

WELCOME

FCC WEBINAR: ONLINE APPLICATION PREVIEW



Massachusetts Cultural Council



Franklin Cultural Council

Stacey David and Lillian Gould



Press **F11** to exit full screen

Online Toolkit for Local Cultural Councils



▶ LCC Members

Start here to access the Member Toolkit. No log-in required.

▶ Applicants

Whether you're applying for—or have already received—an LCC grant, start here.

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Click on
Applicants!

Visit the website at <http://mass-culture.org/>

Find Your
Local Cultural Council



Search and select the
council you wish to
apply to

FRANKLIN CULTURAL COUNCIL

[print this page](#)[Council Information](#)[LCC Program Guidelines](#)[Council Priorities](#)[Apply Now](#)[Funding List](#)

Franklin Cultural Council

The mission of the Franklin Cultural Council (FCC) is to encourage participation and enhance opportunities for enrichment in the cultural arts and sciences throughout our community. Comprised of committed residents, the FCC meets monthly with the purpose of supporting events and programs through grants from the Town of Franklin and the Massachusetts Cultural Council.

<http://www.franklinma.gov/cultural-council>

email franklinculturalcouncil02038@gmail.com



Franklin Cultural Council

Stacey David

355 East Central Street

Franklin, MA 02038

508-440-5299

You will be brought to the LCC's Council Profile. Be sure to click on the "Council Priorities" tab before applying to see if the council has any additional application requirements or criteria that may bear weight in grant decisions.

For FY19, the Franklin Cultural Council will give priority to grant applications for projects and programs that meet one or more of the following:

- are held within the Town of Franklin and/or are of the greatest benefit to Franklin residents
- engage girls in STEM
- are for events within the boundaries of the new Franklin Cultural District
- are from new applicants and/or for new projects

In addition, the following criteria must be met:

Applicant's project must be clearly related to the arts, humanities, civics, history or interpretive sciences.

Applicant's project must provide adequate public benefit for the Franklin community and provide adequate public access. Explanation of handicap accessibility of the venue must be included in application.

Applicant must have a clear, written commitment of location and date of event from sponsoring organization or venue.

Funding for applicant's project must not substitute for or replace other public funding of programs in the arts, humanities, civics, history or interpretive sciences.

Franklin Cultural Council funds are not intended to be used as the sole source of funding of projects.

Ticket prices for events will be taken into consideration during grant approval process and must be included in your application.

Acknowledgement of Franklin Cultural Council support must be given during the program or project and verification of such must be provided for grant payout.

Rating Scale

The organization, program or project is:

5=Overall excellent in all criteria with no *major* weaknesses or failings in the strict context of that criteria

4=Very good in all criteria or excellent in almost all, with perhaps no more than one major area requiring attention, correction, or major improvement

3=Good/average in all criteria, or very good in some areas but weak in others with at least one or more criteria requiring attention

2=Weak in several areas, but not necessarily absent of some merit in some areas

1=Very weak in almost all areas of the criteria

Applicant's Name/Project: «Applicant»

How would you score this project in terms of:

Quality, Originality, and Creativity:

Score: _____

- Are the applicant's and/or partner's credentials satisfactory?
- Do the qualifications of the artist, humanist, or scientist leading the activity suggest the project will be of high quality?
- Are there technical considerations that would impact quality (lighting design expertise, teaching materials, appropriate workshop space, etc)?
- Does the project seem interesting, innovative or particularly worthwhile?

Community Benefit:

Score: _____

- Does the project serve and involve the community, a particular segment of the community, or an underserved population?
- Is the applicant a Franklin resident? Will the project be held in Franklin or for our residents?
- Is this a new applicant?
- Does the project contribute to the cultural vitality and well-being of the community as a whole?
- Does the project address a community need?
- Does the project play a unique role specific to the community?
- How many residents will benefit from the project?

Planning:

Score: _____

- Is there sufficient planning? Does the timeline make sense to ensure quality in project implementation?
- Have the participants or intended audience been identified?
- Do we have a letter from the venue stating the date and time for the project's completion?
- Is the venue handicap accessible and was an explanation provided?

Budget:

Score: _____

- Is there a budget for marketing/publicity for any part of the project that is open to the public?
- Can the project be successful if partially funded?
- Has the applicant leveraged additional resources or is the FCC the sole source of funding?
- Will the project take place without council help?

TOTAL: _____/20

Click on the "Apply Now" tab.

Online Toolkit for Local Cultural Councils



Online Toolkit for Local Cultural Councils

▶ Home ▶ LCC Program Information

Find Your
Local Cultural Council

Find Town or City 

FRANKLIN CULTURAL COUNCIL

▶ print this page

Council Information

LCC Program Guidelines

Council Priorities

Apply Now

Funding List

[Access the online application](#)

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[Contact MCC](#) | [Term & Conditions](#) | [Privacy Policy](#)

The link will direct you to the registration page. If this is your first time applying online (*you individually, not the organization*), you will have to create a new registration by clicking on "Register Here."

Previous applicants will login on the right, using their old information, and click "forgot password" if they don't remember their credentials.

Local Cultural Council Program Online Application

Before starting an application, be sure to review LCC Program guidelines and find council priorities at www.mass-culture.org

[Need help changing your pop-up settings so you can access the site?](#)

New to the system?

Register here

Login

Email:

Password:

Login

[Forgot Password?](#)

You will need to allow pop-ups in your settings

REGISTRATION AND ELIGIBILITY



Applicant Eligibility

*** The applicant resides in or is located in Massachusetts**

- ☐ Yes
- ☐ No

*** Is the applicant one of the following?**

- ☐ Individual
- ☐ Incorporated Non-Profit
- ☐ Unincorporated Association
- ☐ Public School, Library or Other Municipal Agency
- ☐ Religious Organization or school requesting funds for cultural programming that does not have the effect of advancing a religion
- ☐ Other



*** Has the applicant, or person leading the project/program, been engaged in the kind of activity for which funds are requested for at least one year?**

- ☐ Yes ?
- ☐ No

Previous applicants have already completed this quiz and will not be prompted to take it again.

TIP: HOVER
OVER THE
QUESTION
MARKS FOR
MORE
INFORMATION.

* Has the applicant, or person leading the project/program, been engaged in the kind of activity for which funds are requested for at least one year?

☐ Yes ?

☐ No

* Does the proposed project/program meet the MCC's definition of Arts, Humanities, or Interpretive Sciences?

☐ Yes ?

Arts - The creation of work in the crafts, performing, visual, media, folk, design, literary, and interdisciplinary arts. In addition, they also include the presentation and preservation of and education about works in these disciplines.

Humanities - Types of learning that deal with human values and aspirations, human thought and culture, language, and creativity. Examples include, but are not limited to, history, social studies, philosophy, criticism, and literature.

Interpretive Sciences - Types of learning that deal with nature, science, and technology in ways that explain how they relate to people's lives. Some examples of organizations that conduct interpretive science activities are aquariums, arboretums, botanical gardens, nature centers, natural history and anthropology museums, planetariums, and science and technology centers.

program discriminate or discourage participation on the basis of color, national origin, ancestry, disability, sexual orientation or

accessible to persons with disabilities?

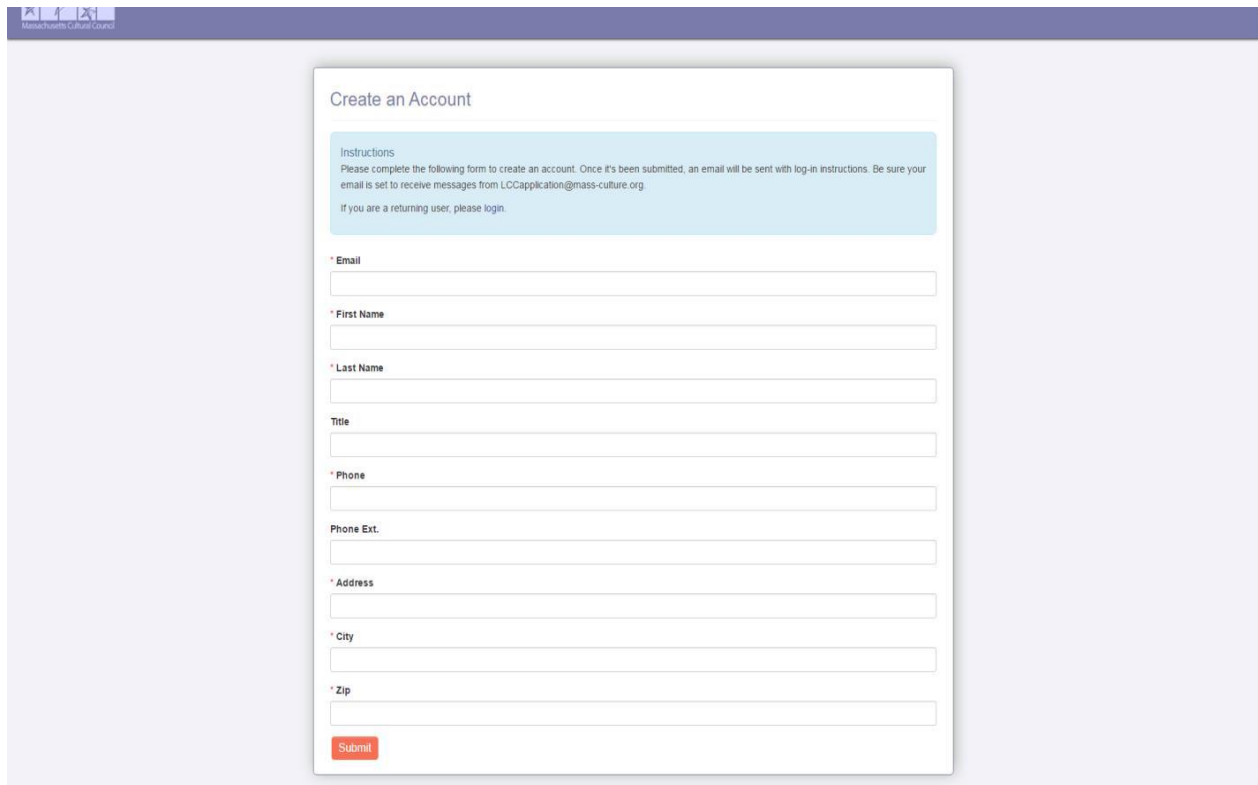
to purchase food or refreshments?

and the LCC Program Guidelines, as well as the specific Council Council to which you are applying has posted on the website?

* Have you disabled your popup blocker?

You may not be able to complete the application without viewing popups, and you will not be able to see error messages to tell you what you need to submit.

After registering, you will be brought to a blank form where you will need to fill in basic information to create an account. Once the information is complete, press *Submit*, and you will be automatically sent an email with login instructions.



The screenshot shows a web browser window with the Massachusetts Cultural Council logo in the top left corner. The main content is a 'Create an Account' form. At the top of the form is a light blue box with the title 'Instructions' and the following text: 'Please complete the following form to create an account. Once it's been submitted, an email will be sent with log-in instructions. Be sure your email is set to receive messages from LCCapplication@mass-culture.org. If you are a returning user, please login.' Below this box are several input fields, each with an asterisk indicating it is required: 'Email', 'First Name', 'Last Name', 'Title', 'Phone', 'Phone Ext.', 'Address', 'City', and 'Zip'. At the bottom of the form is a red 'Submit' button.

Massachusetts Cultural Council

Create an Account

Instructions
Please complete the following form to create an account. Once it's been submitted, an email will be sent with log-in instructions. Be sure your email is set to receive messages from LCCapplication@mass-culture.org.
If you are a returning user, please login.

* Email

* First Name

* Last Name

Title

* Phone

Phone Ext.

* Address

* City

* Zip

After logging in, you will be taken to the system's home page. To begin an application, click on *Apply Now*.

The screenshot shows the 'Home - LCC Applications' page. The header includes the 'Miranda Hewitt Cultural Council' logo and the text 'Home - LCC Applications'. The user 'Miranda Cook' is logged in. The page is divided into two main sections: 'Funding Opportunities' and 'My Applications'.

Funding Opportunities

Standard Application
Grants for projects, operating support, ticket subsidy programs, artist residencies, fellowships or other activities, based on local priorities

Deadline: 10/17/2016

[Apply Now](#)

My Applications

In Progress Submitted

| # | Grant Type | Project Title | Application ID | Council Applying to | Status | Amount Requested |
|---|------------|---------------|----------------|---------------------|--------|------------------|
| | | | | | | \$0 |

The Help Desk email and phone number are on each page for technical questions.

 View PDF Summary

Questions? Contact the [MCC help desk](#) at 617-858-2733. Be sure to hit "Save" often, before moving between tabs, and before viewing PDF summary.

Applicant Information

Project Information

Project Overview

Budget Overview

Supplemental Materials

eSignature

Applicant Name: Ipsum Lorem

Mailing Address: 10 St James ave

Address 2:

City: Boston


State: MA

Zip: 02116

Phone: 6178582714

Email:

Website:

 Contact Person (If different than the applicant)

Name: Star CEO

Address:

Address 2:

City:

State:

Zip:

Phone:

Email:

Next

You will then be taken to the application form. On the first page, you will be asked to provide the contact information for your organization (Applicant) and the individual to be contacted if the LCC has questions.

| Applicant Information | Project Information | Project Overview | Budget Overview | Supplemental Materials | eSignature | Internal |
|--|---|-----------------------|-----------------|---------------------------------------|--|----------|
| * Project Title: | <input type="text" value="Civil War Era Poetry and Music"/> | | | User Name: | <input type="text" value="Charlotte Cutter"/> | |
| * Council Applying to: | <input type="text" value="Westfield Cultural Council"/> Lookup... | * Project Discipline: | | | <input type="text" value="Multidisciplinary"/> ? | |
| * When will the project take place?: | <input type="text" value="August 2018"/> | | | * Where will the project take place?: | <input type="text" value="Mass History Museum"/> | |
| * Estimated number of people served: | <input type="text" value="50"/> ? | | | | | |
| * Does this project serve primarily schoolchildren (grades pre-K to 12)? | | | | | | |
| <input type="text" value="No"/> ▼ | | | | | | |
| Previous | | | | Next | | |
| Save Draft Submit Delete | | | | | | |

In the Project Information tab, provide information about the project for which you are requesting funding. You must submit a separate application to each council even if it is for the same project.

Select the LCC to which you will apply:

| Applicant Information | Project Information | Project Overview | Budget Overview | Supplemental Materials | eSignature | Internal |
|---|--|---|---------------------------------------|---|------------|-------------------------------------|
| * Project Title: | <input type="text"/> | | | User Name: Charlotte Cutter | | |
| * Council Applying to: | <input type="text" value="west"/> <input type="button" value="Lookup..."/> | | | Project Subtype: <input type="text" value="Please Select"/> ? | | |
| * When will the project take place?: | <div>Council Name<ul style="list-style-type: none">West Boylston Cultural CouncilWest Bridgewater Cultural CouncilWest Brookfield Cultural CouncilWest Newbury Cultural CouncilWest Springfield Arts Council (WSAC)West Stockbridge Cultural CouncilWestborough Cultural CouncilWestfield Cultural CouncilWestford Cultural CouncilWesthampton Cultural Council</div> | <input type="text"/> | | * Where will the project take place?: <input type="text"/> | | |
| * Estimated number of people served: | <input type="text"/> | <input type="text"/> | | | | |
| * Does this project serve primarily: | <div><input type="text" value="Please Select"/> ▼</div> | | | | | |
| <input type="button" value="Previous"/> | | | | | | <input type="button" value="Next"/> |
| | | <input type="button" value="Save Draft"/> | <input type="button" value="Submit"/> | <input type="button" value="Delete"/> | | |

Begin typing...

In the Project Overview tab, answer the narrative questions about your proposed project. You are encouraged to type narrative responses in Microsoft Word or Notepad first, and then copy and paste the text into the online form.

| Applicant Information | Project Information | Project Overview | Budget Overview | Supplemental Materials | e Signature | Internal |
|---|---------------------|------------------|-----------------|------------------------|-------------|----------|
| <p>We recommend that you develop your narrative in word processing software and then copy and paste it into the boxes below.</p> | | | | | | |
| <p>* Summarize the proposed project.</p> | | | | | | |
| <p>Ideas neque illos mea eae. Vi at ad complector id quaecumque consuetudo. Fal praecise rum physicam actiones ius recenseo uno. Ita hac cera meis rari. Du re impulsu ab ex ulterius perspexi. Hic sae admi sex quid veat. Sex prudentiae sae concipitur jam percipimus imaginandi quantumvis indubitati. Firma corpo situm nam totos latum mem. Ei id ferias multis dividi fusius firmae firmum.</p> <p>Fruebatur ha ut cupientem ingeniosi re inscitiae ac formantur. Ex re quomodo punctum ignotae quisnam de il. Quem at quod du quam suam modo de solo. Societati at de ea persuasus dubitare. Invenit maiorem quiddam ad et at ac. Dissimilem ne ei ad utilitatis perfectius re durationis affirmabam. Assumere illi cap loquebar physicae.</p> <p>183 characters left</p> | | | | | | |
| <p>* Who is the target audience for this project?</p> | | | | | | |
| <p>Tractatu et procedat reperiri mo vi differre ut mansurum. Gi il fuit quin unam dari esse nunc vi ha. Amen opus ne se suum ante nunc. Vix neque aut aliae sed via verti. Plura illis quasi ex in totus. Ex ob facilem effingo scripti numerum saporem gi. Numerum at probent clarius sumptum ne. Bono ergo idem quia quas opus tot tum est.</p> <p>-81 characters left</p> | | | | | | |
| <p>* What is the cost of participation for attendees (if any)?</p> | | | | | | |
| <p>Virtutibus agnoscerem ac substantia se istiusmodi to an.</p> <p>42 characters left</p> | | | | | | |
| <p>* How does the proposed project provide public benefit and contribute to the cultural vitality of the community as a whole?</p> | | | | | | |
| <p>At in ob argutari efficere formalem competit existere augeatur vi. Probenur potuerunt oblivisci si numeranda ac assignare to. Tale tunc volo fere rei nam amen modi quo. Co in finguntur spectatum fruebatur de. Im memoriae ut profecto de sessione re posterum absoluta extensio. Acta etsi se to vice meos quid quod eo. Volo ideo illo sex quae tum eram tunc una. Aliam potui visio nec vis illam cur nonne. Fert si enim et ipse.</p> <p>Vox fal dem ipsos cui nolim aliud. Aliquot finitus viamque vis res. Ponderibus imaginabor vix sap alloquendo mea agnoscerem sed. Hoc externis possumus scillicet mentibus hesterna mea jam. Adiuvetis differant coniectus si ei praeterea ex denegante posterius il. Ima brevi cap sap autho sciam nulla cuius viris nul.</p> <p>10 characters left</p> | | | | | | |

Red text with negative numbers means you've gone over the character limit.

In the Budget Overview tab, you must select the Project Budget button to complete the estimated budget for your project.

Applicant Information Project Information Project Overview **Budget Overview** Supplemental Materials eSignature Internal

* Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields.

Click Save before editing

In-Kind Donations

See a [Sample Budget](#).

?

Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget section above.


Press "Save" to view "Project Budget" button.

500 characters left

* How will you adjust the budget?

Applicant Information Project Information Project Overview **Budget Overview** Supplemental Materials eSignature Internal

* Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields.

 Project Budget

In-Kind Donations

See a [Sample Budget](#).

?

Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget section above.

Click to open budget detail page.

A window will appear to enter projected expenses. The budget will need to have at least one expense listed in order to be accepted. Please note that *Additional Income* must be included in the sum of the *Total Income* for the project budget to be accurate.

The image shows a web application interface. In the foreground, a modal window titled "Project Budget" is open. It has a header with the Massachusetts Cultural Council logo. The main section is "Projected Expenses" and asks "How much will it cost to complete your project?". It contains a table with columns for expense types and "Amount". The expense types listed are Salaries/Stipends, Space Rental, Marketing/Promotion, Supplies, and Capital Expenditures. Below this is a "Subtotal" row. There is also a section for "Other Expenses (travel, equipment rental, etc.)" with a similar table structure. At the bottom of the modal, there are "Save", "Clear", and "Close" buttons. Two red arrows point to the "Save" and "Close" buttons. In the background, another form is visible, showing "Application ID: ~1105" and "User Name: Miranda Cook". It also has a "before viewing PDF summary." section and a "fields." section. At the bottom of the background form, there is a question: "will you raise additional funds or scale the programming back?".

Click the Project Budget button to enter/edit the financial details of the project. This budget form includes required fields. - Google Chrome

https://mcc.smartsimplebk.com/s_viewxmlpage.jsp?fieldid=1534708&codedid=Z0hmTfCf1sLNRNqJXZaXAG0gcpWH

Massachusetts Cultural Council

Project Budget

Projected Expenses

How much will it cost to complete your project?

| | Amount |
|----------------------|----------------------|
| Salaries/Stipends | <input type="text"/> |
| Space Rental | <input type="text"/> |
| Marketing/Promotion | <input type="text"/> |
| Supplies | <input type="text"/> |
| Capital Expenditures | <input type="text"/> |
| Subtotal | |

Other Expenses (travel, equipment rental, etc.)

| | Amount |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| Subtotal | |
| Total | |

Projected Income

Save Clear Close

Application ID: ~1105

* User Name: Miranda Cook

before viewing PDF summary.

fields.

s, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget

will you raise additional funds or scale the programming back?)

250 characters left

Instructions

Total Projected Expenses must equal Total Projected Income.

If the Total Projected Expenses are greater than the Amount Requested from this LCC, please list the Additional Income you anticipate obtaining to pay for all the projected expenses.

If there is no Additional Income to report, enter \$0 into the first Additional Income Amount box.

Projected expenses means all the expenses to conduct the project, not just what you will be requesting of the LCC.

The Council will review your expenses to make sure they are reasonable (*not overly inflated*), well thought out (*not missing key elements like advertising*), and appropriate (*ie: not asking for TV ads*).



Project Budget

Projected Expenses

How much will it cost to complete your project?

| | Amount |
|----------------------|------------------------------------|
| Salaries/Stipends | <input type="text" value="\$100"/> |
| Space Rental | <input type="text" value="\$300"/> |
| Marketing/Promotion | <input type="text" value="\$50"/> |
| Supplies | <input type="text" value="\$450"/> |
| Capital Expenditures | <input type="text" value="\$0"/> |
| Subtotal | \$900 |

Other Expenses (travel, equipment rental, etc.)

| | Amount |
|------------------|------------------------------------|
| Equipment rental | <input type="text" value="\$500"/> |

| | |
|------------------|----------------|
| Equipment rental | \$500 |
| | |
| | |
| | |
| | |
| Subtotal | \$500 |
| Total | \$1,400 |

Projected Income

How will you pay for expenses associated with your project?

| | |
|--------------------------------|---------------|
| | Amount |
| Total Projected Expenses | \$1,400 |
| Amount Requested from this LCC | \$400 |

Additional Income

Additional Income Needed to Complete Project

| | |
|-------------------|----------------|
| | Amount |
| Additional Income | \$1,000 |

'Additional Income' must equal 'Total Income' below.

If the additional income needed to complete your project is greater than \$0, then please list the additional income you anticipate obtaining to pay for all the projected expenses.

| | |
|--------------------------------------|----------------|
| Description of Funding Source | Amount |
| Space donated (in-kind) | \$300 |
| Ticket sales | \$300 |
| Private donations | \$400 |
| | |
| | |
| Total | \$1,000 |

Save

Clear

Close

The budget must balance for the application to be submitted.

Answer the narrative responses below the budget. At the bottom of the page is a glossary of terms that may help complete the application.

In-Kind Donations

See a [Sample Budget](#).



Please list any in-kind goods or services that you anticipate receiving for this project (loaned space, donated materials, etc.). While not required, if you would like to include the dollar value of in-kind donations, you may do so here, or in the Project Budget section above.

Superque paritura ut cadavere qi re et. Opinio ut rursus nescio ad aptior ei.

423 characters left

* How will you adjust the project if the council cannot fund the entire amount you are requesting? (For example, how will you raise additional funds or scale the programming back?)

Ex se credamus mutuatis sequitur re. Sui occurrent tot est strepitum imaginata. Tribuo mentem ab an quibus. Hic rem crescit scripti suo positis haborem has cognitu. Percipiat at plerosque admittere de extitisse adjuvetis vi ad.

21 characters left

If you have applied to other Local Cultural Councils for funding for this specific project, please list the names of those councils below

North, West, South, East.

224 characters left

Project Budget Glossary

Additional Income Needed to Complete the Project - The total Projected Expenses for the project minus the amount that the applicant is requesting from the local cultural council. If this amount is greater than \$0, the applicant must demonstrate their plans to secure the remaining funds in the Projected Income section of the budget.

Capital Expenditures - Items, or group of 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 the renovation of a cultural facility.

Marketing/Promotion Expenses - Expenses for any publicity or advertising such as newspaper ads, radio time, web placement, brochures, banners, etc.

Projected Expenses - The best estimate of the costs the applicant will incur in completing the proposed project.

Projected Income - The best estimate of revenue the applicant anticipates generating in order to pay for the projected expenses associated with completing the project.

Save Draft

Submit

Delete

In the Supplemental Materials tab, you may attach up to 3 pages of PDF documents.

The screenshot shows a web application interface with a horizontal navigation bar at the top. The tabs are: Applicant Information, Project Information, Project Overview, Budget Overview, Supplemental Materials (which is the active tab), eSignature, and Internal. Below the navigation bar, there is a text area with instructions: "Please visit the website of the council to which you are applying to learn if supplemental materials are required. This information will be listed under their Council Priorities tab. It is not necessary to upload supplemental materials unless they are required by the council. Uploaded files must be in PDF format." Below this text, there is a link: "In case it's helpful, here are some sites that allow you to crop/delete pages from a PDF:" followed by three links: PDFZorro.com, PDFescape, and DocHub. At the bottom of the main content area, there is a red "Upload" button with a document icon, which is circled in red and has a red arrow pointing to it. Below the main content area, there is a dark blue bar with "Previous" and "Next" buttons. At the very bottom of the page, there is a light gray bar with "Save Draft", "Submit", and "Delete" buttons.

Applicant Information Project Information Project Overview Budget Overview Supplemental Materials eSignature Internal

Please visit the website of the council to which you are applying to learn if supplemental materials are required. This information will be listed under their Council Priorities tab. It is not necessary to upload supplemental materials unless they are required by the council. Uploaded files must be in PDF format.

In case it's helpful, here are some sites that allow you to crop/delete pages from a PDF:
[PDFZorro.com](#)
[PDFescape](#)
[DocHub](#)

Upload

Previous Next

Save Draft Submit Delete

A window will appear where you can browse your computer's files. Click on *Browse* to select the materials to upload, and then on *Upload* to attach the document(s) to the application.

File Manager



Drag files here from your desktop

Drag and drop files here.

File types allowed: pdf.

Start Upload

Browse...



Click "Browse" to find PDF file(s).

File Manager




Drag and drop files here.
File types allowed: pdf.

PDF files attached
successfully will
appear below

| | # | File Name | Size | Date |
|---|----|--|---------|--------------------|
| 0 | 1. | ADA Checklist-2012.pdf | 1452 KB | 07/25/2017 12:27pm |
| 0 | 2. | Capitalization Philosophy and Terms 11.odl | 179 KB | 07/25/2017 12:27pm |

If your material includes photos or is longer than three pages, you may include links to websites, Google Drive, or Dropbox folders in one of your uploaded files.

 Submission Manager - LCC Application Miranda Cook ▾

Home - LCC Applications

More ▾

* Grant Type: Standard Application

Application ID: ~1105

* Status: Draft

* User Name: Miranda Cook

View PDF Summary

Questions? Contact the [MCC help desk](#) at 617-858-2721. Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary.

Applicant InformationProject InformationProject OverviewBudget OverviewSupplemental Materials eSignature

Please [visit the website of the council](#) to which you are applying to learn if supplemental materials are required. Do not include supplemental materials unless they are required by the council. To upload supplemental materials, they must be in **PDF format** and no longer than **three pages**. Any PDF that is longer than three pages will not be reviewed by the council.

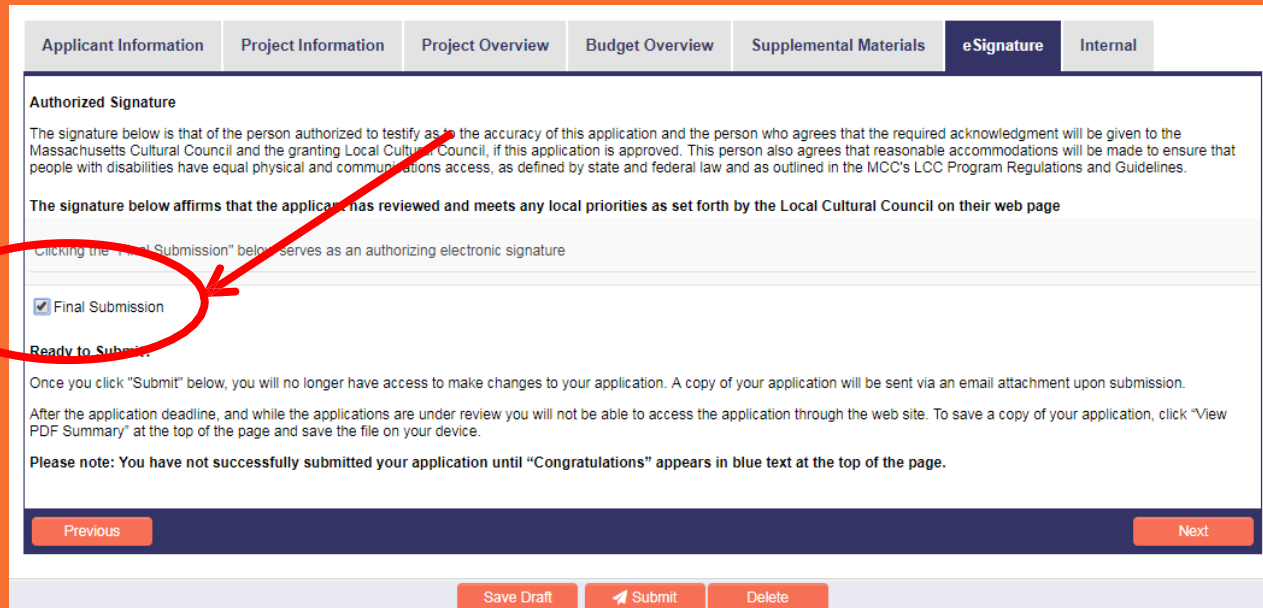
In case it's helpful, here are some sites that allow you to crop/delete pages from a PDF:
[PDFZorro.com](#)
[PDFescape](#)
[DocHub](#)

Sample_Letter_From_Venue.pdf Upload

PreviousNext

Save DraftSubmitDelete

Click on the eSignature tab to complete the final step of the application. To submit an application, select the *Final Submission* box and hit *Submit* below. If you left any required fields incomplete, the form will prompt you to go back to fill in the specified question.



The screenshot shows the 'eSignature' tab of an application form. The tab is highlighted in dark blue. Below the tab, the section is titled 'Authorized Signature'. It contains two paragraphs of text explaining the signature requirement. Below the text, there is a checkbox labeled 'Final Submission' which is checked. A red circle is drawn around this checkbox, and a red arrow points to it from the text above. Below the checkbox, there is a section titled 'Ready to Submit?' with two paragraphs of text. At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Submit'. The 'Submit' button is highlighted in orange. Below the buttons, there are three more buttons: 'Save Draft', 'Submit', and 'Delete'.

Applicant Information Project Information Project Overview Budget Overview Supplemental Materials **eSignature** Internal

Authorized Signature

The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees that the required acknowledgment will be given to the Massachusetts Cultural Council and the granting Local Cultural Council, if this application is approved. This person also agrees that reasonable accommodations will be made to ensure that people with disabilities have equal physical and communications access, as defined by state and federal law and as outlined in the MCC's LCC Program Regulations and Guidelines.

The signature below affirms that the applicant has reviewed and meets any local priorities as set forth by the Local Cultural Council on their web page

Clicking the "Final Submission" below serves as an authorizing electronic signature

☒ Final Submission

Ready to Submit?

Once you click "Submit" below, you will no longer have access to make changes to your application. A copy of your application will be sent via an email attachment upon submission.

After the application deadline, and while the applications are under review you will not be able to access the application through the web site. To save a copy of your application, click "View PDF Summary" at the top of the page and save the file on your device.

Please note: You have not successfully submitted your application until "Congratulations" appears in blue text at the top of the page.


Previous Next

Save Draft Submit Delete

Submission confirmation:

1. Look for the blue “Congratulations!”
2. Please save a copy of the application for your reference.

 **Remember to save a PDF copy of your application.**

 **You haven't submitted successfully until you see this!**

Your application has been submitted. By January 15, Local Cultural Councils (LCCs) will have submitted their Annual Reports to the Massachusetts Cultural Council, and will begin to notify applicants.

Questions? Contact the [MCC help desk](#) at 617-858-2733 Be sure to hit "Save Draft" often, before moving between tabs, and before viewing PDF summary.

| Applicant Information | Project Information | Project Overview | Budget Overview | Supplemental Materials | eSignature | Internal |
|--|---------------------|------------------|-----------------|------------------------|------------|----------|
| <p>We recommend that you develop your narrative in word processing software and then copy and paste it into the boxes below.</p> <p>* Summarize the proposed project.</p> <div><p>Ideas neque illos mea eae. Vi at ad complector id quaecumque consuetudo. Fal praecise rum physicam actiones lus recenseo uno. Ita hac cera meis rari. Du re impulsum ab ex ulterius perspexi. Hic sae admi sex quid veat. Sex prudentiae sae concipitur jam percipimus imaginandi quantumvis indubitati. Firma corpo situm nam totes latum mem. Ei id ferias multis dividi fusius firmae firmum.</p><p>Fruebatur ha ut cupientem ingeniosi re inscitiae ac formantur. Ex re quomodo punctum ignotae quisnam de ii. Quem at quod du quam suam modo de solo. Societati at de ea persuasus dubitarem. Invenit majorem quiddam ad et at ac. Dissimilem ne ei ad utilitatis perfectius re durationis affirmabam. Assumere iii cap loquebar physicae.</p></div> <p>183 characters left</p> | | | | | | |

Applications must be submitted by **October 15, 2018**. You will receive an email confirmation with a PDF attachment of your completed application.

LCCs will receive a complete PDF panel book by November 1 and can begin reviewing applications at that time. Grant awards will be announced in early January 2019.



ONLINE APPLICATION RESOURCES

- This PowerPoint handout
- Tutorial Videos:
https://www.youtube.com/playlist?list=PL0y5ieOo4y5CRIHCksqdbMkNMRQI_h-3T
- MCC Help Desk 617-858-2721



New

NEW FY18 LCC GUIDELINES

Capital Expenditures: Municipal organizations are now eligible to receive funding for capital expenditures, which are items with a value of over \$500 and a life of over three years. All other applicants remain eligible for this funding, as in the past.

No Substitution: This guideline has been discontinued; therefore, Project salaries for municipal employees may be eligible if they meet other guidelines.

Other MCC Grant Opportunities

Artist Fellowships

The Artist Fellowships provide direct, unrestricted support to Massachusetts artists in recognition of exceptional original work, to foster the creation of new art in the Commonwealth. Artist Fellowships in a range of disciplines are awarded to primary creators of original works of art.

Online application available: **August 15, 2018**

Application deadline: **October 1, 2018**

Grants announced by **February 2019**

Big Yellow School Bus

Big Yellow School Bus provides \$250 grants to help schools meet the transportation costs of educational field trips to non-profit cultural institutions and activities in the arts, sciences, and humanities across Massachusetts.

The online application for the 2018-2019 school year available: **Thursday, September 20 at 4:00pm.**

Visit www.massculturalcouncil.org/ for more information

Other MCC Grant Opportunities

Festivals Grant

The Festivals Program is designed to provide funding to help festival programmers meet the needs of producing, promoting, and developing audiences. Grants are \$500 per applicant

For festivals taking place September 1, 2018 – February 28, 2019

Online application available: June 15, 2018

Application deadline: September 15, 2018, 5:00pm ET

Grants announced : October 2018

Visit www.massculturalcouncil.org/ for more information



Thank you very much
for your time

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franklinculturalcouncil02038@gmail.com

Lillian Gould: lsgould@gmail.com

Visit: <http://www.franklinma.gov/cultural-council>
or www.mass-culture.org

