Cambridge Arts Council
2013 Grant Program

Grant Timeline:

Monday August 20, 2012 City Hall Annex 344 Broadway, 2nd FL Community Conference Room	Open Community Meeting 6:00-8:00 pm General Question & Answer/Feedback Session
Thursday, September 20, 2012 City Hall Annex, 344 Broadway, 2nd FL Community Conference Room	Grant Writing Workshop 6:00-8:00 pm Bring a draft of proposal for review Please RSVP by September 13th
Monday, October 15, 2012 344 Broadway, 2nd FL Cambridge MA	**Submission Deadline.** All applications must be **received by 5pm**. This is ***not*** a postmark deadline. Applications received after 5pm on Oct. 15 will not be reviewed.
November/December 2012	Panels convene to review applications
January 2013	Applicants Notified
July 1, 2012 – December 31, 2013	Projects in Progress (New MCC guidelines)
December 31, 2013	All projects must be completed and all final reports submitted.

For Grant Guidelines and Applications please visit www.cambridgeartscouncil.org/grants

---

Cambridge Arts Council ~ Nurturing the Arts in Cambridge
344 Broadway ~ Second Floor ~ Cambridge, MA 02139
www.cambridgeartscouncil.org ~ 617-349-4380 ~ 617-349-4621(tty)

THIS COUNCIL IS FUNDED BY THE
MASSACHUSETTS CULTURAL COUNCIL

TABLE OF CONTENTS

Grant Timeline..... Cover

Grant Program Overview 3

Eligibility..... 4

What Can Be Funded..... 4

Funding Priorities..... 5

Grant Categories..... 6

Funding Match Requirements..... 6

Funding Restrictions..... 6

Repeat Funding..... 7

Review Process..... 7

Reconsideration..... 7

Conflict of Interest..... 7

Field Trip Grant Review Criteria..... 8

LCC Project Grants Review Criteria..... 9

LCC Project Application Instructions..... 12

Additional Application Requirements..... 13

Artistic Support Materials..... 14

LCC Project Grant Application Checklist..... 15

LCC Project & Field Trip Grant Application Coversheet..... 17

LCC Field Trip Grant Application..... 18

LCC Project Grant Application..... 20

Cambridge Arts Council Grant Program

About the Cambridge Arts Council Grant Program

The Cambridge Arts Council (CAC) exists to ensure that the arts play an active and engaging role in the daily lives of people living, working and visiting Cambridge. CAC accomplishes its mission by stimulating public awareness and support for the arts, producing high-quality arts programming that celebrates the city's diverse cultural heritage, displaying art in public places, convening conferences and symposia to promote the arts, designing arts education initiatives and developing artistic collaborations to enhance the overall aesthetic experience for residents and visitors of Cambridge.

The CAC Grant Program is funded by the City of Cambridge and the Massachusetts Cultural Council (MCC) as part of their statewide Local Cultural Council (LCC) program.

The goal of CAC's Grant Program is to support, promote, and maintain a vital role for the arts in the lives of Cambridge citizens in all of the City's neighborhoods in order to improve the overall quality of life and contribute to the economic vitality of our community.

CAC is committed to funding a diverse range of cultural activities, including:

- Projects from individuals and from organizations
- Projects in all art forms
- Collaborative projects which bring together artists and other types of organizations
- Experimental projects that take the arts to non-traditional settings
- Projects that target specific populations - such as youth, elders, or residents of a specific neighborhood

The Grant Program will support creative and innovative programs that:

- Demonstrate outstanding artistic quality
- Show strong support from the intended audience and collaborators
- Demonstrate comprehensive planning
- Show strong evidence of a marketing or public relations plan
- Are publicly accessible
- Promote a meaningful interaction between the artist population and other members of the Cambridge community

Due to the limited funds available and the high demand for support, CAC may award a smaller amount than is requested. The applicant should indicate on the grant application how this may affect your project. In cases where a project is partially funded, CAC may request a written explanation of how the project will be modified. As an applicant, you should be prepared not to receive full funding and plan on securing additional financial resources. Documenting other resources in your application budget will help you compete more successfully.

Grants range from $200 to $2,000.
CAC receives 75-100 applications annually & funds approximately 30%.
Variable funding can affect these past trends.

Applicants are strongly encouraged to contact the
Cambridge Arts Council with any questions regarding their application.

One-on-one grant consultations are available.

Who is Eligible to Apply?

Applicants must be **based in Cambridge** (either as a resident, employee, or partnered with a Cambridge organization). If you are not based in Cambridge, and would like to apply, a letter of collaboration and support from a Cambridge sponsor is required. All projects must be based in Cambridge and demonstrate a tangible benefit to Cambridge citizens. Only projects that demonstrate a direct value to the City of Cambridge and its population will be considered for funding. Individual artists, artist groups, arts organizations, community organizations and municipal agencies are all eligible to apply for Grant Program funds. Funding supports activities in the arts, humanities or interpretive sciences.

Individuals

Individual applicants must show that a public benefit results from the project for which they are applying. Although funds cannot be used to support activities that benefit only the individual applicant, a public presentation of an individual's work may provide the needed public benefit.

Private nonprofit organizations

Organizations that have tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

Associations that can establish a nonprofit objective

Organizations that can establish a nonprofit objective – that is, groups of individuals coming together with a common purpose (e.g., local community band, theater group) that do not have nonprofit 501(c)(3) tax-exempt status.

Schools, libraries, or other public agencies

Public agencies are eligible to apply for funding, but funds may not be used to replace municipal funding for the arts, humanities or interpretive sciences.

Religious organizations

Religious organizations or groups with a religious affiliation are eligible to apply for funding of cultural programming that is available to the general public. However, the CAC cannot approve applications that are not primarily cultural in their intent, have the effect of advancing religion, or substantially benefit religious organizations or schools.

What Projects/Activities Can Be Funded

Program Eligibility

All approved projects must be completed within an 18 month window of eligibility, between July 1, preceding the application deadline in October, and December 31 of the following year.

Arts, Humanities and Interpretive Sciences

The funds may only be used to support programs in the arts, humanities and interpretive sciences in Cambridge. This definition includes the study, pursuit, performance, exhibition, and appreciation of cultural activities.

Public Benefit

Projects must demonstrate a community benefit. Funds must be used to support activities that contribute to the cultural vitality of the community as a whole, rather than benefiting any one private individual or group. This does not mean that a large audience needs to participate in order for the public benefit component to be satisfied.

No Substitution
Program funds are not intended to replace or supplement existing public funds for programs in the arts, humanities, or interpretive sciences, nor are funds to be used as the sole source of funding for projects. Any item or activity that is generally considered the funding responsibility of the city will not be approved, even if funding did not previously exist for that item or activity. Expenses related to classroom or other school-sponsored programs or extra-curricular activities are not eligible for funding. Funding for standard extracurricular activities (e.g., school plays, musicals, bands, newspapers, art supplies, library books or audiovisual materials, or salaries for teachers or librarians) will not be approved. Schools and libraries may only request funding for cultural enrichment activities (field trips, artist-in-residency programs, lectures, performances, etc.) that are led by outside artists, humanists or interpretive scientists. The cultural professional cannot be a current employee of the school system.

Non-Discrimination
CAC will not fund projects that discriminate on the basis of race, gender, religion, creed, color, national origin, disability, sexual orientation or age.

Access
Applicants must adhere to the MCC's statement on accessibility of cultural programs to underserved populations: The MCC is committed to access not only as a matter of state and federal laws, but also as a policy designed to encourage the participation of all segments of the Commonwealth's population in MCC funded programs. The Massachusetts Office of Affirmative Action currently designates the following as underserved: African Americans, Asian Americans, Latin Americans, Native Americans, people with disabilities, Vietnam-era veterans and women. The MCC also considers low-income and rural communities, as well as citizens over 65-years-old, as underserved populations.

Cultural organizations funded by CAC that present public programs or offer services to the public must make reasonable accommodations to insure that people with disabilities have equal physical and communications access, as defined by federal law. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Access refers to, but is not limited to, ramp access or elevators, restroom facilities to accommodate persons using wheelchairs, sign language interpreters, assistive listening devices, Braille and/or large print publications. Technical assistance is available through the Cambridge Commission for Persons with Disabilities [(617) 349-4692 or (617) 492-0235 [TTY/TDD].

CAC Grant Program Funding Priorities

CAC's main priority is to fund projects that benefit the citizens of Cambridge. Artists in any discipline may apply for grants. The project must contribute to, involve, and enrich the City (i.e. exhibition, performance, class, lecture, reading, open studio, or a show at a public place such as a theater, gallery, library, school, senior center, etc.). Preference is given to projects located in Cambridge, involving Cambridge artists, or Cambridge arts organizations. Additionally, preference is given to:

- Projects with high artistic merit
- Projects by or involving Cambridge-based artists or cultural groups
- Proposals that reach an underserved population
- Proposals reaching the broadest spectrum of our community
- Projects promoting education in specific areas
- Projects that lend themselves to public display or presentation and that will attract varied audiences (demonstrated by plans to publicize the project)
- Projects with potential to have a transformative effect upon the artist (s) and community New applicants or projects - especially those that are experimental or innovative

CAC strongly encourages grant application proposals that highlight and/or serve specific ethnic and socioeconomic groups with emphasis on the preservation of cultural identities and activities.

Grant Categories

There are two grant types: LCC Fieldtrip Grants and LCC Project Grants

LCC Field Trip grants fund the purchase of tickets for Cambridge youth, grades pre-K through 12, to attend professional arts and cultural events. Applicants can request funds for field trips for groups of children affiliated with schools (public, non-profit, religious), afterschool and out-of-school programs, neighborhood and community centers, or civic organizations. Due to limited funding and the number of requests CAC receives, we no longer fund transportation costs. This type of grant was formerly known as a "PASS Grant." For more detailed information, refer to page 8.

LCC Project Grants have two granting categories: Creating & Presenting and Education & Access

Creating & Presenting grants support the development and/or presentation of visual arts, dance, film/video, literature, music, theater, multidisciplinary and new media arts. Projects must involve a public presentation in Cambridge (e.g. performance, exhibition, publication, screening, reading, class, symposium, festival, or workshop/demonstration). For more detailed information, refer to page 9.

Education & Access grants promote in-depth understanding of and participation in the arts. This category also supports projects that increase participation of populations with limited access to the arts. Projects that bring art into non-traditional, community settings are especially encouraged. Projects may involve education or participation in specific art forms, or use the arts to explore relevant non-arts areas, such as civic, cultural, or environmental issues. For more detailed information, refer to page 10.

Note: Applicants may submit only **one** LCC Project application. Applicants **must** specify one of the two categories: Creating & Presenting or Education & Access.

Funding Match Requirements

A Funding Match is no longer required for the CAC's LCC Project or Field Trip Grants.
Matching funds are strongly encouraged as they show stability for the project but are not required for basic project expenses. A funding match of 2:1 is required for Capital Expenditures.

In-kind (i.e. donated) services, materials, and use of facilities can be assessed based on the "fair market value", however, they are no longer calculated into the grant budget on the application, though it is still recommend that you include them in the break out budget.

Funding Restrictions

Refreshments: Grant funds may not be used to purchase food or beverages.

Scholarships: Although individual students are not eligible to apply for scholarships, an organization may sponsor a scholarship provided it shows evidence of an open and fair review and award process. The applicant organization must also ensure a public benefit component in which the award recipient "gives back" to the community in the form of a lecture, master class, exhibit, performance, etc.

Capital Expenditures: In general, applications exclusively for capital expenses are not accepted. Capital expenses are defined as items that have a life expectancy of more than three years and a monetary value of more than $500. Examples include equipment, such as lighting or sound equipment, new construction, or facility renovations. Capital Expenditures require a 2:1 funding match.

All projects must be completed within the 18 month window,
from July 1 of the grant submission year to December 31 of the following year.
Recipients who fail to complete their project or submit the required final report and receipts
will have their final payment withheld and may be required to reimburse CAC.

Repeat Funding

In order to ensure broad distribution of funds and encourage new applicants, applicants may not receive funding more than two years in a row for the same project. However, applicants may receive funding for more than two consecutive years for projects which are conceptually different in nature. Applicants who receive funding for two consecutive years for a project must wait one year before applying again for that same project.

Past grant recipients who have failed to complete the grant requirements are ineligible to apply for a new grant for a period of two years.

Review Process

CAC staff will confirm the receipt of all completed applications on a rolling basis. CAC strives to notify applicants missing key application components within one week of their receipt, if feasible.

All applications are reviewed by a volunteer panel of Cambridge residents and arts professionals representing a variety of neighborhoods and backgrounds. Separate panels are convened in the following discipline areas: *Visual Arts, Film & Video*, *Theater, Literature, Dance*, and *Music.* Each panel is composed of individuals with expertise in the disciplines being reviewed, as well as in related fields such as arts administration and arts education. Panelists evaluate applications and supplemental materials using the review criteria printed in these guidelines (see page 8 for Creating & Presenting, page 9 for Education & Access or page 15 for the PASS Grants).

After careful review and discussion, panelists rate each application. Panelists then determine which applicants are recommended for funding. In making final funding decisions, CAC staff is guided by the panel recommendations, neighborhood distribution, and available resources. The final recommendations are then reviewed and approved by the Cambridge Arts Council and the Massachusetts Cultural Council.

Reconsideration

An applicant whose request was not approved for funding by CAC may request that the council review the application again if the applicant can demonstrate that the CAC failed to follow published local or state review procedures. Such requests must be submitted in writing within fifteen (15) days of notification. Applicants must also send a copy of the reconsideration request to the Massachusetts Cultural Council with fifteen (15) days of notification. Please note that even if the reconsideration request is granted, the application may again be disapproved. Additionally, reconsideration requests may not be made on the basis of dissatisfaction with the amount awarded or disagreement with judgments made on the basis of artistic quality.

Conflict of Interest

The CAC observes the Massachusetts Cultural Council's Conflict of Interest policy regarding review panels: To ensure that all review panels are free from conflicts of interest, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. "Affiliations" 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 are not permitted to participate in discussions relating to applicants with whom they have an affiliation or relationship.

Applicants are strongly encouraged to contact the
Cambridge Arts Council with any questions regarding their application.

LCC Field Trip Grants

Review Criteria

The **Field Trip Grant** program **(formerly the PASS Program)** funds the purchase of tickets for Cambridge youth, grades pre-K through 12, to attend professional arts and cultural events. Applicants can request funds for field trips for groups of children affiliated with schools (public, non-profit, religious), afterschool and out-of-school programs, neighborhood and community centers, or civic organizations. In addition to the above listed groups, individuals and cultural organizations are now eligible to apply.

Please note that Field Trip Grant funds will **only cover the cost of tickets for students**. Chaperone tickets will not be covered with Field Trip Grants grant funds. Due to limited funding, CAC will no longer fund transportation costs to and from the event.

Admission must cost $12.00 or less per ticket. **Performances may not take place in school during normal school hours**. A performance may take place in a school only if it is after school hours and is open to the public.

CAC encourages applicants to submit requests to attend Cambridge-based cultural institutions. Contact CAC at 617-349-4380 for information.

Field Trip Grant applications can be acquired on-line via a link on CAC's website:
http://www.cambridgema.gov/CAC/Community/grants.cfm

Field Trip Grant Instructions

Contact the box office of the chosen cultural organization to reserve tickets. Instruct box office staff that you plan to apply for a Field Trip Grant from the Cambridge Arts Council (CAC) to be eligible for a special discount rate.

Complete and sign the Field Trip Grant application form and submit with a cover letter answering the following questions:

- What percentage of the participants are from low-income families?
- How is the field trip relevant to the participants?

Field Trip Grant Review Criteria

Applications will be reviewed according to the following criteria:

• Financial need of the participants.	50%
• Relevance of the field trip to the participants.	50%

If your school population includes non-Cambridge residents, please explain how you will ensure that these funds benefit Cambridge residents only.

If you are submitting more than one application, please prioritize your requests in the cover letter.

Field Trip Grant applications are due by 5pm on Monday, October 15, 2012.

Field Trip Grant applications involving Cambridge Public Schools must be coordinated through Elaine Koury, Director of Visual & Performing Arts,
Contact: (617) 349-6788 or ekoury@cpsd.us

LCC Project Grants

Categories & Review Criteria

Applicants may submit only **one LCC Project application.**
Applicants must specify **one of the two categories**: Creating & Presenting or Education & Access.

Creating & Presenting

Creating & Presenting grants support the development and presentation of visual arts, dance, film/video, literature, music, theater, multidisciplinary and new media arts. Projects must involve a public presentation in Cambridge (e.g. performance, exhibition, publication, screening, reading, symposium, festival, or workshop/demonstration).

Projects may include but are not limited to:

- Creation of work to be publicly exhibited, distributed, published, or produced
- Production and presentation of a specific dance, theater, film, video, music, or literary piece at a school, theater, gallery, library, or performance space

Creating & Presenting Review Criteria

Applications will be reviewed according to the following criteria:

• Artistic merit	35%
• Clarity and feasibility of budget, timeline, and evaluation plans	20%
• Community support & Significance of the project to the community	15%
• Qualifications of key personnel	10%
• Financial need	10%
• Potential to involve culturally and economically diverse population	5%
• Transformative effect	5%

Creating & Presenting Review Criteria Guiding Questions

(You do not need to answer these questions specifically simply use them to guide your narrative.)

Artistic Merit (35%)

- What are the artist's motivations for initiating this project?
- Does the project hold aesthetic value?
- Does this project represent a particularly innovative or creative viewpoint?
- How does this project contribute to a larger discourse within its medium?
- Will this project make a strong impression on its viewership?

Clarity & Feasibility of Budget, Timeline, Publicity and Evaluation Plans (20%)

- Does the artist demonstrate an understanding of the project's scope & scale?
- Does the budget clearly state how all funds will be utilized?
- Does the timeline adequately address the nature of the project?
- Do the evaluation plans consist of a comprehensive approach?
- Overall, how detailed are the budget, timeline and evaluation plans?

Community Support for the Project/ Significance to Community it Serves (15%)

- How well do you anticipate the community to respond to this project?
- How readily available will this project be?
- What can community members take away from this project?
- Does this project explore any themes pertinent to its surrounding community?
- Does this project address specific needs of the community it is intended to serve?
- Are there letters of support from members of the community this project intends to serve?
- Does the project address a community interest and/or need?

Qualifications of key personnel (10%)

- Have key personnel been identified?
- Are their qualifications sufficient to complete project in the manner outlined by the proposal?
- What roles will key personnel play and how do these roles reflect their background?
- Are there any areas of expertise?
- Have there been any significant awards or distinctions given?

Financial Need (10%)

- How well established is the applicant?
- From what sources does the applicant usually generate income?
- How much access to other sources of funding does the applicant have?
- How much impact would a CAC grant have on this project?

Potential to Involve a Culturally and/or Economically Diverse Population (5%)

- What is the target population; is this population culturally and/or economically diverse?
- Is the artist part of a socioeconomically diverse population?
- How will such populations gain access to this project?
- How well will this project engage these populations?

Transformative Effect (5%)

- Does the project have any exceptional qualities which distinguish it from similar projects?
- How would you rate the project's overall significance to its field and the community it serves?
- Does the project have potential to have a lasting effect upon its audience?
- Does the project have potential to elevate the applicant's professional status?

Education & Access

Education & Access grants promote in-depth understanding of and participation in the arts among Cambridge communities. Grants will also support projects that increase the quality and level of participation of populations with limited access to the arts. Projects that bring art into non-traditional, community settings are especially encouraged. Projects may involve education or participation in specific art forms, or use the arts to explore relevant non-arts areas, such as civic, cultural, or environmental issues.

Projects may include but are not limited to:

- Workshops, classes, or demonstrations
- Artist/Performer residencies

Artists interested in working in the Cambridge Public Schools need the support of a specific school for their proposal to be considered. It is the responsibility of the applicant to get letters of support from a teacher and/or principal from which ever school the applicant wishes to work in. Proposals lacking letters of support may be considered incomplete and ineligible. Applicants must also **contact Elaine Koury,** Director of the Visual and Performing Arts, **at ekoury@cpsd.us**, regarding your intentions and send her a brief description of your project.

Education & Access Review Criteria

Applications will be reviewed according to the following criteria:

• Quality and creativity of the project's design	30%
• Qualifications of key personnel	20%
• Clarity and feasibility of budget, timeline, publicity, and evaluation plans	15%
• Community support & Significance to the community	15%
• Financial need	10%
• Potential to involve a culturally and economically diverse population.	5%
• Transformative effect	5%

Education & Access Review Criteria Guiding Questions

(You do not need to answer these questions specifically, simply use them to guide your narrative.)

Quality and Creativity of the Projects' Design (30%)

- What are the artist's motivations for initiating this project?
- How well detailed is the project's approach?
- Does this project represent a particularly innovative or creative viewpoint?
- How does this project contribute to a larger discourse within its medium?
- Will this project make a strong impression on its viewership?

Qualifications of Key Personnel (20%)

- Have key personnel been identified?
- Are their qualifications sufficient to complete project in the manner outlined by the proposal?
- What roles will key personnel play and how do these roles reflect their background?
- Are there any areas of expertise?
- Have there been any significant awards or distinctions given?

Clarity & Feasibility of Budget, Timeline Publicity and Evaluation Plans (15%)

- Does the artist demonstrate an understanding of the project's scope & scale?
- Does the budget clearly state how all funds will be utilized?
- Does the timeline adequately address the nature of the project?
- Do the evaluation plans consist of a comprehensive approach?
- Overall, how detailed are the budget, timeline and evaluation plans?

Community Support for the Project/Significance to Community it Serves (15%)

- How well do you anticipate the community to respond to this project?
- How readily available will this project be?
- What can community members take away from this project?
- Does this project explore any themes pertinent to its surrounding community?
- Are there letters of support from members of the community this project intends to serve?
- Does the project address a specific community interest and/or need?

Financial Need (10%)

- How well established is the applicant?
- From what sources does the applicant usually generate income?
- How much access to other sources of funding does the applicant have?
- How much impact would a CAC grant have on this project?

Potential to Involve a Culturally and/or Economically Diverse Population (5%)

- What is the target population; is this population culturally and/or economically diverse?
- Is the artist part of a socioeconomically diverse population?
- How will such populations gain access to this project?
- How well will this project engage these populations?

Transformative Effect (5%)

- Does the project have any exceptional qualities which distinguish it from similar projects?
- How would you rate the project's overall significance to its field and the community it serves?
- Does the project have potential to have a lasting effect upon its audience?
- Does the project have potential to elevate the applicant's professional status?

Applicants are strongly encouraged to contact the
Cambridge Arts Council with any questions regarding their application.

One-on-one grant consultations are available.

LCC Project Application Instructions

- **Applications must be typed**

- **Do not use any bindings** (i.e. no staples, paperclips, binder clips, report cover etc.)

Application Form

- **Applications can be downloaded from the CAC website as editable PDFs**
  http://www.cambridgema.gov/CAC/Community/grants.cfm

- In the space at the top of the form reading:
  "**This application is being submitted to the _____ LCC**" enter "**Cambridge**."

- **Applicant Information**
  Enter the applicant name or contact person. If you are an individual, enter your name under Applicant Name and also as Contact Person. In the case of collaborations, choose one organization or individual to represent the group. Keep in mind that the applicant is responsible for disbursing grant funds.

- **Project Information**
  Under "**Project Title**," enter a brief title for your project (e.g. Youth Concert Series, Film Festival, Poetry Series,etc.)

  Under "**Amount Requested from LCC**," fill in the amount you are requesting for your project.

  Answer questions 1 – 4 as clearly and specifically as possible. Remember that the panel may not be familiar with your project or organization. Use short sentences and avoid jargon.

- **Matching Funds**
  Matching Funds are no longer required for standard projects costs. Matching funds are now only required for capital expenditures at a 2 to 1 match.

- **Budget Expenses**
  List the cash expenses for your project, breaking them down into the most appropriate categories.
  Note: the Grant Program funds cannot be spent on food or refreshments.

- **Budget Income**
  List out any funding sources in the section provided. Under *In-Kind Donations* list any and all in-kind donations of goods and services (i.e. those for which you do not need to pay such as free performance or rehearsal space, donated art supplies, volunteer labor, pro-bono consulting work etc. In-kind monetary estimations are not required, nor are they calculated in the budget section of the application form, however you are welcome to include them if you choose.

Please make sure you fill out the Application Coversheet provided here (page 16) and submit it with your application form, project narrative, breakout budget and support materials.

Additional Application Requirements

- **Narrative & Timeline**
  In a maximum of two pages, provide an in-depth description of your project and a detailed timeline for how the project will be carried out. Include planning and follow-up activities, project events and activities, marketing and promotion plans. Remember to address the review criteria for the grant category to which you are applying.

- **Budget Breakdown**
  On a separate page, provide a detailed, one page breakdown of the project expenses and income information listed on the application form. List approximate "fair market" values of in-kind contributions. Clearly indicate confirmed and unconfirmed sources of income.

- **Letters of Support**
  Attach letters of support from collaborating organizations. Letters should clearly state the collaborator's commitment to the project and reason for supporting it. School based projects should have a letter of support from Elaine Koury, Director of Visual & Performing Arts for Cambridge Public Schools. **Applicants from outside Cambridge must have a letter of collaboration/support from a Cambridge based 'sponsoring' organization.**

- **Resumes of Key Personnel**
  A review of the professional qualifications of the individual or the organization leading the cultural activity is a crucial component. Resumes should reflect the applicant's qualifications as they relate to the project (e.g. if you are an artist applying for a school residency, list teaching experience as well as artistic qualifications). Up to five one-page resumes for key personnel and/or supporting artists will be accepted.

- **Artistic Support Materials**
  Submit one set of support materials that best represent the proposed project and the artist(s) involved. Paper supported materials can be a maximum of five pages. For further instructions see page 13.

- **Optional Printed Materials**
  Organizations are encouraged to submit materials such as newsletters, brochures, annual report, etc. that demonstrate the organization's overall goals and programming. Applicants should also include publicity from past events (such as flyers, promotional and press materials). Evaluation materials from past projects are also encouraged. No more than 5 example materials. Example materials must be from the past 5 years, unless specifically/directly related to project.

- **Projects Involving Public Art**:
  For any project that involves temporary or permanent installation of artwork in public space, applicants must meet with the Public Art staff at *least four weeks* before the grant deadline. This includes public art that is of any media, including sculpture, interactive, electronic, time-based, or performative. Applicants must provide a detailed description of the project, including: concept description, site location, property owner(s), materials, fabrication methods, plans for installation and de-installation, plans for maintenance, names of collaborators, budget, schedule, and anticipated impact on community/neighborhood. If the artwork is to be located on private property, the applicant should provide a letter naming the owner of the site with his/her signature of approval. Project proposed to be on City property must meet the approval of the CAC Public Art program staff and, where necessary, staff from other city departments who have jurisdiction over proposed locations or services. It is advised that the applicant contact and communicate freely with the Public Art staff during concept and design development of the project so that questions and issues can be addressed to the best advantage of the applicant. Please contact: Lillian Hsu, Director of Public Art at lhsu@cambridgema.gov or Jeremy Gaucher, Public Art Administrator at jgaucher@cambridgema.gov with questions or to schedule a meeting. Applicants are advised that the funding of public artwork through the CAC Grant Program is a separate process from the commissioning of artwork through the CAC Public Art Program. The commissioning of artwork to be accessioned into the City's permanent Public Art Collection is accomplished through a highly specific public process in keeping the Cambridge Public Art Ordinance, which is administered by the CAC Percent-for-Art Program with oversight from the Public Art Commission. For more information please visit the CAC website: www.cambridgeartscouncil.org, or call 617-349-4389.

Important Note: **Please keep in mind that panelists read and review many applications. Please think critically about what you provide. Be as clear and concise as possible.**

Artistic Support Materials

Submit one set of support materials that best represents the artists involved in the project. There should be a clear relationship between the support materials and the proposed project. Keep in mind that the panel will use these materials to determine artistic quality, so submit the best possible reproduction of your work. All materials should be labeled with applicant's name and organization.

Education & Access applicants: DO NOT submit a videotape of yourself teaching. **DO** submit examples of your own artwork as appropriate.

Visual Arts - Submit 8 examples of your work in one of the following formats.

- Photographs and inventory list with description.
- Digital images on CD and inventory list with description. (**This method is strongly encouraged**)

Literature – A set of examples of your original work - such as:

- Five to ten short poems.
- One or two short stories.
- A chapter or excerpts from a novel or non-fiction work not exceeding ten pages.
- A one-act play or a single act from a longer script.
- Please place the best and most relevant piece first, and highlight the selected passage.

Music – An example of your work - such as:

- CD: in track listing, indicate the track(s) you wish the panel to review, ten minutes maximum. Indicate the applicant's involvement in the piece. (**This method is strongly encouraged**)
- Score: include the title, length of selection, instrumentation, and text (if applicable).

Dance & Theater – An example of your work – such as:

- DVD: ten minutes maximum. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production. Provide instructions for set up. (**This method is strongly encouraged**)
- Written script. Attach an explanation of the selection, of ten pages maximum, including its relevance to the project and the applicant's role in the production.

Film/Video - An example of your work – such as:

- DVD: ten minutes maximum. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production. Provide instructions for set up.

Important Note:

Website URLs, YouTube videos, etc. are not acceptable forms of artistic support materials. Submissions will only be evaluated from the above listed support materials.

LCC Project Application Checklist

Applications must be received by **5pm on Monday, October 15, 2012**.
This is a delivery deadline NOT a postmark deadline.
No late submissions will be considered.

Application Checklist

Six (6) copies of the application and supplementary materials are required. This does not include artistic support materials.

Your application will be considered incomplete without these materials:

- ☐ Application Coversheet (6 copies)
- ☐ Application Form (6 copies)
- ☐ Narrative & Timeline (6 copies)
- ☐ Budget Breakdown (6 copies)
- ☐ Letters of Support (6 copies)
- ☐ Resumes of Key Personnel (6 copies)
- ☐ Artistic Support Materials
- ☐ *Public Art only:* Letter describing ownership & maintenance plans

Be sure to fill out and include the **coversheet** with your application.

Applications must be **typewritten** (with the exception of the Applicant Information and Budget sections of the application form, which may be neatly handwritten). **NOTE**: PDF versions of the application forms will be available on September 1 and can be filled out online, then printed directly from the CAC web site.

Fill out the application form completely. Answers provided as an attachment make the reviewer's job more difficult. You are, however, encouraged to expand on the information requested in the application by attaching a project narrative of up to two pages in length

Remember to include **letters of support** from collaborating organizations. Applicants from outside of Cambridge are required to have a letter of collaboration and support from a Cambridge sponsor.

Do not forget to include the **materials required in addition to your application form**, listed on page 13 and the **artistic support materials** described on page 14.

Applications for the creation or installation of public artworks should note the **additional requirement** on page 13 of the guidelines.

DO NOT submit materials in a binder or folder. Please bind each copy of your application with a large binder clip or paper clip. Cover materials will be discarded, so save your money.

Grant applications can be acquired on-line via a link on the CAC's website:
http://www.cambridgema.gov/CAC/Community/grants.cfm

Blank

FY12 Grant Program
Application Coversheet

Please complete this form and place it on top of your application materials.
Incomplete applications will not be considered.

Category to which you are applying (check one):

☐ Creating & Presenting ☐ Education & Access ☐ Field Trip

Applicant Name: _____

Project Name: _____

Applicant is an: ☐ Organization ☐ Individual

Briefly describe project in one sentence:

_____

_____

Briefly describe target audience:

_____

_____

DISCIPLINE:
CHOOSE ONE

☐ Dance

☐ Film/Video

☐ Literature

☐ Visual Arts

☐ Music

☐ Theater

FIELD TRIP GRANT CHECKLIST:

☐ Application

☐ Cover letter
(Please address all questions on p. 8)

LCC PROJECT GRANT CHECKLIST:
REQUIRED INFORMATION (see p. 13 & 14 of guidelines)

☐ LCC Grant Application

☐ Narrative & Timeline
(up to 2 pages, 11 pt., double spaced)

☐ Budget Breakdown (1 page detailed description of project expenses & income)

☐ Letters of Support

☐ Resumes of Key Personnel

☐ Artistic Support Materials (list)

_____
_____
_____
_____
_____

☐ *Public Art Only*: A letter describing ownership & maintenance plans.