



**In Reading,
culture counts.**

**The RCC can help
shine the spotlight
on your project.**

Reading Cultural Council (RCC)

Community Conversation: Applying for Funding May 2015

AGENDA

- Introductions
- Reading Cultural Council Overview
- Funding & Support- MA Cultural Council
- Local Guidelines for Submitting Proposals
- Examples of Funded Projects
- Application Information
- Important Dates
- Acknowledgements



Reading Cultural Council (RCC)



One of 329 local cultural councils representing every city and town in Massachusetts

- Community resource for cultural information and activities
- Volunteer members appointed by Selectmen, meet monthly
- Distribute funds made available from the Massachusetts Cultural Council via an application process

Massachusetts Cultural Council

Promotes excellence, access, education, and diversity in arts, humanities, and interpretive sciences

Receives an annual appropriation from the state Legislature and funds from the National Endowment for the Arts, and others

Makes grants directly and through local cultural councils

- to non-profit cultural organizations, schools, communities, and individuals artists for programs that use arts, science, and the humanities to build strong, diverse, livable communities
- to a cross-section of the population and citizens in each Massachusetts city and town
- **All the information you need is here:** <http://www.mass-culture.org/Reading#>

Reading Cultural Council(RCC)

Go to: <http://www.mass-culture.org/Reading#>
The RCC page displays with applicant information

Local Cultural Councils
in partnership with the Massachusetts Cultural Council

Massachusetts Cultural Council

Home LCC Program Information

READING CULTURAL COUNCIL [print this page](#)

Each year, the Reading Cultural Council (RCC) awards a number of grants to individuals and organizations offering cultural programs that serve our community. These include school field trips, after school programs, concerts, festivals, lectures, theater, dance, music, and film. The projects take place in schools, community centers, libraries, elder care facilities, town halls, parks, and wherever the community comes together. The RCC is part of the Local Cultural Council (LCC) program, a statewide cultural funding network authorized and funded by the Massachusetts Cultural Council.

As the local agent in the town of Reading for the distribution, receipt and evaluation of applications for funds from the Massachusetts Cultural Council, the RCC also serves as a resource for the dissemination of cultural information and encourages cultural activities in the community.

Applicant Info.....

Overview Local Guidelines Forms Grant Recipients

News & Events

Check out our new video, "In Reading Culture Counts," highlighting some grant projects we have supported in the past. Be inspired and apply for the next grant cycle!

Applications are due by October 15th.

RCC Funding Guidelines



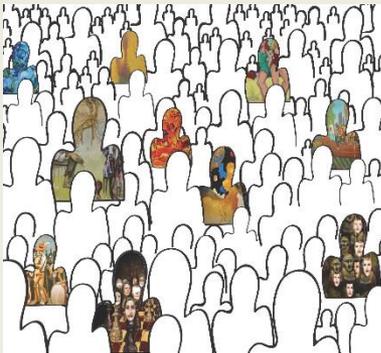
Open to individuals and organizations offering cultural and experiential programs that serve Reading residents via:

- field trips, after school programs, concerts, festivals, lectures, theater, dance, more
- in schools, community center, the library, elder care facilities, town hall, parks, and wherever the community comes together

Proposed programs must:

- contribute to the cultural vitality and diversity of Reading
- serve broad segments of Reading
- encourage collaboration and diversity
- are not previously funded for more than three consecutive years

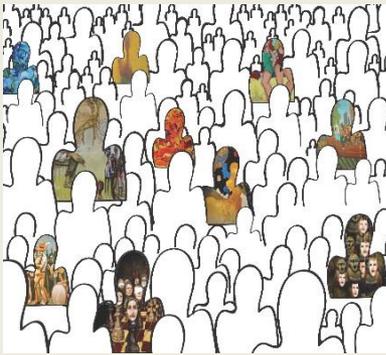
RCC Funding Guidelines



Eligible entities can include:

- An individual
- An incorporated nonprofit
- An unincorporated association or group of people with a nonprofit objective
- A public school, library or other municipal agency
- A religious organization or school requesting funds for cultural programming that does not have the effect of advancing religion

RCC Funding Guidelines



Note that grant funds cannot be used for:

- The purchase of food or refreshments
- To pay salaries or stipends for employees of the school system, library, parks department or municipality
- On capital expenditure for schools libraries, LCC, other municipal agencies or religious organizations
- On programming that discriminates or discourages participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation or age

RCC Funding Guidelines

Proposed program must meet the MCC definition of one of the following disciplines:



- **Arts** refer to the creation of work in the crafts and performing, visual, media, folk, design, literary, and inter-disciplinary arts. Also include the presentation and preservation of, and education about works in these disciplines.
- **Humanities** types of learning that deal with human values and aspirations, human thought and culture, language, and creativity.
- **Interpretive sciences** types of learning that deal with nature, science, and technology in ways that explain how they relate to people's lives.

Projects Funded 2015-2016

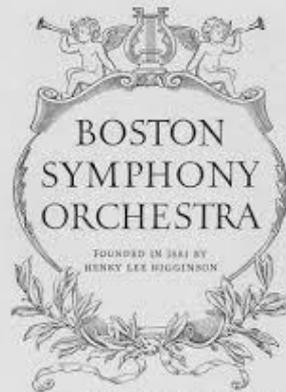


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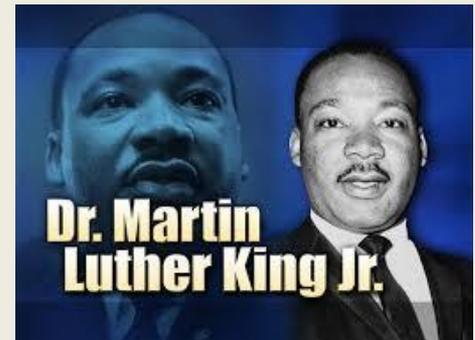
Grant Recipients



SEVENTY-FOURTH SEASON
1954-1955
Hil Auditorium, Ann Arbor
Wednesday Evening, October 22
SUPPORTED BY SPECIAL CHECKS FROM THE
FUNDERS OF MUSIC
AMERICAN UNIVERSITY MUSICAL SOCIETY



CREATIVE ARTS
inspire • enrich • connect



What you need to know



Massachusetts Cultural Council

Local Cultural Council

PROGRAM REGULATIONS and GUIDELINES

[LCC Program Guidelines \(PDF\)](#)

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Programs *must*

- *be performed at an accessible Reading venue (field trip grants excepted)*
- *have a confirmed artist, venue, and performance date*
- *have alternate sources of funding and guarantee they will run with only partial RCC funding*

One application per organization or applicant unless the organization serves multiple constituencies

Grants from the Reading Cultural Council are reimbursement-based

Proof of credit acknowledgment provided when request reimbursement

Application Forms



Application Number (for LCC use only)

LCC PROGRAM: STANDARD GRANT APPLICATION
This application is being submitted to the ____ LCC.

Please type into the form, print, sign and mail it to the appropriate Local Cultural Council. E-mailed applications will not be accepted. Click on the underlined blue words to access the Glossary. Important: Use the 'TAB' key to move through the form.

APPLICANT INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Email: _____
Website: _____

Contact Person (if different than applicant): _____
Address: _____



Application Number

LCC PROGRAM: FIELD TRIP GRANT APPLICATION
(Formerly known as a "PASS Grant Application")

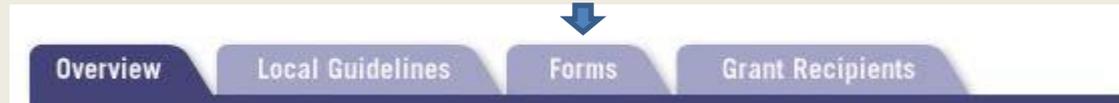
This application is being submitted to the ____ LCC.

Please type into the form, print, sign and mail it to the appropriate Local Cultural Council. E-mailed applications will not be accepted. Click on the underlined blue words to access the Glossary. Important: Use the 'TAB' key to move through the form.

APPLICANT INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Email: _____
Website: _____

Contact Person (if different than applicant): _____
Address: _____
City, State, Zip: _____
Phone: _____ Email: _____



Go to the Forms tab to find:

- Standard application
- Field trip application
- Reimbursement forms

Submit completed signed original +1 copy
+1 self-addressed stamped envelope

Postmark deadline for applications is
October 15, 2015

<http://www.mass-culture.org/Reading#>

Application Forms

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APPLICANT REQUIREMENTS

To apply for an LCC grant you must meet ALL of the following eligibility and criteria requirements. Please attest that each statement is true by checking the box next to the statement.

I have read and understood any local guidelines and criteria that this Local Cultural Council has posted at
→ https://www.mass-culture.org/lcc_public.aspx

The applicant is (select one):

an individual

an [incorporated nonprofit](#)

an [unincorporated association](#) or group of people with a nonprofit objective

a public school, library, or other municipal agency

a religious organization or school requesting funds for cultural programming that does not have the effect of advancing religion

The applicant resides in or is located in Massachusetts.

The applicant, or person leading the project/program, has been engaged in the kind of activity for which funds are requested for at least one year.

LCC grant funds will not be used:

to purchase food or refreshments.

to pay salaries or stipends for employees of the school system, library, parks department or municipality.

on [capital expenditures](#) for [schools](#), libraries, Local Cultural Councils, other municipal agencies, or religious organizations.

on programming that [discriminates](#) or discourages participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation or age.

The proposed project/program meets the MCC's definition of one of the following disciplines (Select one primary discipline):

Arts Humanities Interpretive Sciences

Application Forms

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PROJECT INFORMATION ¶

Project Title: [.....] →

When will the project take place? [.....] →

Where will the project take place? [.....] →

Amount requested from this LCC: \$0 → Estimated number of people served: [.....] →

Does this project serve primarily schoolchildren (grades pre-K to 12)? Yes No ¶

If yes, where does the project take place? In-school After/Out-of-school ¶

Summarize the proposed project: (800 characters) [.....] →

Who is the [target audience](#) for this project? (150 characters) [.....] ¶

What is the cost of participation for attendees (if any)? (100 characters) [.....] →

How does the proposed project provide [public benefit](#) and contribute to the cultural vitality of the community as a whole? (500 characters) [.....] ¶

Please describe the qualification of key artists, humanists, interpretive scientists or organizations involved with leading the cultural component of this project. (500 characters) [.....] ¶

If there are any other individuals or organizations that will be involved in the project as planners, partners, or collaborators, please list them below. If applicable, please distinguish between those who have made a firm commitment to the project and those with tentative or potential involvement. (250 characters) [.....] ¶

How are you planning to promote the project to the community and your target audience? (500 characters) [.....] ¶

Application Forms



- Overview
- Local Guidelines
- Forms**
- Grant Recipients

BUDGET ¶

****Hit the 'TAB' key after entering each number to ensure that the auto-calculation feature is activated** ¶**

In-Kind Donations ¶
 Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here or in the budget below. View [Sample Budgets](#): (500 characters) ¶

Projected Expenses ¶
 How much will it cost to complete your project? ¶

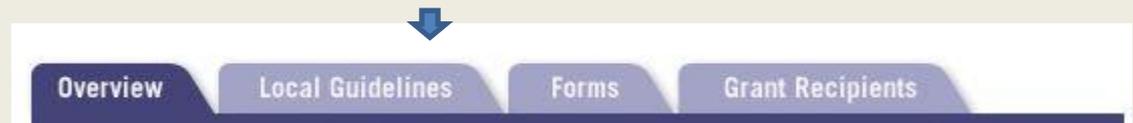
<u>Salaries/Stipends</u> α	\$0 α	¶
Space Rental α	\$0 α	¶
<u>Marketing/Promotion</u> α	\$0 α	¶
<u>Supplies</u> α	\$0 α	¶
<u>Capital Expenditures</u> (If greater than \$0, also complete Section B) α	\$0 α	¶
Other Expenses: (travel, equipment rental, etc.) α	α	¶
***** α	\$0 α	¶

Projected Income ¶
 How will you pay for expenses associated with your project? ¶

Total Projected Expenses: α	\$0 α	¶
Amount Requested from this LCC: (under "Project Information") α	\$0 α	¶
<u>Additional Income Needed to Complete Project</u> α	\$0 α	¶

Additional Income needed must cover Total Additional Income. ¶
 If the additional income needed to complete your project is greater than \$0, then please list the additional income you anticipate obtaining to pay for all the projected expenses. See [Sample Budget](#) ¶

Important Dates



Applications due

- Postmarked by October 15, 2015

Grants reviewed

- November – December, 2015

Award notifications

- January 2016

Next Steps



- Download and read the Local Cultural Council Program Regulations and Guidelines ([LCC Program Guidelines \(PDF\)](#))
- Refer to the Grant Writing Tips Handout for planning and writing suggestions
- Check the [RCC website](http://www.mass-culture.org/Reading#) (<http://www.mass-culture.org/Reading#>)
- and the [RCC town](http://www.readingma.gov/cultural-council) website (<http://www.readingma.gov/cultural-council>) for updated information
- Email readingculturalcouncil@gmail.com with any questions.

Questions

