about any capital expenditure requests.
- PASS Program: PASS provides funds for the purchase of tickets for cultural field trips for children (pre K-12) in public, private and parochial schools, as well as those in special needs, after-school and other youth groups. Activities, which include performances, educational tours or exhibits and museum visits, must take place outside of the school setting. Tickets must cost \$12 or less. PASS application forms

are different from the general LCC Grant Application and are available in the same locations as the general application form.

REVIEW CRITERIA

Along with the Beverly Cultural Council members' review of each application's attention to the above Application Instructions & Guidelines and stated Funding Priorities, proposals are evaluated by several considerations: benefit to the community (including projects that may benefit segments traditionally underserved by cultural activities); quality of the activity, evidence of planning, qualifications of the individual(s) who will lead the activity, track record of the sponsoring group, clarity of proposal.

GRANT FUNDS AND PAYMENTS

Payments are made on a reimbursement basis only. Reimbursements generally take 8 to 10 weeks. Applicants are sent a reimbursement form to use for their payment request. Final reimbursement will not be made until the project is completed (on or before December 31, 2008). Requests for extensions beyond the grant period will be considered on a case-by-case basis and must be submitted in writing within one year from the date of the approval letter. The council will review and vote on the request and notify applicants in writing of its decision.

GRANT AWARD ACKNOWLEDGEMENT

In all published materials and announcements regarding the activities supported by Beverly Cultural Council funds, the sponsoring group or individual must acknowledge this support with a written and/or verbal credit statement or by using the MCC logo. The credit statement is *"This program is supported in part by a grant from the Beverly Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency."* The logo is available online at www.massculturalcouncil.org/contracts/logos.html or from the MCC on a camera-ready slick sheet, or on diskette (Mac or PC). This credit is *required* by the MCC.

***If you have questions, please contact -Chair Leighton O'Connor at
leighton@blueswirls.com or by phone at 978-921-0887.***

On the web: https://www.mass-culture.org/lcc_public_about.asp?sort1=A&sort2=D&coun_enum=29

or <http://www.beverlyculturalcouncil.org>