



## Organizational Grant Guidelines

*Please note, these are general guidelines. Specific guidelines are published on September 1<sup>st</sup> every year. Applicants should refer to those guidelines once they have been published.*

### **Welcome to the Mayor's Office of Arts and Culture**

The Mayor's Office of Arts and Culture (MOAC) works to enhance the quality of life, the economy, and the design of the city through the arts. The role of the arts in all aspects of life in Boston is reinforced via equitable access to arts and culture in every community, its public institutions, and public places. Support to the cultural sector via grants and programs are key ways MOAC carries out this mission.

### **Boston Cultural Council**

The Boston Cultural Council (BCC), under the umbrella of the Mayor's Office of Arts and Culture, helps to ensure that grant making responds to the needs of the cultural community and that best practices for grant solicitation, review and disbursement are followed. The BCC annually distributes funds allocated by the City of Boston and the Massachusetts Cultural Council (MCC), a state agency, to support innovative arts, humanities, and interpretive science programming that enhances the quality of life in our city.

The council members are Boston residents appointed by Mayor Martin J. Walsh for to up to two consecutive three year terms. Council members are selected on the basis of their demonstrated commitment to Boston's cultural community and their knowledge of various arts disciplines. The BCC reviews applications to evaluate the quality of proposed programming and potential benefit to diverse audiences in Boston. Visit [bostonculturalcouncil.com](http://bostonculturalcouncil.com) to see a full list of council members and to read their biographies.

### **Why We Fund What We Fund**

The BCC seeks to enhance the quality of life, the economy, and the design of the city through the arts by investing in cultural organizations and cultural programs. We provide support via grants to help grow access to the arts in areas of the City not already well served by cultural opportunities, to foster access to the arts to populations who don't typically have ready access to the arts, to elevate the work of Boston's creatives, to inspire the creation of new works, and to support the achievement and provision of excellent, high quality arts and culture in the City of Boston.

### **Grant Categories**

**General Operating Support:** Organizations with a budget of less than \$1 million may apply for general operating support.

**Programmatic Support:** Organizations with a budget of over \$1 million may apply for project specific support.

**Guidelines:**

- Grants are available for up to \$5,000.
- Organizations may request up to 10% of their budget (not to exceed \$5,000) or \$1,000, whichever is greater.
- Organizations not based in the City of Boston, but whose primary programming takes place in Boston, are eligible.
- Project specific grants are eligible for funding. Projects must exhibit a tangible public benefit to the City of Boston.
- Organizations can receive funding in consecutive years.
- Disciplines are no longer rotated annually.
- Organizations whose primary mission is not arts and culture, but who are applying for a project that is entirely arts and culture related are eligible for funding.
- Non-profits with L3C designations are eligible to apply.

**Application Forms and Submission**

All proposals must be submitted online. Both the BCC application and the MCC application must be completed in order to be eligible. Applications must be received on or before 10/17/2016 at 5:00 pm. No late applications will be accepted.

**Application Process**

Once received, grant applications are initially reviewed for eligibility and completeness. If eligible and complete, they are then read and evaluated by MOAC staff as well as members of the BCC, and scored against an evaluation rubric. Scores are then tallied, averaged and applications are then discussed in meetings during the fall and winter. Awardees will be notified of BCC funding decisions in January.

**Reconsideration**

An applicant may request reconsideration of a decision on its application if the applicant can demonstrate that the BCC failed to follow published application and review procedures. Such requests must be submitted in writing to the Boston Cultural Council within fifteen (15) days of notification. No reconsideration may be requested regarding the amount or a decision made about artistic quality or programming priorities.

**Grant Payment**

All grants will be paid on a reimbursement basis; requests for reimbursement must be accompanied by invoices, cancelled checks, receipts, and/or contracts that document programming expenses as proposed. Applicants must demonstrate at least a 2:1 match. The match can include in-kind (non-monetary gifts of goods and services) or donated contributions. Awardees have one calendar year from notice of award to file for payment.

**Conflict of Interest**

The Boston Cultural Council observes the MCC's Conflict of Interest Policy regarding review panels. To ensure that all review panels are free from conflicts of interests, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. "Affiliation" applies to employment, board memberships, independent contractual relationships, advisory or policy relationships, substantial contributor relationships, or other financial relationships. In addition, panelists are required to disclose any past or current adversarial relationships with actual or potential applicants. Panelists will not be permitted to participate in discussions or votes relating to applicants with whom they have an affiliation or relationship.

## **Eligibility**

### **Who is Eligible to Apply?**

- Non-profit cultural organizations whose mission and programming is focused in the following disciplines: Music, Film and Video, Folk and Traditional Art, Visual Art, Theatre, Dance, Humanities, Literary Arts, Performance or Time-based Art, Social and Civic Practice, and Multi-Disciplinary Arts.
- Non-profits whose mission is not primarily arts and culture based, but who are looking to fund arts and culture programs are welcome to apply.
- City of Boston-based groupings of artists, humanists, and/or interpretive scientists jointly working toward common goals, using a fiscal agent in the City of Boston, whose work is primarily focused in the disciplines named above, may apply for a program grant for a program that takes place in the City of Boston. Those using a fiscal agent must include a letter from the fiscal agent demonstrating commitment to the organization, the project and clearly spell out non-profit status.
- Organizations can submit only one proposal per funding cycle.

## **Grant Fund Restrictions**

Grant funding received may not be used for the following items:

- 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 municipals 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.

## **Evaluation Criteria**

Once basic eligibility is met, proposals will be evaluated based on the following criteria. Proposal narratives should address as many of these items as is relevant. How does the organization or program:

- Enhance the quality of life in Boston
- Enhance the economy of Boston
- Enhance the design of the City of Boston
- Grow access to the arts in areas of the City not already well served by cultural opportunities
- Provide access to the arts to populations who don't typically have ready access to the arts
- Elevate the work of Boston's creatives
- Foster the creation of new works
- Pursue excellence in the arts
- Provide high quality arts and culture programs in the City of Boston
- Provide high quality arts and culture programs to the youth of Boston
- Demonstrate thoughtful planning, clarity of purpose, competent management, and capacity to carry out the proposed programs.

Questions should be directed to [bcc@boston.gov](mailto:bcc@boston.gov).