

2021 FUNDING FOR ARTS AND CULTURE ORGANIZATIONS

Ends on October 15, 2021

This year, in addition to the **Boston Cultural Council** grants, the City of Boston is also offering grants for **Reopen Creative Boston** – funding available through the American Rescue Plan Act for arts and culture organizations that need financial relief as a result of COVID-19.

In order to streamline this process, the Mayor's Office of Arts and Culture has **one application form for all applicants**. Please review the information below and read the [full guidelines](#) before applying.

ELIGIBILITY FOR FALL FUNDING

- Organizations with annual operating budgets under \$2 million are eligible for the Boston Cultural Council grant **and** the Reopen Creative Boston grant.
- Organizations with annual operating budgets over \$2 million are eligible **only** for the Reopen Creative Boston grant.
- Organizations must be located in the City of Boston or demonstrate that they provide programming to people in the City of Boston.

BOSTON CULTURAL COUNCIL OVERVIEW

The BCC offers general operating support grants to arts and cultural 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 \$5,000
- 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 \$2,000

REOPEN CREATIVE BOSTON OVERVIEW

The RCB is a \$3M grant program to cover expenses related to reopening the arts and culture sector and resuming cultural programming and services.

Eligible organizations include:

- Arts and cultural organizations of any budget size that can demonstrate that they have been negatively economically impacted by COVID-19, such as: performing arts facilities, music venues, creative youth development organizations, and presenting organizations.

Grant amounts:

- Up to \$50,000 to cover costs for reopening and restarting programs. Eligible costs include payroll, new technology, and costs related to ongoing organizational shifts in response to the negative economic impact of COVID-19 such as consulting services and new technology costs.
- Arts and Cultural non profit and for profit organizations that operate and own cultural facilities will be eligible for an additional grant up to \$50,000.

APPLICATION FORMS AND SUBMISSION

- You can save your application and return to it later!
- BCC applicants who want to apply for additional funding through Reopen Creative Boston will be asked to answer three additional questions about the impact of COVID-19 on their organization. The more detail provided the better we will be able to determine your grant amount.
- We prefer to have all proposals submitted online. You can pick up a hard copy at the Mayor's Office of Arts and Culture and drop off hand-written copies. The Mayor's Office of Arts and Culture is located at 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 [link](#)**. Scroll to the bottom of the page to the 'Related Documents' section.
- Applicants for Reopen Creative Boston will be required to submit a DUNS number. Click [here](#) for instructions on how to receive a DUNS number if you do not have one already.

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- 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.
 - Online and paper applications must be received on or before **October 15, 2021, 5:00 pm EST.**
 - **No late applications will be accepted.**
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** Indicates questions are mandatory*

General Advice on Answering Application Questions

Our goal is to help artists and art organizations in the City of Boston thrive. One of the ways we do this is to distribute funds each year in the form of Boston Cultural Council Organizational Grants. These funds aim to help organizations deliver innovative arts, humanities, and interpretive sciences programs that encourage creativity and engagement of all residents. We want to make this application process as simple as possible, but still capture enough about you and your work for our reviewers to make informed, consistent and equitable decisions. Please keep your answers simple and brief, but do take the time to respond as fully as you can to the questions. It's not a writing test, so just be yourself. We don't set character limits to your answers so you don't have to spend time worrying about making it fit. Good luck!

The Facts

Share the facts about your organization!

1. Vendor ID *

(In order to receive payment, you will need a vendor ID that identifies you in the City of Boston financial system. Follow these instructions to get a vendor ID:

https://www.boston.gov/sites/default/files/embed/c/creating_a_new_vendor_account.pdf. If you need help updating your Vendor Information please use this guide:

https://www.boston.gov/sites/default/files/embed/u/updating_information_on_an_existing_vendor_account.pdf. If you need further assistance please contact our vendor help desk at vendor.questions@boston.gov

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2. Name of Organization * (Enter the Applicant Organization's legal name as registered with the IRS.)

3. Organization Website (Enter the organization's website URL)

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

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

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

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

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

9. This application is for a... *

501(c)3 nonprofit organization

Fiscally sponsored organization/group

Only answer this section if you checked the box for a 501(c)3 organization.

10. Organization Street Address *

11. City *

12. State *

13. Zip Code *

Only answer this section if you checked the box for a fiscal sponsor.

14. Please provide the name of your fiscal sponsor: *

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

16. Fiscal Sponsor Street Address *

17. City *

Only answer this section if you checked the box for a fiscal sponsor.

18. State *

19. Zip Code *

20. Fiscal Sponsor Contact Name *

21. Fiscal Sponsor Contact Email *

All applicants answer the questions below.

22. What is your organization's NTEE code? If you don't have a NTEE code select the category that best describes your organization. *

(see codes on next page)

(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://nccs.urban.org/project/national-taxonomy-exempt-entities-ntee-codes>)

| |
|---|
| A01 - Alliances & Advocacy |
| A02 - Management & Technical Assistance |
| A03- Professional Societies & Associations |
| A05- 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 |
| A34- 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 |

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| 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 |

23. Which discipline best describes your organization? *

- | | |
|---|--|
| <input type="checkbox"/> Music | <input type="checkbox"/> Performing Arts |
| <input type="checkbox"/> Film and Video | <input type="checkbox"/> Social/Civic Practice |
| <input type="checkbox"/> Traditional and Folk Art | <input type="checkbox"/> Multidisciplinary Arts |
| <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Non-Arts/Non-Humanities |
| <input type="checkbox"/> Theater | |
| <input type="checkbox"/> Dance | |
| <input type="checkbox"/> Humanities | |
| <input type="checkbox"/> Literary Arts | |

24. Which institution type best describes your organization? *

| | |
|-----------------------------------|---------------------------------------|
| 01 Performance Facility | 18 Community Service Org |
| 02 Art Museum | 19 Correctional Institution |
| 03 Other Museum | 20 Health Care Facility |
| 04 Gallery/Exhibit Space | 21 Religious Organization |
| 05 Cinema | 22 Seniors' Center |
| 06 Independent Press | 23 Parks & Recreation |
| 07 Literary Magazine | 24 Media - Periodical (Print/digital) |
| 08 Fair/Festival | 25 Media- Newspaper (Print/digital) |
| 09 Arts Center | 26 Media- Radio |
| 10 Arts Council/Agency | 27 Media-TV |
| 11 Arts Service Organization | 28 Cultural Series Organization |
| 12 Union/Professional Association | 29 Arts Camp/Institute |
| 13 Parent-Teacher Organization | 30 Social Service Organization |
| 14 Vocational/Technical School | 31 Child Care Provider |
| 15 Other School | 32 Curatorial Organization |
| 16 College/University | 33 Presenting Organization |
| 17 Historical Society | 34 None of the Above |

25. Is your organization located in the city of Boston? *

Yes

No

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

Yes

No

27. 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
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The Basics

This is your opportunity to tell us simply and briefly who you are, why you do what you do, why it's important and how you do it. Go for it!

Who are you? Please tell us about your people: staff, volunteers, the people you serve , your board and/or advisory group - everyone who makes you special! Please share how they reflect Boston's diverse communities. Include details about neighborhood, race, ethnicity, ability, gender identity, and other important identifiers.

28. What is your organization's budget size? *

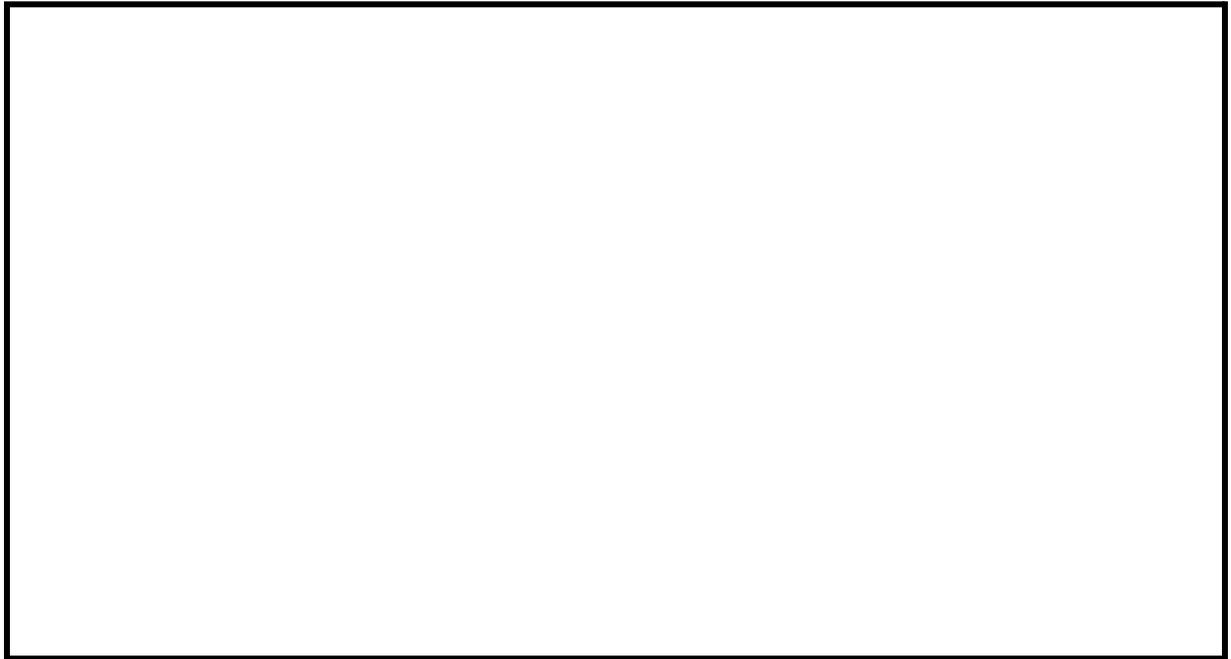
- Less than \$100,000
- Between \$100,000 and \$500,000
- Between \$500,000 and \$2,000,000
- Over \$2,000,000 -- I am only applying for the Reopen Creative Boston fund.

29. Who are you? *

(Please tell us about your people: staff, volunteers, the people you serve , your board and/or advisory group - everyone who makes you special! Please share how they reflect Boston's diverse communities. Include details about neighborhood, race, ethnicity, ability, gender identity, and other important identifiers.)

30. What do you do & why do you do it? *

(Please tell us about the work you do and why it matters. In what ways does your organization address a community need and empower the community through arts and culture?)



31. How long have you been doing this work? *

(If your work has changed, please tell us about how your work has evolved over time. If you are a new organization, what compelled you to begin this work?)



32. Where are you? *

(Does your organization offer programming or services in the City of Boston? If so, in which neighborhoods?)

33. What is your operating budget? *

(What is your operating budget from the most recent fiscal year? It's OK if this has fluctuated due to COVID-19. Please only enter a number for this question.)

34. What is the total dollar amount of this operating budget that goes toward hiring artists? *

(It's OK if this is an estimate based on a previous year. Please only enter a number for this question. If you don't hire artists as part of your work, put 0.)

35. Have you received funding from the BCC in the past? Or from another Local Cultural Council? *

Yes

No

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

Yes

No

37. If you answered yes, who else from the City of Boston funds your organization? *

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

Your Mission and Values

This is your opportunity to show us how you connect with diversity, equity, and inclusion, and how your mission connects with the Boston Cultural Council's commitment to equity:

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. We do this through our grant making guided by the Boston Creates cultural plan. Our grants emphasize fair opportunity, accessibility and understanding of Boston's arts and

cultural communities. Our programmatic, financial, and informational resources also pro-actively encourage equity and inclusion within the organizations we support.

39. *Describe how your organizational values support diversity, equity, inclusion, and belonging. **

40. *Include a brief story of how you put this commitment into action with your programs, your people, and/or your communities? **

Equity in Boston and the Arts

This is your opportunity to show how your work supports a more just and equitable culture in Boston. Please answer the following questions.

*41. How does your organization serve constituents with different abilities and access needs? **

*42. In what ways does your organization present a unique artistic or cultural perspective? **

43. *In what ways does your organization expand access to arts and culture for communities who have been historically excluded from the arts? **

44. *What relevant experience, hiring, promotion practices, and learning has your leadership committed to that enables you to serve Boston's historically excluded communities? **

45. How do you know you are or will be successful? Let us know how you define and measure success for your organization. *

46. Is your organization applying to the Reopen Creative Boston fund? *

Yes

No

If you checked yes, please answer the additional questions below. If you answered no, skip this section and go to the attachments section.

47. What is your organization's DUNS number? * (Instructions for obtaining a DUNS number can be found [here](#).)

48. Explain your organization's current financial picture, including your current costs and financial challenges going into calendar year 2022. *

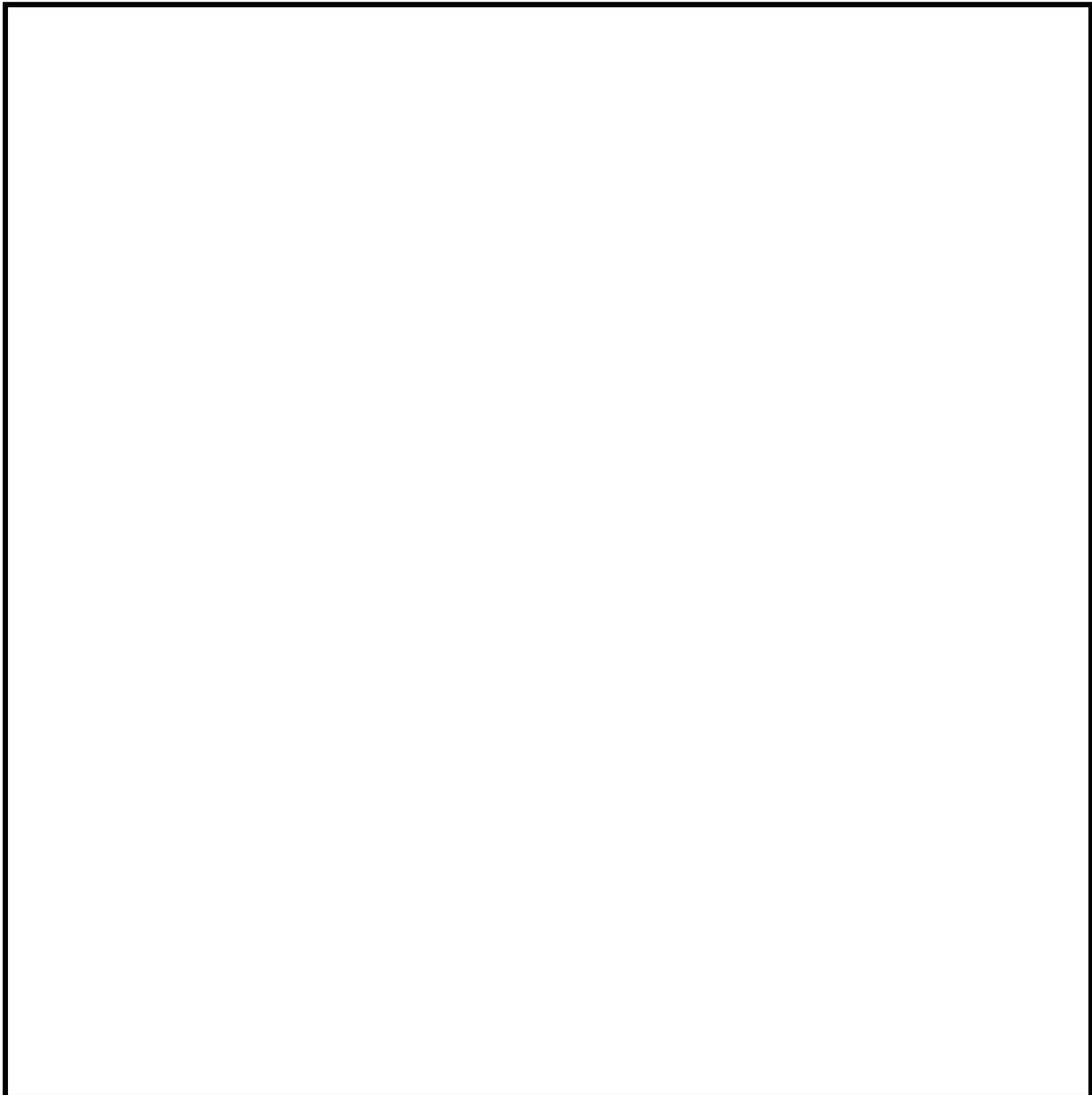
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(You need to be clear and specific in order to be considered for funding. Include information about how your organization has been financially impacted by COVID-19 and how this year's budget and staffing compares to pre-COVID revenue and expenses.)

If you have received other relief and recovery funds (federal or local), please detail the dollar amounts you have received from each program and what role those funds play in your current financial picture for 2021-2022.

If you are applying for funds in order to service debt, please detail which loans you are servicing, what date they were originated, and how they are related to the impact of COVID-19 on your organization.

If you have a budget or itemized expenses that you can include to provide more detail, you can upload them at the end of this application.)



49. Do you operate or own a cultural facility? *

Yes

No

Attachments

- Please attach your 501c3 determination letter (if applicable).
- Please attach your organization's budget for the most recent fiscal year. * (We understand that your budget has been impacted by COVID-19. Please share what you have. Need help? Make a copy of our [budget template](#) and edit the categories to reflect your revenue and expenses.)
- Optional: Attach any materials that you would like to share. Examples might be supporting materials such as images from events, flyers, and/or testimonials from program participants or members of your community.
- Optional: Upload additional financial documentation