

Watertown Cultural Council

Grant Application Guidelines

2007

Statement of Purpose: The Watertown Cultural Council (WCC) grants funds from the Massachusetts Cultural Council (MCC) to individuals and organizations dedicated to creative efforts in the arts, humanities and interpretive sciences. Awards may be made to:

- an individual
- a non-profit, tax-exempt organization
- a public agency, for a project that is outside of its existing responsibility

By funding public programs that promote education, diversity and excellence in the arts, the WCC is committed to ensuring cultural access to all segments of the Watertown community.

Recent WCC grants have supported musicians, painters, writers, storytellers, actors, photographers, dancers, and arts organizations, for projects such as concerts, exhibits, workshops, family events, residencies, theater, and publications. For specific examples see the WCC web site at www.watertowncultural.org, which lists successful grants from 1998 to the present.

Selection criteria: The WCC funds projects that support programs in the Arts, Humanities and Interpretive Sciences. Awards are made based on the following: benefit to the Watertown community, clarity and completeness of the proposal, feasibility of the project, quality of the support materials, and additional funding sources beyond those requested of the WCC.

Application procedures:

- Applications are available at the Main Branch of the Watertown Public Library or on the Watertown Cultural Council website at www.watertowncultural.org
- Applications and all supporting materials must be postmarked by October 15, 2007. Late submissions will not be considered.
- Submit **16 copies** of the application to:
Watertown Cultural Council
Administration Building
149 Main Street
Watertown, MA 02472
- An applications must describe the project, state the requested amount and specify the proposed use of WCC funds. It should include any plans for accessing other sources of funds.
- The WCC will hold a public meeting on **Tuesday, November 13, 2007**, at 7:00PM, at the Town Hall Lower Hearing Room, during which applications will be discussed and applicants who choose to attend will have an opportunity to provide further clarification regarding their proposals as necessary.

Voting Procedures and Approval/Disapproval Notification: The Watertown Cultural Council votes on which grants to recommend funding. In doing so we take into account the greatest benefit to the Watertown community and try to equitably distribute limited resources to a broad range of grant applicants.

Recommended grants are then sent to the Massachusetts Cultural Council for review. The MCC votes on the recommendations and forwards the results to the WCC in January. The WCC informs applicants as to the final approval or disapproval of their grant proposals within two weeks of receiving word from the MCC.

Unsuccessful grant applicants will be given opportunity to request a reconsideration of their grant on a procedural basis only and not on the basis of artistic merit.

Payment Procedures: Awards are made on a reimbursement basis. A request for payment form, invoices, and other financial information must be submitted to the WCC treasurer for reimbursement. **The Council expects projects to be completed and a final report completed and submitted before December 31st 2008.** Extensions can be requested in writing and are granted at the discretion of the Council.

Application Requirements/Support Materials: Applications must be submitted in multiple copies to reflect the number of members on the council. **There are currently 16 Council members, which means that 16 copies of the full grant application must be submitted at the time of application.** Relevant resumes, reviews, letters of support and publicity materials should be included in each application copy.

Suggested support material:

Writers: 15-20 pages prose; 8-10 poems (recommended to submit multiple copies)

Visual Artists: 10-12 slides/photos

Musicians/Composers: 1 tape/CD/score (10 minutes minimum)

Film/Video: 1 video tape (10-20 minutes minimum)

Performance Artists: 1 videotape (10-20 minutes minimum)

Duplicates of these support materials are not necessary. The WCC will circulate such material among its members during the review process.

Provide an appropriate self-addressed stamped envelope or container and packing for all materials you wish returned. Any materials without specific instructions will be handled as per the Council's discretion. Do not submit original artwork. You may, however, bring it to the November public meeting if you wish.

Prior Arrangements: All applicants proposing to work with a community organization should contact and receive approval from that organization **and include such written approval as part of the application packet.** Arrangements for exhibit and performance spaces should be treated similarly. Letters of support or evidence of collaboration should also be submitted. Possible community sites include local libraries, the Armenian Library/Museum, schools, churches, senior centers, parks, and local businesses.

Non-Dependency: The WCC will not fund a person or organization for more than 3 consecutive years for the same project.

PASS Grants: PASS Grants provide funds for the purchase of tickets for arts, humanities or interpretive science programs for children K-12 in public, private and parochial schools and youth groups. Events must take place outside of the school setting. Ticket prices **must not exceed \$12.** The WCC **does not fund transportation.** PASS applications, separate from general Cultural Council applications, are available at the Main Branch Watertown Public Library or you can download them at <http://www.watertowncultural.org>.

Watertown Cultural Council Members

Rena Baskin, Marcia Ciro, Lisa Cohen, Laurie Coiley-Massing, Rebecca Curtiss,
Jennifer Downing, Lisa Feltner, Fran Forman, Shaunna Harrington, Sandy Jaffe, Ryan McKittrick,
Janet Mendelsohn, Rick Mohr, Sarah Newhouse, David Sprogis, Chris Viklund