



2020 Application

About the 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 grant solicitation, review and disbursement follows best practices. The BCC annually distributes funds allocated by the City of Boston and the Massachusetts Cultural Council, a state agency, to support innovative arts, humanities, and interpretive science programming that enhance the quality of life in our city.

Boston Cultural Council Equity Statement

To truly thrive, Boston must be an equitable city. For the Boston Cultural Council, equity means equal access to resources and equal value of all cultural traditions and expressions. Equity operates as an out-loud process of actively reflecting, including, and rewarding cultural, economic, and racial diversity in the arts. The BCC actively encourages the creativity and engagement of all Boston residents and visitors. They do this through grantmaking guided by the Boston Creates cultural plan. BCC grants emphasize fair opportunity, accessibility, and understanding of Boston's arts and cultural communities. BCC programmatic, financial, and informational resources also proactively encourage equity and inclusion within the organizations we support.

Boston Cultural Council Funding Strategy

The BCC has an updated funding strategy with new eligibility requirements and guidelines. For the second time, **grants will be made only to organizations with annual budgets under \$2 million. Organizations will now fall under different categories depending on their budget size, and all grantees within a specific budget category will receive the same amount of funding.** Please visit boston.gov/artsgrants to learn more about the BCC's Funding Strategy.

Grant Guidelines

Please visit <https://bit.ly/3lojCfj> to read the full guidelines for applying to the BCC. Guidelines include information on BCC review process, evaluation criteria, grant reconsideration, grant payment cycle. Please also review <https://bit.ly/3lojCfj> for information on how to prepare materials and for answers to commonly asked questions including a budget template and information on how to find a fiscal sponsor. Still have questions? Schedule a meeting with us <https://bit.ly/36GwZ6l>.

Grant Categories

The BCC offers general operating support grants to organizations with budgets of less than \$2 million. If an organization is selected as a recipient, they will receive the total amount they are eligible for in their budget category.

- Organizations with budgets less than \$100,000 may apply for a grant of \$2,000
- Organizations with budgets between \$100,000 and \$500,000 may apply for a grant of \$3,500
- Organizations with budgets between \$500,000 and \$2,000,000 may apply for a grant of \$5,000

Eligibility

- Non-profit cultural organizations with budgets under \$2 million whose mission and programming is focused in the following disciplines: Music, Film and Video, Traditional and Folk Art, Visual Art, Theater, Dance, Humanities, Literary Arts, Performing Arts, Social/Civic Practice, Multidisciplinary Arts.
- Non-profits whose mission is not primarily arts and culture based yet are looking to fund arts and culture programs are eligible to apply.
- Organizations not based in the City of Boston, with primary programming that takes place in Boston are eligible to apply.
- Unincorporated groups can apply with a fiscal sponsor as long as they meet the rest of the eligibility criteria. This can include artist collectives, volunteer groups, or publications.
- Organizations can submit only one proposal per funding cycle.
- Non-profits with L3C designations are eligible to apply.

Grant Fund Restrictions

Grant funds may NOT be used for the following items:

- Salaries or stipends for employees of a school system, library, parks department, municipal agency or municipality.
- Capital expenditures for schools, libraries, other municipal agencies.
- Programming that discriminates or discourages participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation, or age.
- K-12 schools, K-12 school foundations, and Main Streets organizations are not eligible to apply.

Application Forms and Submission

- We prefer to have all proposals submitted online. Handwritten hard copies will be accepted delivered to 1 City Hall Square, 8th floor room 802, Tuesdays, Thursdays and Fridays from 9am-5:00pm.
- Applicants must have Vendor ID, Application Name & Address match the information on the City of Boston supplier portal. For assistance using the Supplier Portal, creating a new vendor account, updating existing vendor account updates, creating a User ID, etc you will find **detailed instructions with screenshots at this <https://bit.ly/3nrrCy1>**. Scroll to the bottom of the page to the 'Related Documents' section.
- If using a fiscal sponsor, you must have a letter from the sponsor confirming that they will accept the funds and distribute the funds to the applicant.

Application Deadline

- Applications must be received on or before **November 16, 2020 5:00 pm EST (ONLINE only) Paper applications received by November 13, 2020 5:00 pm EST.**
- **No late applications will be accepted.**

Name of Organization * (Enter the Applicant Organization’s legal name as registered with the IRS. If the organization is a project, department, or line item in the budget of a larger organization, give the larger organization’s name, followed by “dba” (doing business as) and the organization’s project or department name.)

Organization Website * (Enter the organization’s website URL)

Organization Social Media Handle(s) (We would love to follow you and share what you are currently doing.)

Contact Person * (Enter the name of the person responsible for executing the grant and communicating with the BCC.)

Contact Person Title * (Enter the title of the person responsible for executing the grant and communicating with the BCC.)

Contact email * (Enter the email address associated with the person responsible for executing the grant and communicating with the BCC.)

Phone Number * (Enter the contact number for the individual responsible for communicating with the BCC)

What is your organization type? *

- 501(c)3 nonprofit organization
- Other nonprofit organization
- Fiscally sponsored organization/group

If 501(c)3 or Other nonprofit organization is selected:

Organization Street Address *

City *

State *

Zip Code *

What year did your organization receive IRS tax exemption status?

What is your organization's Federal Employer Identification number (EIN)? *

What is your organization's NTEE code? If you don't have a NTEE code select the category that best describes your organization. * (The National Taxonomy of Exempt Entities (NTEE) system is used by the IRS and NCCS to classify nonprofit organizations. For a full description of each code, please visit:

<https://urbn.is/34xlb2B>)

AO1- Alliances & Advocacy

AO2- Management & Technical Assistance

AO3 - Professional Societies & Associations

AO5- Research Institutes & Public Policy Analysis

A11- Single Organization Support

A12- Fund Raising & Fund Distribution

A19- Support N.E.C.

A20- Arts & Culture

A23- Cultural & Ethnic Awareness

A24- Folk Arts

A25- Arts Education

A26- Arts & Humanities Councils & Agencies

A27- Community Celebrations

A30- Media & Communications

A31- Film & Video

A32- Television

A33- Printing & Publishing

A32- Radio

A40-Visual Arts

A50- Museums

A51- Art Museums

A52- Children's Museums

A53- Folk Arts Museums

A54- History Museums

A56- Natural History & Natural Science Museums

A57- Science & Technology Museums

A60- Performing Arts

A61- Performing Arts Centers

A62- Dance

A63- Ballet

A65- Theater

A68- Music

A69- Symphony Orchestras

A6A- Opera

A6B- Singing & Choral Groups

A6C- Bands & Ensembles

A6E- Performing Arts Schools

A70- Humanities

A80- Historical Organizations

A82- Historical Societies & Historic Preservation

A84- Commemorative Events

A90- Arts Services

**A99-Arts, Culture & Humanities
N.E.C.**

Other

If Fiscally sponsored organization/group was selected:

Please provide the name of your fiscal sponsor: *

Please provide your fiscal sponsor EIN (tax ID number). *

Fiscal Sponsor Street Address *

City *

State *

Zip Code *

Fiscal Sponsor Contact Name *

Fiscal Sponsor Contact Email *

If you selected Other for NTEE code please specify.

Which discipline best describes your organization? *

Music

Film and Video

Traditional and Folk Art

Visual Arts

Theater

Dance

Humanities

Literary Arts

Performing Arts

Social/Civic Practice

Multidisciplinary Arts

Non- Arts/Non-Humanities

If you selected “non-arts/non-humanities” from the list above, please describe how your programming relates to arts and culture. (*Limit: 600 words*)

Which institution type best describes your organization? *

01 Performance Facility

09 Arts Center

02 Art Museum

10 Arts Council/Agency

03 Other Museum

11 Arts Service Organization

04 Gallery/Exhibit Space

12 Union/Professional Association

05 Cinema

13 Parent-Teacher Organization

06 Independent Press

14 Vocational/Technical School

07 Literary Magazine

15 Other School

08 Fair/Festival

16 College/University

- | | |
|---------------------------------------|---------------------------------|
| 17 Historical Society | 26 Media- Radio |
| 18 Community Service Org | 27 Media-TV |
| 19 Correctional Institution | 28 Cultural Series Organization |
| 20 Health Care Facility | 29 Arts Camp/Institute |
| 21 Religious Organization | 30 Social Service Organization |
| 22 Seniors' Center | 31 Child Care Provider |
| 23 Parks & Recreation | 32 Curatorial Organization |
| 24 Media - Periodical (Print/digital) | 33 Presenting Organization |
| 25 Media- Newspaper (Print/digital) | 34 None of the Above |

Is your organization located in the city of Boston? If not, where? *

- Yes
- No

If No is selected:

Where is your organization located? *

Does your organization offer programming or services in the city of Boston? *

- Yes
- No

If No is selected:

Your organization is not eligible for BCC funding. Please do not continue the application.

Please contact bcc@boston.gov if you have any questions.

Please upload your organization's operating BUDGET for your current or most recent fiscal year (FY20). *

Acceptable file types: pdf, doc, docx, jpg, jpeg, png, xls, xlsx. (Please visit the BCC website for a budget template and budget help: <https://bit.ly/2Gz3qcq>) We understand due to Covid-19 your budget may look different. We will be looking at budgets with the understanding that many organizations are adjusting or are in periods of transition.)

What were your organization's total operating EXPENSES? *(This should be the same as your total expenses in your organization's operating budget.)

Do you pay artists directly?* (Artists include anyone who specialize in Visual Arts, Performing Arts, Literary Arts and Multidisciplinary Art)

- Yes
- No

Total Grant Amount Requesting? *

- My organization has a budget size less than \$100,000. We are applying for a grant of \$2,000.
- My organization has a budget size between \$100,000 and \$500,000. We are applying for a grant of \$3,500.
- My organization has a budget size over \$500,000. We are applying for a grant of \$5,000.

Have you received funding from the BCC in the past? Or from another LCC? *

- Yes
- No

Do you receive other funding from the City of Boston? *

- Yes
- No

Who else from the City of Boston funds your organization? *

How much in grant funding did you receive in total from the City of Boston in the last fiscal year? *

Does your organization's mission include focusing on specific Boston neighborhoods? *

- Yes
- No

If yes:

What neighborhoods do you primarily serve? *

- Allston
- Back Bay
- Bay Village
- Beacon Hill
- Brighton
- Charlestown
- Chinatown/Leather District
- Dorchester
- Downtown
- East Boston
- Fenway/Kenmore
- Hyde Park
- Jamaica Plain
- Mattapan
- Mission Hill
- North End
- Roslindale
- Roxbury
- South Boston

- South End
- West End
- West Roxbury

Does your organization primarily serve a particular ethnic group(s)?

- Yes
- No

If yes:

Which ethnic group(s) does your organization primarily serve? *

- Indigenous people
- People of African descent
- People of Asian descent
- People of Latin American descent
- People of European descent
- People of Middle Eastern descent
- Other ethnic group (please specify)

Does your organization primarily serve a specific age group(s)?

- Yes
- No

If yes:

What age group(s) does your organization primarily serve? *

- Pre-kindergarten (0-5 years)
- K-12 (6-17 years)
- Young adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)

What other distinct groups do you define as primary constituents?

- Artists
- People of a particular faith

- People with disabilities
- People of low socio-economic status
- Immigrant populations
- People who identify as LGBTQ
- Military veterans/active personnel
- Other distinct group(s)

Please state the mission of your organization. * *Limit: 300 words*

Briefly describe up to 3 projects/programs that you will be undertaking in the next year. * "Projects/programs" can be anything that you are bringing to the public virtually or in person. *Limit: 300 words*

Tell us more about your organization

For the next 6 questions, we want to understand your thinking, areas where your organization is thriving, and where you feel like there are opportunities to grow. We want to hear your plans and ideas even if something hasn't been put into practice yet.

In what ways does your organization expand access to arts and culture for Boston's diverse audiences? * (For those who have engaged in virtual programming, this can also be a place to share what you have learned about who you're reaching or not reaching digitally. *(Limit: 300 words)*

In what ways does your organization present a unique artistic or cultural perspective? * (This can include focusing on a specific discipline or kind of artistry, the

way your organization approaches its work, who you engage through your work, etc.
(*Limit: 300 words*)

In what ways does your organization address a community need or empower the community through arts and culture? * (A community can be a neighborhood, a specific population, a cultural scene, people in a specific discipline, etc. Please be specific about who you think of as your community. (*Limit: 300 words*))

What relevant experience and qualifications do your leadership and staff have for working in the communities you serve? * (If your audience is city-wide or beyond, please include information on how your leadership and staff reflect the diversity of Boston. (*Limit: 300 words*))

What measures does your organization take to serve constituents with different abilities? * (*Limit: 300 words*)

How is your organization prioritizing cultural diversity, economic diversity, inclusion, and equity? * (*Limit: 300 words*)

How did you hear about this grant opportunity? Select all that apply.

- Boston.gov website
- Social Media
- Arts in the City newsletter
- Artist Resource Desk newsletter
- Radio
- TV
- Print flyers
- Word of mouth
- Other

Please attach any materials that you would like to share with the BCC. Examples might be supporting materials such as links to online events, flyers, images, that demonstrates your programming and mission. (A Maximum of 3 attachments.)