**ATTENDEES**

* Sarah Cronin, Brianna Cummings, Kaye Kelly, Patrick Kinner, Lauren Sanford, Swati Rao

**ANNOUNCEMENTS**

* New MCC website makes more streamlined the grant application and approval process than in years past
  + More information is available to board members this year
* Date will need to be discussed about when to have **November** meetings to review grant applications
  + Over 50 grant applications as of October 18th
  + November meetings to be held on **November 15th, November 22nd, December 6th** for grant review
* **Every** cultural council across the state received additional grant money - **$17,000** given to FCC by MCC for current grant cycle

**MCC GRANT UPDATES & DISCUSSION**

* **MCC Grant Cycle Timeline**
  + **AUGUST**
    - Grant Priorities are set and voted on
    - Marketing begins
  + **SEPTEMBER**
    - Continued marketing
    - Application opens
  + **OCTOBER**
    - Application closes
    - Grant reading and review begins
      * Discussion amongst
  + **NOVEMBER**
    - Grants are discussed and awarded
  + **DECEMBER**
    - Finalized awards
  + **JANUARY - REST OF YEAR**
    - Events occur, FCC reimburses grant recipients
* **2023 FCC Grant Priorities**
  + Held within town of Franklin and/or are of the greatest benefit to Franklin residents
  + Are for events within Franklin Cultural District
  + Programs that are service oriented
  + Applicant’s project must provide adequate public benefit for Franklin community, and provide adequate public access
  + Applicant must have clear, written commitment of event from sponsoring organization or venue
    - **Kaye** shared that this could be a detail that the Cultural Council focuses on during this grant cycle
  + It is written in award letter that acknowledgement of Franklin Cultural Council support must be given during the program, of project and verification must be provided during grant payout
  + **Patrick** shared “rubric” for awarding grants to make evaluation process measurable
* **Evaluating Grants**
  + Score sheet and grant priorities to serve as a guide for evaluation of grants
  + **Kaye** shared the Mass Cultural Council portal to demonstrate to the Cultural Council how to utilize the digital platform to see grant applications, financial report, and deadlines for grant decisions
  + Panel book to be provided to all Council members (virtually or as a physical copy) to use during grant evaluation process
  + **Big question in evaluation:** What is the potential for this program moving forward?
    - A priority to give grants to programs that are likely to run
    - FCC does not want to be the sole source of funding for the event
  + **Kaye & Sarah** shared feedback on what has made some of the strongest grant applications in past years
    - Having all questions answered about budget, venue, date, and nature of program
    - Narrative for program demonstrates that ample consideration has been put into application
    - There are some groups/organizations/programs that apply for a grant every year - council members are able to see from past years what those are, and what the outcome has been previously when evaluating 2022-23 applications
* **Conflict of Interest**
  + Council members are allowed to apply for grants, but must recuse themselves from the voting process
    - For this cycle, Council member will not be present in the room during the voting process
  + Grants for which a Council member/Council member’s immediate family member is to receive a direct benefit will recuse themselves from that vote

**BUDGET UPDATES**

* **Sarah & Kaye** shared that based on budget for this year, **$10,000** of town budget can be allocated to grants during this cycle
  + Leaves roughly **$12,000** for symposium in spring
* **Patrick & Sarah** going to collaborate on applying for retroactive MCC grant for 2022 Franklin Cultural Festival

**ADJOURN.**