

## **2022 BOSTON CULTURAL COUNCIL ORGANIZATIONAL GRANT APPLICATION**

*Ends on October 17, 2022 at 11:59 p.m.*

*Please review the information below and read the [full guidelines](#) before applying.*

### **BABEL NOTICE**

**English:** IMPORTANT! This document or application contains important information about your rights, responsibilities and/or benefits. It is crucial that you understand the information in this document and/or application, and we will provide the information in your preferred language at no cost to you. If you need them, please contact us at [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) or 617-635-4445.

**Spanish-Español:** ¡IMPORTANTE! Este documento o solicitud contiene información importante sobre sus derechos, responsabilidades y/o beneficios. Es fundamental que usted entienda la información contenida en este documento y/o solicitud, y le proporcionaremos la información en su idioma preferido sin costo alguno para usted. Si lo necesita, póngase en contacto con nosotros en el correo electrónico [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) o llamando al 617-635-4445.

**Haitian Creole -Kreyòl ayisyen:** AVI ENPÒTAN! Dokiman oubyen aplikasyon sa a genyen enfòmasyon ki enpòtan konsènan dwa ou, responsablite ou, ak/oswa benefis ou yo. Li enpòtan ke ou konprann enfòmasyon ki nan dokiman ak/oubyen aplikasyon sa a, e n ap bay enfòmasyon an nan lang ou pi pito an gratis pou ou. Si w bezwen yo, tanpri kontakte nou nan [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) oswa 617-635-4445.

**Traditional Chinese - 繁體中文:** 非常重要！這份文件或申請表格，包括關於您的權利、責任和／或福利的重要信息。請您務必完全了解這份文件，或申請表格的全部信息，以及我們會以您選擇的語言，免費向您提供信息。如果您有需要，請聯繫我們 [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) 電話# 617-635-4445。

**Vietnamese - Tiếng Việt:** QUAN TRỌNG! Tài liệu hoặc đơn yêu cầu này chứa thông tin quan trọng về các quyền, trách nhiệm và/hoặc lợi ích của bạn. Việc bạn hiểu rõ thông tin trong tài liệu và/hoặc đơn yêu cầu này rất quan trọng, và chúng tôi sẽ cung cấp thông tin bằng ngôn ngữ bạn muốn miễn phí. Nếu bạn cần những dịch vụ này, vui lòng liên lạc với chúng tôi theo địa chỉ [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) hoặc 617-635-4445.

**Simplified Chinese - 简体中文:** 非常重要！这份文件或申请表格，包括关于您的权利、责任和／或福利的重要信息。请您务必完全了解这份文件，或申请表格的全部信息，以及我们会以您选择的语言，免费向您提供信息。如果您有需要，请联系我们 [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) 电话# 617-635-4445。

# CITY of **BOSTON**

**Cabo Verdean Creole - kriolu:** INPURTANTI! Es dukumentu ó aplikason ten informason inpurtanti sobri bu direitus, rasponsabilidadis i/ó benefisius. Ê krusial ki bu intendi informason na es dukumentu i/ó aplikason ó nu ta da informason na língua di bu preferênsia sen ninhun kustu pa bó. Si bu prisiza del, kontata-nu na [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) ó 617-635-4445.

## **Arabic - العربية**

تنبيه هام! يحتوي هذا المستند أو طلب على معلومات هامة عن حقوقك و/ أو مسؤولياتك و/ أو منافعك. من المهم أن تفهم المعلومات الواردة في هذا المستند و/ أو طلب، وسوف نوفر لك هذه المعلومات بلغة اختيارك دون تحميلك أي تكلفة. إذا كنت بحاجة إلى ذلك، يرجى الاتصال بنا على العنوان [arts@boston.gov](mailto:arts@boston.gov)، أو رقم الهاتف 6176354445، [LCA@boston.gov](mailto:LCA@boston.gov) أو

**Russian -Русский:** ВАЖНО! В этом документе или заявлении содержится важная информация о ваших правах, обязанностях и/или льготах. Для нас очень важно, чтобы вы понимали приведенную в этом документе и/или заявлении информацию, и мы готовы бесплатно предоставить вам информацию на предпочитаемом вами языке. Если Вам они нужны, просьба связаться с нами по адресу электронной почты [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov), либо по телефону 617-635-4445.

**Portuguese - Português:** IMPORTANTE! Este documento ou formulário contém informações importantes sobre os seus direitos, responsabilidades e/ou benefícios. É importante compreendê-las; podemos fornecê-las gratuitamente no idioma de sua preferência. Para solicitar, fale conosco: [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) ou 617-635-4445.

**French - Français:** IMPORTANT ! Ce document ou cette demande contient des informations importantes concernant vos droits, responsabilités et/ou avantages. Il est essentiel que vous compreniez les informations contenues dans ce document et/ou cette demande, que nous pouvons vous communiquer gratuitement dans la langue de votre choix. Si vous en avez besoin, veuillez nous contacter à [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) ou au 617-635-4445.

**Somali - Af Soomaali:** MUHIIM AH! Dukumintigaan ama arjigaan waxaa kujira macluumaad muhiim ah oo ku saabsan xuquuqdaada, waajibaadkaaga iyo/ama dheefahaaga. Aad ayey muhiim u tahay inaad fahamto macluumaadka ku qoran dukumintigan iyo/ama dalabkan, waxaana ku siin doonnaa macluumaadka ku qoran luqadda aad doorbidayso iyadoo aan lacag lagaa qaadaynin. Haddii aad u baahatid iyaga, fadlan nagala soo xiriir [arts@boston.gov](mailto:arts@boston.gov), [LCA@boston.gov](mailto:LCA@boston.gov) ama 617-635-4445.

---

## ELIGIBILITY FOR FALL FUNDING

- Organizations with annual operating budgets under \$2 million are eligible for the Boston Cultural Council 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

## APPLICATION FORMS AND SUBMISSION

- You can save your application and return to it later!
  - 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 9 a.m.- 5:00 p.m.
  - Applicants must have Vendor ID, Application Name & Address match the information on the City of Boston supplier portal in order to receive payment. 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.
  - 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 17, 2022, 11:59 p.m. EST. Please try to get your application in at your earliest convenience. No late applications will be accepted.**
-

*\* 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. Good luck!

### **The Facts**

**Share the facts about your organization!**

1. Does your organization or fiscal sponsor have a City of Boston vendor ID?\*

Yes

No

(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](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](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](mailto:vendor.questions@boston.gov)

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 and pronouns 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 \*

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

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? \*

- 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

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
- 

### 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!*

**28.** *What is your organization's mission? How long have you been doing this work? Briefly describe some of your core programs.\**

**29.** *What is your organization's budget size? \**

- Less than \$100,000
- Between \$100,000 and \$500,000
- Between \$500,000 and \$2,000,000

30. 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.)

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

Yes

No

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

Yes

No

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

34. 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.

35. How do your values and mission support diversity, equity, inclusion, and belonging? Include a brief story of how you put this commitment into action in Boston with your program, your team, and/or your communities.\* (Please be specific about which Boston cultural communities are positively impacted.)

36. In what ways does your organization meet a community need or address a gap in the arts in Boston? \* (This could be a need in your

*neighborhood or a need that you see in a population you work with, or it could be a unique perspective on the arts that you think is missing or underrepresented in Boston.)*

*37. In what ways does your organization expand access to arts and culture for communities who have been historically excluded from the arts, including those with different abilities and access needs?\**

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

Please respond to this prompt in more detail using the two following questions:

- a. Please tell us about your people: staff, volunteers, your board and/or partners - everyone who makes you special! Please share how they reflect Boston's diverse communities, including details about neighborhood, race, ethnicity, ability, gender identity, and other important identifiers. \*

- b. Please tell us about your organizational practices: listening sessions, learnings, policies, training, or other work your leadership is doing to better serve communities historically excluded from arts and economic opportunity. \*

40. How do you know you are or will be successful in implementing and sustaining your mission? Let us know how you define and measure success for your organization. \*

---

**Attachments**

- Please attach your 501c3 determination letter or fiscal sponsor letter.
- Please attach your organization's operating budget for your current or most recent fiscal year. (FY22, FY23) \* (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