DEADLINE:
Completed applications must be postmarked Wednesday, October 15, 2014

Information sessions, please attend one:

Wednesday, Sept. 17, 3:30-5p.m.
Somerville Public Library
Central Branch/79 Highland Ave.

Monday, Sept. 22, 6-7:30 p.m.
Mudflat Pottery School
81 Broadway

Thursday, Oct 2, 6-7:30 p.m.
Somerville Public Library
West Branch/40 College Ave.
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SECTION I: GENERAL INFORMATION

Background: The Somerville Arts Council (SAC) is the Local Cultural Council (LCC) for the City of Somerville. What is an LCC? It is an organization that re-grants state funds to support local arts activities. The State Legislature allocates funds, which come from revenues generated by Megabucks, to the Massachusetts Cultural Council (MCC), a state agency. The MCC reallocates those funds to LCCs throughout the Commonwealth. The LCCs make those funds available to local artists, organizations and schools through grant programs like this one. SAC has greatly expanded its activities since it was founded in 1980, but its LCC Grant Program remains one of its core programs.

The principal objectives of SAC’s LCC Grant Program are to promote and maintain the vitality of local cultural resources and to ensure that these resources are shared within the Somerville community. SAC is committed to funding a diverse cross section of activities and a broad variety of art forms. SAC supports the ongoing work of individual artists, projects that serve specific populations (e.g., school children, elders, low-income families), collaborative projects that bring together artists and organizations, and the activities of local cultural groups. Grant applications are evaluated by Council members and guest panelists based on artistic quality, project design, training and track records of the individuals or organizations involved, public accessibility, and community benefit. In addition, reviewers seek to balance repeat funding of successful programs with the funding of new, experimental, and innovative projects.

Applicants may call the SAC office for help with project design, to facilitate collaborations between artists and organizations, and to ask questions about the grant process, both before and after SAC makes its awards. Before calling the office, however, please read these guidelines in entirety and attend one of our three informational grant sessions, which are held each fall.

A. Updates and Changes to the Guidelines for 2015

New for 2015, we have increased the potential amount of the fellowship award to $1,500 from $1,200. Awards remain competitive and the amount MAY NOT be the full amount, but the Council believes we should raise the potential capacity. The panel still retains the decision on the amount of the award and the review criteria remain the same. Only the cap has been raised.

Also new for 2015, we have renamed the multidiscipline discipline to interrelated media to better reflect the breadth and capacity of this discipline; specific for applicants whose work includes two or more equally dominant genres, or regularly explores or combines different forms, or does not fit with other existing categories.

There remains two options for submitting applications: snail mail or digital (using Google Drive). If you apply digitally, be aware that all your support material will need to be sent digitally, as well. Most support material that we require can be submitted in PDF (manuscripts, etc), jpeg images, and small .wav files. If you support material is large like excerpts of film/video, you may submit links. See appendix for specific instructions for submitting via Google Drive.

You may still choose to send your application via mail or drop off.

B. Grant Categories

There are three grant categories – Artist Fellowship, Project and Education. Within each category, applicants can apply for funding for one of seven disciplines (Cultural Heritage, Dance/Theater, Film/Video, Literature, Interrelated Media, Music and Visual Arts). Examples: Artist Fellowship in Literature, Project Grant in Visual Arts, Education Grant in Cultural Heritage.
1. Artist Fellowship Grants

Artists in any discipline may request funds to assist them in developing and exploring their artistic work, or to support ongoing work. Funds may be applied to artists’ time and art-related expenses (materials, space rental, etc.). **Grant amount:** All requests are for $1,500. Actual awards may vary from $400 to $1,500. Depending upon the applicant pool and available funding, preference may be given to those who have not received funding in recent years. See Section II on page 6 for complete Artist Fellowship Guidelines.

2. Project Grants

Project Grants are intended to support specific projects or presentations that serve the Somerville community. Projects may be special one-time events or specific components of annual programming. Almost any artistic presentation is eligible for a Project Grant. The types of eligible presentations include, but are not limited to: plays at a local theater, an exhibition on a particular theme, a concert at a library, and a series of writing workshops for youth. **Grant amount:** Applicants can request up to $1,500. Awards typically range from $250 to $1,500. See Section III on page 11 for complete Project Grant Guidelines.

3. Education Grants

Education grants are essentially project grants for projects that physically take place in a school that serves Somerville residents and are tied to the school’s curriculum. They usually involve collaboration between the Somerville schools and local artists and/or arts organizations and support a mini-residency or performance. An Education grant may be initiated by an artist, an organization, or a school. **Grant amount:** Applicants can request up to $1,500. Awards typically range from $250 to $1,500. See Section IV on page 18 for complete Education Grant Guidelines.

**TIP:** LCC education grants are for in-school activities only. Schools may apply to the LCC Program: Field Trip Grant (formerly the PASS Program) for grants to fund the cost of admission to museums and performing arts events outside of school (but not the cost of transportation). Request the Field Trip Grant program applications from your school principal or the SAC office or download it from the SAC web site (www.somervilleartsCouncil.org).

C. Eligible Applicants

1. Artist Fellowships

- **Individual artists** who are residents of Somerville at the time of applying AND did not receive a Fellowship award in 2014 or 2013.

2. Project Grants

- **Individual artists:** Artists do not need to have a residence or studio in Somerville but their project must take place in Somerville and preference may be given to Somerville-based applicants.

- **Organizations:** An organization does not need to be located in Somerville but their project must take place in Somerville and serve the Somerville community. The organization should be a municipal agency or a nonprofit that has been granted tax exempt status under section 501(c)3. Community organizations that do not have 501(c)(3) status but can establish a nonprofit objective (such as neighborhood organizations or PTA) may also apply. However, an individual will assume financial responsibility for the grant.

3. Education Grants
• **Individual artists**: Artists do not need to have a residence or studio in Somerville but their project must take place in Somerville and preference may be given to Somerville-based applicants.

• **Organizations**: An organization does not need to be located in Somerville but the vast majority of students served by their project must be from Somerville. The organization should be a municipal agency or a nonprofit that has been granted tax exempt status under section 501(c)3. Community organizations that do not have 501(c)(3) status but can establish a nonprofit objective (such as neighborhood organizations or PTA) may also apply. However, an individual will assume financial responsibility for the grant.

• **Schools**: A school does not need to be located in Somerville but the vast majority of students served by their project must be from Somerville.

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TIP: How many applications can I submit? Artists and organizations can submit only ONE application during a given fiscal year. Schools may submit more than one application but individual teachers may submit only ONE application. A given project can only be the focus of one application per fiscal year; partners in a project cannot submit separate applications for the project under different applicant names.

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**D. Notes on the Interrelated Media and Cultural Heritage Disciplines**

SAC has created a "Interrelated Media" category for applicants whose work includes two or more equally dominant genres or regularly explores or combines different forms, or focuses on community as much as a certain genre, or does not fit with other existing categories.

Examples of potential Fellowship, Project or Education grants that would fall into this discipline include: an artist’s exploration of using fabric art for set design, a tour of local artisans (cobbler, metal workers, etc.), a community project that explores how Somervillians use public space, an outdoor theater and music festival or a dance piece with choreography that responds to a photographic slide show. If one discipline is notably more dominant than others in your work, please continue to apply under that discipline and not interrelated media. If you’re unsure whether you should apply for a grant within this discipline or one of the other disciplines, please contact SAC so we can help you determine this.

SAC developed a "Cultural Heritage" category for those interested in exploring Somerville’s cultural history and ethnic diversity. Examples of potential Fellowship, Project or Education grants that would fall into this discipline include: conducting historical research on Somerville’s Milk Row Cemetery, curating an exhibit on Somerville’s Haitian community of visual artists or producing a series of capoeira (Brazilian dance/martial arts) performances in a local school. Consider applying to the Cultural Heritage discipline if you feel your proposal should be judged specifically for its cultural significance (vs. its aesthetic components). Ultimately, if your project will document, present, or conserve Somerville’s cultural heritage, you should apply within this discipline.

**E. Restrictions**

• Local Cultural Council (LCC) funds may not be used to replace municipal funding for the arts, humanities, or interpretive sciences. For example, LCC funds may not be used to purchase books for a public library, art supplies for a school, or salaries for teachers or librarians.

• LCCs cannot accept applications from religious organizations or religiously-affiliated groups for projects that lack a clearly dominant cultural purpose, have the primary effect of advancing religion, and/or seek funding for activities that are not fully open to the general public.
• Grants cannot be used for capital expenditures.
• Students are not eligible to apply for scholarships.
• LCC funds may not be used by applicants to purchase refreshments.
• LCC funds may not be used to cover administrative expenses for non-arts organizations.

F. Community Benefit

Every LCC Grant awarded through the Somerville Arts Council must benefit Somerville residents. SAC’s goal in this regard is to promote meaningful interaction between Somerville’s large artist population and the Somerville community as a whole.

1. Artist Fellowships and Community Benefit

SAC is one of only four LCCs in the state that offers Artist Fellowships. If you are awarded a Fellowship, you will be required to conduct a small project to provide a "community benefit." The small project is not intended to burden you but to provide a way in which you can share your work with a non-arts audience. Community Benefit projects may range from small-scale workshops to public readings, concerts, or slide lectures. You do not need to propose a community benefit project in your LCC grant application. If you are awarded a grant, SAC staff will direct you on how to propose a project later on and will be available to work with you to develop your proposal.

2. Project and Education Grants and Community Benefit

The community benefit in all Project and Education Grants must be clearly delineated in your application as part of your proposed activities. A free concert series, for example, provides access to professionally performed live music for everyone in the community, including low-income residents who might not otherwise be able to attend such concerts. In some cases, such as an artist-in-residence program at a local school, the project benefits a smaller group within the community; in this case, it enriches the education of students at the particular school. In addition, all applicants are encouraged to make every possible effort to accommodate people with disabilities. Applicants from outside Somerville who are planning to submit a Project or Education grant will be expected to network with Somerville agencies, organizations and/or schools to ensure effective links between the project and the community and to assist with outreach and publicity. Please see the appendix at the end of the guidelines for suggested partners/collaborators.

G. Grant Period

LCC Grants are available for projects taking place between January 1, and December 31, 2015.

H. Application deadlines

Mailed applications must be postmarked by Wednesday, October 15, 2014. Applications may also be dropped off at SAC by Wednesday, October 15, 2014 by 4:30 p.m. Applications postmarked or dropped off after this date/time will not be accepted.

Mail or Drop-off address:

Somerville Arts Council
City Hall Annex
50 Evergreen Avenue
Somerville, MA 02145
I. Application Time Line

The Somerville Arts Council has been approved for "streamlining" by the MCC. This means that recipients will receive final notification from the Somerville Arts Council in late December 2014 or early January 2015. Below is a time line of the application review and award process.

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J. Funding Amounts

Due to the continued lack of public funding for the arts and the competitiveness of the process, the Somerville Arts Council is typically able to fund only 50% of submitted proposals. We often award smaller amounts than requested and ask that applicants raise matching funds or scale down their projects. Many applicants have used SAC funding to leverage other grants, contributions, or in-kind donations from local businesses.

K. Changes to Approved Projects

Some applicants who are awarded reduced funding may not be able to raise matching funds, which may result in the proposed project being altered or scaled back. In this situation the applicant must send a description of the revised plan to SAC for approval before proceeding with the project.

In cases where a project cannot be completed as originally outlined in the application, written notice must be given to SAC within the granting period. SAC reserves the right to withhold payment of the grant if these changes are unacceptable. Requests for extensions and changes to projects will be reviewed on a case-by-case basis and must be received before the end of the grant period. Typically, only one six-month extension is allowed.

L. Reconsideration

An applicant who does not receive a grant may call the Somerville Arts Council Office to review the reasons and may reapply the following year.

Under certain circumstances, an applicant who does not receive a grant may request reconsideration of SAC’s decision. Requests for reconsideration will only be granted where the request demonstrates a specific procedural flaw in the way SAC followed published application or review procedures. Note that even if the reconsideration request is granted, the application may again be disapproved. Applicants cannot request reconsideration because they disagree with SAC’s decision on artistic grounds or because they are unsatisfied with the award amount. To request reconsideration an applicant must make a formal request to SAC, in writing. SAC must receive the request within 15 days of the...
postmarked date on SAC’s disapproval letter to the applicant.

M. Payment of Grant Funds

Payments are made on a reimbursement basis only. Reimbursement generally takes 6 weeks from the time SAC receives complete paperwork. Partial reimbursements may be requested; final reimbursement will not be made until the project is completed as proposed and a final report is submitted.
SECTION II: ARTIST FELLOWSHIP GRANTS

Artists in any discipline may apply for an Artist Fellowship Grant to support their ongoing work. SAC intends these grants to help artist develop and explore their work without feeling compelled to produce a particular project or piece. Funds may be applied to an artist's time and art-related expenses (materials, space rental, etc.). Please note that due to limited funding, artists who received Fellowship awards in 2014 or 2013 may not receive a Fellowship award in 2015. Artists who applied in 2014 or 2013 but were not awarded a Fellowship may apply again in 2015.

A. Eligible Applicants

Individual artists who are residents of Somerville at the time of applying AND did not receive a Fellowship award in 2014 or 2013.

B. Funding Criteria

Primary criterion: Quality of the artist's work as documented in supporting materials.

Additional criteria:
- Exhibition, publication, or performance record
- Education, training, and experience
- Clarity of artist statement
- Completeness of application and thoroughness of support materials

C. Amount

All applicant requests are for $1,500. The actual amount awarded by the Council may vary from $400 to $1,500.

D. Items to be Submitted:

- 2-page application form (single sheet, double-sided)
- Cultural Heritage Summary Form, if applicable
- Supporting materials:
  - CV, resume or bio
  - 1-page artist statement
  - Examples of your work

E. Filling Out the Application

1. General Instructions

All information on the application must be clearly legible to panelists. Applications that are typed or have computer-generated text may be given preference.

Answer all questions as completely as space allows; your answers must fit on the form in the space provided.
2. Applicant Information

Enter your name and address in the spaces provided. Fellowship applicants must live in Somerville.

It is your responsibility to select the appropriate grant discipline [cultural heritage, dance/theater, film/video, literature, music, visual arts, or interrelated media]. Your choice of grant discipline will determine which review panel will consider your work. If you are unsure about which discipline to select, please call the Arts Council office for assistance. Do not leave this section blank.

3. Summary Info

Enter a very brief descriptive title for the application (e.g., “Exploring Collaborations Between Poetry and Modern Dance” or “Creating Large Kinetic Outdoor Sculptures”).

4. Grant Narrative

Question 1
What specifically have you been working on in the past year? For example, “I have been working on a series of poems that explores the theme of urban life, incorporating images of New York, Chicago, and other US cities.”

Question 2
How has your formal and/or informal education influenced your work? Many people learn their craft/trade through a variety of avenues. Please describe your education, both formal and informal. How do you actively continuing learning and advancing your work?

5. Community Benefit

Please read this important section. No further action is required at this time.

6. Awareness of Applicant

Check that you are the applicant of record and that you signify that the information in your application (including the attachments) is accurate and if awarded a grant you will carry out a community benefit project.

7. Budget Information

You do not have to submit a budget as part of your application. All Artist Fellowship Grant applicants automatically apply for a $1,500 award. If awarded funding, the amount may vary between $400 and $1,500.

F. The Cultural Heritage Form

If you are applying under the Cultural Heritage discipline, you must complete the Cultural Heritage form in addition to the regular application and budget form. If you are applying under any other discipline you can skip this form.

G. Supporting Materials

Present your supporting materials in a neat, well-organized manner; simply use a paper or binder clip for your materials. Please do not use staples, sheet protectors, soft or spiral binding. Label all supporting materials with your name and address.

Please remember that the clarity and quality of the application and supporting materials are especially important for Fellowship applicants. The number of applications received makes it impossible for SAC to invite personal presentations,
so your materials must represent you as fairly and eloquently as possible. As SAC normally reviews more than 90 applications per cycle, we ask that you be selective in choosing your materials.

1. The CV, Resume or Bio

Your CV, résumé or bio must list your training and experience—exhibitions, performances, publications, teaching experience, etc. If you need help creating any of these documents The College Art Association provides guidelines for both the artist CV and résumé on their web site at www.collegeart.org/guidelines/resume.html.

2. The Artist Statement

Please write your artist statement on a separate sheet of paper. It should explain your work to the reviewers, who may not be familiar with it. You might describe the medium in which you work (e.g., bronze sculpture, short story, operetta, 8mm film, ballet) and why you chose that medium as well as the philosophy or meaning behind your work.

3. Examples of Your Work

Select and reproduce examples of your work with care; the reviewers may not be familiar with your work and will make funding decisions on the basis of these materials. Make sure that the materials are the most accurate representation of your best work. Send only duplicate copies, not orginals. While these materials will be given all possible care, SAC cannot be held responsible for them.

The types of materials to be submitted and the formats to be used vary according to your grant discipline. Please see the information below that relates to your particular discipline:

Dance and Theater
- Submit a 10-minute segment on DVD and/or scripts.
- If you are submitting a DVD that is longer than 10 minutes, make a note of the place on the DVD that you would like the panel to view. While the reviewers may choose to watch more, their initial review will only be of that 10 minutes, so select and edit carefully.
- Attach a separate sheet of paper to the materials that explains what is being viewed or read and your role in the production (e.g., choreographer, performer, author, producer, or director).

Video and Film
- Submit a 10-minute segment. We are strongly recommend sending URL links to segments or PDFs of scripts. If impossible, please submit to DVD and/or hard copy scripts.
- If you are submitting a segment that are longer than 10 minutes, make a note of the specific 10-minute segment that you would like the panel to view. While the reviewers may choose to watch more, their initial review will only be of that 10 minutes, so select and edit carefully.
- Attach a separate sheet of paper to the materials that explains the production and your role in it (e.g., actor, director, producer, script-writer, set designer, etc.)

Literature (fiction, poetry, and nonfiction)
- Submit original work, such as five to ten short poems, one or two short stories, a chapter or excerpts from a novel or nonfiction work, a one-act play or a single act from a longer script. Please limit non-poetry genres to 20 pages maximum.
- When selecting which written works to submit, place the shortest, best, and most relevant piece first.
• The selections should be submitted in pdf format.
• If your work is already in pdf format, you may still need to edit and create a new pdf so that your presentation is within the limits above and represents your best work or excerpt.
• If you have more than one item in your pdf, the first page of your pdf should be a table of contents that references each item and the page it is on in the pdf.

Music
• Submit copies of scores or a CD. **Indicate the selections to be reviewed.** Feel free to select short segments from several pieces and place them on one CD. **Please limit selections to a combined total of 10 minutes in length.**
• The sound quality of the recording is very important.
• Tell reviewers which songs to listen to; while the reviewers may choose to listen to further selections, their initial review will only be of that 10 minutes. Remember to select and edit carefully.
• For each selection, provide on a separate sheet of paper the title, length, instrumentation, and text, if applicable. Also indicate your involvement, e.g., composer, lyricist, soloist, or conductor.

Visual Artists
• Submit up to eight .jpg files on a CD. There are no specific dimension requirements for .jps but they should be 72 dpi and no more than 1 megabite.
• Label each image with an artist last name and number, i.e. jones01.jpg, jones02.jpg, etc. Do not use signs or quotations in the file name.
• Submit on a separate sheet of paper a typed list that references your file numbers. The list should include title, date, medium, and dimensions.
• Do not submit zipped disks.
• Do not include web sites/hyperlinks to images. No images will be downloaded.
• Submit only PC-compatible files.

Cultural Heritage/Interrelated Media
• Choose 1-2 of the grant disciplines listed above that seem most appropriate to your project. Submit those items as examples of your (or your Artists’) Cultural Heritage or Interrelated Media work. Examples: Submitting dance and music examples to support a Cultural Heritage project that celebrates Salvadoran dance and music, or submitting dance and literature items for a Interreleated Media project that involves an artist dancing while reciting original poetry.

H. Application Package Guide and Checklist

Please submit application materials in a **sturdy envelope** (preferably 9”x 12” or 10” x 13”) labeled with the following in the upper left hand corner (under the return address):

• Your name
• Discipline (cultural heritage, dance/theater, film/video, literature, music, visual arts, or multidisciplinary)
• The word “Fellowship”

Your **completed application package** must contain the following:

- Completed application form (6 **single-sheet, double-sided** copies, **not bound in any way**)

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LCC Artist Fellowship Grants - Instructions / Page 10
- Your Cultural Heritage Summary form, if applicable (1 copy)
- Your CV, resume or bio (1 copy)
- Your artist statement (1 copy)
- Examples of your work as described above
- *If you wish to have any support materials returned you must provide a self-addressed, stamped envelope with sufficient postage.* You may also pick up materials yourself after January 1 — note, however, that we will recycle any unretrieved materials by February 1)

1. Submitting Your Application

There are two options for submitting applications: snail mail or digital (using Google Drive). If you apply digitally, be aware that all your support material will need to be sent digitally, as well. So, if you have support material — like lengthy brochures, for example — that you can't send digitally, you should submit via snail mail. I.e., you can't send part of your application digitally and part of it via snail mail; you need to choose one or the other. See appendix for specific instructions for submitting via Google Drive.

*All applications must be postmarked by Wednesday, October 15, 2014.* Applications may also be dropped off at SAC by Wednesday, October 15, 2014 at 4:30 p.m. If you are using Google Drive to submit your application this deadline still applies.

*Applications postmarked or dropped off after this date/time will not be accepted.*

Mail or Drop-off address:
Somerville Arts Council
City Hall Annex
50 Evergreen Avenue
Somerville, MA 02145
(617) 625-6600 x2985
SECTION III: PROJECT GRANTS

Project Grants support specific projects or presentations that serve the Somerville community. Projects may be special one-time events or specific components of annual programming. Almost any artistic presentation is eligible for a Project Grant; some examples include, but are not limited to: plays at a local theater; an exhibition on a particular theme; a concert series at a library; and a series of writing workshops for youth.

A. Eligible Applicants

- **Individual artists:** Artists do not need to have a residence or studio in Somerville but their project must take place in Somerville and preference may be given to Somerville-based applicants.

- **Organizations:** An organization does not need to be located in Somerville but their project must take place in Somerville and serve the Somerville community. The organization should be a municipal agency or a nonprofit that has been granted tax exempt status under section 501(c)3. Community organizations that do not have 501(c)(3) status but can establish a nonprofit objective (such as neighborhood organizations or PTA) may also apply. However, an individual will assume financial responsibility for the grant.

B. Funding Criteria

- Quality of artist/group's work
- Clarity of proposal and project design
- Outreach and publicity planning
- Credentials of applicant and demonstration of ability to carry out project
- Cost of project in relation to similar proposals
- Documentation of support from collaborators
- Community interest in or support for project
- Community Benefit (See Community Benefit explanation on p.3 above)

C. Amount

Project Grant awards typically range from $250 to $1,500.

D. Items to be Submitted

- 2-page application form (including budget information)
- Cultural Heritage Summary Form, if applicable
- Supporting materials
  - **For Artist Applicants:**
    - Resumes for all participating artists – required
    - Publicity, brochures or reviews of these artists’ work
    - Letters of recommendation
Letters of commitment from collaborating organizations – required

Examples of participating artists’ work – required

For Organization Applicants:

Description of organization, printed brochure or similar materials

Resumes of Executive Director and/or Project Director – required

Examples of participating artists’ work – required

Publicity, brochures or reviews of artists’ work

Letters of recommendation regarding artists’ work

E. Filling Out the Application

1. General Instructions

All information on the application must be typed. Answer all the questions as completely as space allows; your answers must fit on the form in the space provided.

2. Applicant Information

Enter the appropriate name, address, and contact information for the applicant, which may be either an individual or an organization. If an organization, please designate a contact person and provide their contact information.

The applicant must select the appropriate grant type (in this case, Project) and grant discipline (cultural heritage, dance/theater, film/video, literature, music, visual arts, or interrelated media). If you are unsure which discipline to select, please call the Arts Council office for assistance. Do not leave this section blank.

3. Summary Info

Enter a very brief description of your project. Example: “Interactive paper-making project for kids ages 6-12 in Foss Park.”

Enter the amount of money that you are requesting from the Somerville Arts Council for this project.

4. Grant Narrative

Question 1
Clearly and concisely summarize your project. Include the beginning and ending dates of the project (must be in calendar year 2013), the site(s) where activities will occur, and what makes your project necessary or valuable or important at this place and time. Make direct statements such as the following: "Our organization will work with sculptor Mary Artist to provide a series of eight weekly hour-long classes in wire and clay sculpture for youth ages 14-18. The classes will take place at the ABC Youth Center in June and July 2014."

Question 2
Describe the specific steps you have taken to design and plan your project. Describe your partners and explain why they are vital to the project.

Question 3
List the principal individuals and organizations participating in the project and indicate for which parts of the project
they will be responsible. Why are these particular people or organizations critical to making the project successful? Describe the artist’s, presenting organization’s, and/or key partners’ special accomplishments or qualifications relevant to the project.

Question 4
Please explain how this project will benefit your intended audience and Somerville residents as a whole, including your plans for outreach and publicity. If you are not located in Somerville you will be expected to network with Somerville agencies or organizations to ensure effective links between the project and the community and to assist with outreach and publicity. Please see the appendix at the end of the guidelines for suggested partners/collaborators. If your project has special goals, such as to increase the self-esteem of teens at a local youth club, please include this in your answer. Also explain what kind of data collection or observation you will do to test whether your project has been successful.

Question 5
Write “not applicable.”

Question 6
If your project is only partially funded how will you raise more funds or scale back your project? If you scale back, how will your scaled-back project still be valuable to the community? What will you still accomplish? Be specific.

5. Budget Information

The budget form is divided into "Expenses" and "Income" (revenue). The total expenses must equal the total income. Your request cannot exceed $1,500.

Project Expenses
Estimate the cash expenses for your project, and break them down within the appropriate categories.

Project Income
If you expect any cash donations towards your project (other than a Somerville Arts Council grant), estimate the amounts and enter them next to the appropriate funding source.

Additional Funds
While not required for projects costing $1,500 or less, additional funds to support your project expenses from sources other than the Somerville Arts Council are strongly recommended and do strengthen your application. Briefly explain where you got these funds or plan to get them.

If your project will cost more than $1,500 you must plan to raise, or earn, or contribute from your own pocket, the additional funds you need. You should briefly explain how you propose to obtain these funds. Here are some sample ways to explain additional funds. When estimating value, think about how much something would cost if you actually had to pay for it:

“I have already received cash donations totaling $250.”

“I plan to ask Target to donate the cardboard needed for the project, valued at $100. They have provided used cardboard boxes when I have done this project in previous years.”

“The First Congregational Church has agreed to provide free activity space valued at $500.”

“I expect $1,000 in ticket sales and another $500 from merchandise sales during the performances.”

F. The Cultural Heritage Form
If you are applying under the Cultural Heritage discipline, you must complete the Cultural Heritage form in addition to the regular application and budget form. If you are applying under any other discipline you can skip this form.

G. Supporting Materials

All applicants must submit appropriate materials as described below. Present your supporting materials in a neat, well-organized manner; simply use a paper or binder clip for your materials. Please do not use staples, sheet protectors, soft or spiral binding. Label all supporting materials with your name and address (if you are an individual artist) or with your contact person’s name and address (if you are an organization).

Please remember that the clarity and quality of the application and supporting materials are very important. The number of applications received makes it impossible for SAC to invite personal presentations by applicants, so your materials must represent your project as fairly and eloquently as possible. SAC normally reviews more than 90 applications per cycle, so please be selective in choosing your materials.

1. Supporting Materials for Applications from Individual Artists

A resume, listing your professional training and experience—exhibitions, performances, publications, teaching experience, etc., is required. If several artists are applying together, all of them should include resumes. Publicity, brochures, or reviews of work, and letters of recommendation may also be submitted but are not required.

Letters of commitment from any collaborating organizations are required. These must be obtained in advance. For example, if you are applying for a Project Grant in Literature for a poetry reading at the public library, you must have a letter from the library confirming your arrangements with them and stating when they will host your reading.

2. Supporting Materials for Applications from Sponsoring Organizations

A 1-2 page description, printed brochure, or other materials about your organization is recommended. Attach resumes for your executive director and/or project director. Also attach the resume and supporting materials of each artist involved in the project.

3. Additional Supporting Materials Required of All Applicants

All grant applicants must submit supporting materials that document the participating artists’ work. Please note that the quality of these materials is very important. Select and reproduce examples with care; the reviewers may not be familiar with the work and will make funding decisions on the basis of these materials. Make sure that the materials are the most accurate representation of the artists’ best work. Send only duplicate slides, copies, cds, etc. While these materials will be given all possible care, SAC cannot be held responsible for them.

The types of materials to be submitted and the formats to be used vary according to the grant discipline you are applying under. Please see the information below that relates to the appropriate discipline.

Dance and Theater

- Submit a 10-minute segment on DVD and/or scripts.
- If you are submitting a DVD that is longer than 10 minutes, make a note of the place on the DVD that you would like the panel to view. While the reviewers may choose to watch more, their initial review will only be of that 10 minutes, so select and edit carefully.
- Attach a separate sheet of paper to the materials that explains what is being viewed or read and your role in the production (e.g., choreographer, performer, author, producer, or director).
Video and Film

- Submit a 10-minute segment. We are strongly recommend sending URL links to segments or PDFs of scripts. If impossible, please submit on DVD and/or hard copy scripts.
- If you are submitting a segment that are longer than 10 minutes, make a note of the specific 10-minute segment that you would like the panel to view. While the reviewers may choose to watch more, their initial review will only be of that 10 minutes, so select and edit carefully.
- Attach a separate sheet of paper to the materials that explains the production and your role in it (e.g., actor, director, producer, script-writer, set designer, etc.).

Literature (fiction, poetry, and nonfiction)

- Submit original work, such as five to ten short poems, one or two short stories, a chapter or excerpts from a novel or nonfiction work, a one-act play or a single act from a longer script. Please limit non-poetry genres to 20 pages maximum.
- When selecting which written works to submit, place the shortest, best, and most relevant piece first.
- The selections should be submitted in pdf format.
- If your work is already in pdf format, you may still need to edit and create a new pdf so that your presentation is within the limits above and represents your best work or excerpt.
- If you have more than one item in your pdf, the first page of your pdf should be a table of contents that references each item and the page it is on in the pdf.

Music

- Submit copies of scores or a CD. Indicate the selections to be reviewed. Feel free to select short segments from several pieces and place them on one CD. Please limit selections to a combined total of 10 minutes in length.
- The sound quality of the recording is very important.
- Tell reviewers which songs to listen to; while the reviewers may choose to listen to further selections, their initial review will only be of that 10 minutes. Remember to select and edit carefully.
- For each selection, provide on a separate sheet of paper the title, length, instrumentation, and text, if applicable. Also indicate your involvement, e.g., composer, lyricist, soloist, or conductor.

Visual Artists

- Submit up to eight .jpg files on a CD. There are no specific dimension requirements for .jags but they should be 72 dpi and no more than 1 megabite.
- Label each image with an artist last name and number, i.e. jones01.jpg, jones02.jpg, etc. Do not use signs or quotations in the file name.
- Submit on a separate sheet of paper a typed list that references your file numbers. The list should include title, date, medium, and dimensions.
- Do not submit zipped disks.
- Do not include web sites/hyperlinks to images. No images will be downloaded.
- Submit only PC-compatible files.

Cultural Heritage/Interrelated Media

- Choose 1-2 of the grant disciplines listed above that seem most appropriate to your project. Submit those items as examples of your (or your Artists’) Cultural Heritage or Interrelated Media work. Examples: Submitting dance and music examples to support a Cultural Heritage project that celebrates Salvadoran dance and music, or submitting
dance and literature items for a Interreleated Media project that involves an artist dancing while reciting original poetry.

H. Application Package Guide and Checklist

Please submit application materials in a sturdy envelope (preferably 9" x 12" or 10" x 13") labeled with the following in the upper left hand corner (under the return address):

- Name of Applicant
- Discipline (cultural heritage, dance/theater, film/video, literature, music, visual arts, or multidisciplinary)
- The word “Project”

The completed application package for all applicants must contain the following:

- Completed 2-page application form (6 single-sheet, double-sided copies, not bound in any way)
- Your Cultural Heritage Summary form, if applicable (1 copy)

Also required for artist applicants:

- Resumes for all participating artists
- Letters of commitment from collaborating organizations
- Examples of participating artists’ work

Optional for artist applicants:

- Publicity, brochures or reviews of the artists’ work
- Letters of recommendation

Also required for Sponsoring organization applicants:

- Resumes of Executive Director and/or Project Director
- Examples of participating artists’ work

Optional for organization applicants:

- Publicity, brochures or reviews of artists’ work
- Letters of recommendation regarding artists’ work

- If you wish any support materials returned then you must provide a self-addressed, stamped envelope with sufficient postage. You may also pick up the materials yourself after January 1 — note, however, that we will recycle any unretrieved materials by February 1)

I. Submitting Your Application
There are two options for submitting applications: snail mail or digital (using Google Drive). If you apply digitally, be aware that all your support material will need to be sent digitally, as well. So, if you have support material —like lengthy brochures, for example — that you can’t send digitally, you should submit via snail mail. I.e., you can’t send part of your application digitally and part of it via snail mail; you need to choose one or the other. See appendix for specific instructions for submitting via Google Drive.

**All applications must be postmarked by Wednesday, October 15, 2014.** Applications may also be dropped off at SAC by Wednesday, October 15, 2014 at 4:30 p.m. If you are using Google Drive to submit your application this deadline still applies.

**Applications postmarked or dropped off after this date/time will not be accepted.**

Mail or Drop-off address:
Somerville Arts Council
City Hall Annex
50 Evergreen Avenue
Somerville, MA 02145
(617) 625-6600 x2985
SECTION IV: EDUCATION GRANTS

Education grants are essentially project grants that stress educational content and goals. Eligible projects must be physically carried out in a school and must be tied to the school’s curriculum in at least one arts-related way. Typically, they involve a collaboration between Somerville organizations or schools and local artists in the form of mini-residencies or performances. An Education grant may be initiated either by the artist, an organization, or the school. Examples:

- An artist seeks to run an after-school video club at an elementary school in which students can learn about video production and produce a weekly 1/2-hour program on Somerville Community Access Television. The program supports the school’s studio arts curriculum – and also its technology curriculum.

- A dance company seeks to perform at Somerville High School as a way to introduce students to dance as an art form. Dance performances like this support the school’s performing arts curriculum – and also its physical education curriculum.

TIP For Artists: Several organizations and schools interested in including art in their programs are listed in the back of the guidelines. This list is not exhaustive; applicants may seek out other organizations and may contact the Council for additional suggestions.

TIP For Schools: Schools interested in sponsoring artist-in-residence projects are encouraged to apply to the Somerville Arts Council and directly to the Massachusetts Cultural Council’s Creative Schools Program. LCC grants from the Council, however, cannot be used as a match for the MCC program. For more information and guidelines, please contact the MCC at 617.727.3668 or view them on the MCC’s web site (www.massculturalcouncil.org).

A. Eligible Applicants

- Individual artists: Artists do not need to have a residence or studio in Somerville but their project must take place in Somerville and preference may be given to Somerville-based applicants.

- Organizations: An organization does not need to be located in Somerville but the vast majority of students served by their project must be from Somerville. The organization should be a municipal agency or a nonprofit that has been granted tax exempt status under section 501(c)3. Community organizations that do not have 501(c)(3) status but can establish a nonprofit objective (such as neighborhood organizations or PTA) may also apply. However, an individual will assume financial responsibility for the grant.

- Schools: A school does not need to be located in Somerville but the vast majority of students served by their project must be from Somerville.

B. Funding Criteria

- Clarity of proposal, project design, and educational goals

- Demonstration of the ability of the artist and the organization to carry out project as proposed

- Artist’s qualifications and quality of artist’s work
• The school’s interest in and support for the project
• Benefit to the school community and/or larger Somerville community (See Community Benefit explanation on p.3)
• Demonstration of financial or other commitment by the school and any other collaborating organizations; schools and organizations are encouraged to provide matching funds and staff support

C. Amount

Education Grant awards typically range from $250 to $1,500.

D. Restrictions and Recommendations

Grant money cannot be used for the administrative costs of a school or sponsoring organization.

Project designs should take funding limitations into account when budgeting for artist’s time and materials. Applicants are strongly encouraged to look for sources of donated materials.

E. Items to be Submitted

• 2-page application form (including budget information)
• Cultural Heritage Summary Form, if applicable
• Supporting materials

For Artist Applicants:
  ○ Resumes for all participating artists - required
  ○ Publicity, brochures or reviews of these artists’ work
  ○ Letters of recommendation
  ○ Letters of commitment from collaborating organizations - required
  ○ Examples of participating artists’ work – required

For Sponsoring Organization Applicants:
  ○ Description of organization, printed brochure or similar materials – required
  ○ Resumes of Executive Director and/or Project Director - required
  ○ Examples of participating artists’ work – required
  ○ Publicity, brochures or reviews of artists’ work
  ○ Letters of recommendation regarding artists’ work
F. Filling Out the Application

1. General Instructions

All information on the application must be typed. Answer all the questions as completely as space allows; your answers must fit on the form in the space provided.

2. Applicant Information

Enter the appropriate name, address, and contact information for the applicant, which may be an individual, organization or school. If an organization or school, please designate a contact person and provide their contact information.

The applicant must select the appropriate grant type (in this case, Education) and grant discipline (cultural heritage, dance/theater, film/video, literature, music, visual arts, or interrelated media). If you are unsure which discipline to select, please call the Arts Council office for assistance. Do not leave this section blank.

3. Summary Info

Enter a short, one-sentence description of your project. Example: “Lecture-demonstration on interpretive dance for grades 11 and 12 at Somerville High School.”

Enter the amount of money that you are requesting from the Somerville Arts Council for this project.

4. Grant Narrative

Question 1
Clearly and concisely summarize your project. Include the beginning and ending dates of the project (must be in calendar year 2015), the site(s) where activities will occur, and what makes your project necessary or valuable or important at this place and time. Make direct statements such as the following: “Our organization will work with the Healey School and sculptor Mary Artist to provide a series of four weekly art classes in clay sculpture for students in grades 4-6 during February and March.”

Question 2
Describe the specific steps you have taken to design and plan your project. Describe your work with the artists or school(s) and any other partners and explain why they are vital to the project.

Question 3
List the principal individuals, organizations and schools participating in the project and indicate for which parts of the project they will be responsible. Why are these particular people or entities critical to making the project successful? Describe the artists’, presenting organization’s, and/or schools’ special accomplishments, resources or qualifications relevant to the project.

Question 4
Please explain how this project will benefit the school community (and the larger community as well, if applicable), including your plans for outreach and publicity and a description of who will be reached. If the project has special goals, such as to increase the self-esteem of teens, please include this in your
answer. Also explain what kind of data collection or observation you will do to test whether your project has been successful.

Question 5
Be specific about how your project ties into the schools’ established curriculum. Name the teachers/administrators at the school with whom you have been working and describe how you have worked together.

Question 6
If your project is only partially funded how will you raise more funds or scale back? If you scale back, how will your scaled-back project still be valuable? What will you still accomplish? Be specific.

5. Budget Information
The budget form is divided into "Expenses" and "Income" (revenue). The total expenses must equal the total income. Your request cannot exceed $1,500.

Project Expenses
Estimate the cash expenses for your project, and break them down within the appropriate categories.

Project Income
If you expect any cash donations towards your project (other than a Somerville Arts Council grant), estimate the amounts and enter them next to the appropriate funding source.

Additional Funds
While not required for projects costing $1,500 or less, additional funds to support the project expenses from sources other than the Somerville Arts Council are strongly recommended and do strengthen your application. Briefly explain where you got these funds or plan to get them.

If your project will cost more than $1,500 you must plan to raise, or earn, or contribute from your own pocket, the additional funds you need. You should briefly explain how you propose to obtain these funds. Here are some sample ways to explain additional funds. When estimating value, think about how much something would cost if you actually had to pay for it:

“My collaborating organization has a grant from the XYZ Foundation for this type of work and has agreed to contribute $1,000 to support their participation in the program.”

“I plan to ask Target to donate the cardboard needed for the project, valued at $100. They have provided used cardboard boxes when I have done this project in previous years.”

“The school has agreed to provide modeling clay and kiln access valued at $500.”

G. The Cultural Heritage Form
If you are applying under the Cultural Heritage discipline, you must complete the Cultural Heritage form in addition to the regular application and budget form. If you are applying under any other discipline you can skip this form.
H. Supporting Materials

All applicants must submit appropriate materials as described below. Present your supporting materials in a neat, well-organized manner; simply use a paper or binder clip for your materials. Please do not use staples, sheet protectors, soft or spiral binding. Label all supporting materials with your name and address (if you are an individual artist) or with your contact person’s name and address (if you are an organization or school).

Please remember that the clarity and quality of the application and supporting materials are very important. The number of applications received makes it impossible for SAC to invite personal presentations by applicants, so your materials must represent your project as fairly and eloquently as possible. SAC normally reviews more than 90 applications per cycle, so please be selective in choosing your materials.

1. Supporting Materials for Applications from Individual Artists

A resume, listing your professional training and experience—exhibitions, performances, publications, teaching experience, etc., is required. If several artists are applying together, all of them should include resumes. Please also include copies of each artist’s teaching materials, letters of support from past sites, relevant publicity, and any other documentation of your educational work. Letters of recommendation can be helpful but are not required.

Letters of commitment from the school and any collaborating organizations are required. These must be obtained in advance. For example, if you are applying for an Education Grant in Literature for a poetry reading and book fair at a school library, you must have a letter from the school confirming that you have made arrangements with them and stating when they are able to host your readings. You must also have a letter from any other collaborators (eg: the book fair management company) confirming what they have promised to do and when they have promised to do it.

2. Supporting Materials for Applications from Schools and Sponsoring Organizations

Attach the resumes of your principal/headmaster and lead teacher or your executive director and project director and the resume and supporting materials of each artist involved in the project. Please also include copies of the artists’/educator’s teaching materials, letters of support from past sites, relevant publicity, and any other documentation of their educational work.

3. Supporting Materials for All Applicants – Examples of the artist’s work:

All grant applicants must submit supporting materials that document the participating artists’ work. Please note that the quality of these materials is very important. Select and reproduce examples with care; the reviewers may not be familiar with the work and will make funding decisions on the basis of these materials. Make sure that the materials are the most accurate representation of the artists’ best work. Send only duplicate slides, copies, cds, etc. While these materials will be given all possible care, SAC cannot be held responsible for them.

The types of materials to be submitted and the formats to be used vary according to the artists’ grant...
discipline. Please see the information below that relates to the appropriate discipline.

**Dance and Theater**

- Submit a 10-minute segment on DVD and/or scripts.
- If you are submitting a DVD that is longer than 10 minutes, make a note of the place on the DVD that you would like the panel to view. While the reviewers may choose to watch more, their initial review will only be of that 10 minutes, so select and edit carefully.
- Attach a separate sheet of paper to the materials that explains what is being viewed or read and your role in the production (e.g., choreographer, performer, author, producer, or director).

**Video and Film**

- Submit a 10-minute segment. We are strongly recommend sending URL links to segments or PDFs of scripts. If impossible, please submit on DVD and/or hard copy scripts.
- If you are submitting a segment that are longer than 10 minutes, make a note of the specific 10-minute segment that you would like the panel to view. While the reviewers may choose to watch more, their initial review will only be of that 10 minutes, so select and edit carefully.
- Attach a separate sheet of paper to the materials that explains the production and your role in it (e.g., actor, director, producer, script-writer, set designer, etc.).

**Literature (fiction, poetry, and nonfiction)**

- Submit original work, such as five to ten short poems, one or two short stories, a chapter or excerpts from a novel or nonfiction work, a one-act play or a single act from a longer script. Please limit non-poetry genres to 20 pages maximum.
- When selecting which written works to submit, place the shortest, best, and most relevant piece first.
- The selections should be submitted in pdf format.
- If your work is already in pdf format, you may still need to edit and create a new pdf so that your presentation is within the limits above and represents your best work or excerpt.
- If you have more than one item in your pdf, the first page of your pdf should be a table of contents that references each item and the page it is on in the pdf.

**Music**

- Submit copies of scores or a CD. Indicate the selections to be reviewed. Feel free to select short segments from several pieces and place them on one CD. Please limit selections to a combined total of 10 minutes in length.
- The sound quality of the recording is very important.
- Tell reviewers which songs to listen to; while the reviewers may choose to listen to further selections, their initial review will only be of that 10 minutes. Remember to select and edit carefully.
- For each selection, provide on a separate sheet of paper the title, length, instrumentation, and text, if applicable. Also indicate your involvement, e.g., composer, lyricist, soloist, or conductor.

**Visual Artists**
• Submit up to eight .jpg files on a CD. There are no specific dimension requirements for .jpgs but they should be 72 dpi and no more than 1 megabite.
• Label each image with an artist last name and number, i.e. jones01.jpg, jones02.jpg, etc. Do not use signs or quotations in the file name.
• Submit on a separate sheet of paper a typed list that references your file numbers. The list should include title, date, medium, and dimensions.
• Do not submit zipped disks.
• Do not include web sites/hyperlinks to images. No images will be downloaded.
• Submit only PC-compatible files.

Cultural Heritage/Interrelated Media

Choose 1-2 of the grant disciplines listed above that seem most appropriate to your project. Submit those items as examples of your (or your Artists’) Cultural Heritage or Interrelated Media work.
Examples: Submitting dance and music examples to support a Cultural Heritage project that celebrates Salvadoran dance and music, or submitting dance and literature items for a Interreleated Media project that involves an artist dancing while reciting original poetry.

I. Application Package Guide and Checklist

Please submit application materials in a sturdy envelope (preferably 9"x 12" or 10" x 13") labeled with the following in the upper left hand corner (under the return address):

• Name of Applicant
• Panel/Discipline (cultural heritage, dance/theater, film/video, literature, music, visual arts, or multidisciplinary)
• The word “Education”

The completed application package for all applicants must contain the following:
☐ Completed application form (6 single-sheet, double-sided copies, not bound in any way)
☐ Your Cultural Heritage Summary form, if applicable (1 copy)

Also required for artist applicants:
☐ Resumes for all participating artists
☐ Letters of commitment from collaborating organizations
☐ Examples of participating artists’ work

Optional for artist applicants:
☐ Publicity, brochures or reviews of the artists’ work
☐ Letters of recommendation

Also required for School and Sponsoring organization applicants:
☐ Resumes of Principal/Executive Director and Lead Teacher/ Project Director
Examples of participating artists’ work

Optional for school and organization applicants:

- Publicity, brochures or reviews of artists’ work
- Letters of recommendation regarding artists’ work
- If you wish any support materials returned then you must provide a self-addressed, stamped envelope with sufficient postage. You can also pick up the materials yourself after January 1 — note, however, that we will recycle any unretrieved materials by February 1)

J. Submitting Your Application

There are two options for submitting applications: snail mail or digital (using Google Drive). If you apply digitally, be aware that all your support material will need to be sent digitally, as well. So, if you have support material — like lengthy brochures, for example — that you can’t send digitally, you should submit via snail mail. I.e., you can’t send part of your application digitally and part of it via snail mail; you need to choose one or the other. See appendix for specific instructions for submitting via Google Drive.

All applications must be postmarked by Wednesday, October 15, 2014. Applications may also be dropped off at SAC by Wednesday, October 15, 2014 at 4:30 p.m. If you are using Google Drive to submit your application this deadline still applies.

Applications postmarked or dropped off after this date/time will not be accepted.

Mail or Drop-off address:

Somerville Arts Council
City Hall Annex
50 Evergreen Avenue
Somerville, MA 02145
617) 625-6600 x2985
Somerville Arts Council
Local Cultural Council Grant Program
Fellowship Application

Application can be no longer than two pages; fields have character/word limits

Grant Type: Fellowship

Grant Discipline: (please use drop down menu to choose a correct field) Cultural Heritage

Name:
Address:
City: State: Zip:
Phone:
Email: Website:

If you live outside of Somerville you must maintain a studio in Somerville, please provide that address.

Monetary Award

An LCC fellowship award provides a maximum of $1,500 to a minimum of $400. Award amounts are based on both your panel score and the monetary amount available to each grant panel.

Summary Info

Please provide a one-sentence description of your work.

Grant Narrative (Please write succinctly; sections have word limitations)

1. Summarize your work. What specifically have you been working on in the past year?

2. How has your formal and/or informal education influenced your work?
Community Benefit

All LCC grant awards must carry out a community benefit project. If awarded a fellowship, you will be required to conduct a small project or workshop for the non-arts/broader community. By typing your name below you recognize that requirement of the award.

Signature of applicant:_______________________________________________________________
Grant Type: (please use drop down menu to choose a correct field)  Education

Grant Discipline: (please use drop down menu to choose a correct field)  Cultural Heritage

Name:

Organization:

Address:

City:  State:  Zip:

Phone:

Email:  Website:

Summary Info
Please provide a one-sentence description of your proposal

Grant Amount Request:  $

Grant Narrative (Sections have word limitation)
1. Summarize your proposed project. Describe specifically what, where, when will it happen.  Who will be served?  Answer, why this particular project at this time?

2. Describe the planning for this project.  Who and/or what organizations are involved?  Why are these particular partners essential for the project?

3. What are the qualifications of the people and/or organizations involved with the project?

4. Explain why this project will benefit your intended audience; how will it benefit the broader Somerville community.  How will you know your project is successful?

5. If an education proposal, how is this work connected to the curriculum?  With whom have you been working, i.e. teachers/administrators?
6. If your request is only partial funded, (75% or 50% of request) what will you still accomplish and what components will be curtailed? How will it still serve the community?

**Budget**  
(Due to form format please detail each group of item and amount separated by ; also table will shift, please use carriage return to keep columns shifted to right and within this page. Total document should only be two pages.)

<table>
<thead>
<tr>
<th>Expense categories</th>
<th>Income categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Salaries/Fees (detail all expenses for people paid; if a multiple part project, detail each component, i.e. 4 workshops x $200 = $800)</td>
<td>Foundations, state, municipal, or individual support (list donor and amount)</td>
</tr>
<tr>
<td>Supplies</td>
<td>Local Businesses (list donor and amount)</td>
</tr>
<tr>
<td>Rentals (space or equipment)</td>
<td>Earned Income (ticket sales, etc.)</td>
</tr>
<tr>
<td>Marketing (printing, postage, etc.)</td>
<td>Amount Requested from this LCC/SAC</td>
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<tr>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>Total Income (should equal expenses)</strong></td>
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</tbody>
</table>

Authorized Signature: Your typed name below is that of the person authorized to testify to the accuracy of this application and the person who agrees that acknowledgment will be given to the Massachusetts Cultural Council and the Somerville Arts Council, if application is approved.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
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LCC CULTURAL HERITAGE SUMMARY FORM

In addition to the application form, this form must be completed by all applicants applying under the discipline of CULTURAL HERITAGE. (This form should not exceed one page.)

1. In what way is the project of cultural significance to either a family or the community? What is the history of this cultural tradition?

2. Why do you as a person or organization wish to document, present, or conserve this heritage?

3. How will the proposed project help to present or conserve this heritage and/or tradition?
LIST OF COLLABORATORS AND SITES
This is not an exhaustive list; if you find other sites that are not on the list but that are accessible to the community, you are welcome to apply for a project based there. Check with the Arts Council office if you are not sure whether the site is appropriate.

**Municipal Agencies/Departments**
All agencies may be reached through the main city number (617-625-6600) at the extension listed unless otherwise noted.

**Community School Program**
167 Holland St., Rm 132  x6970
Jennifer McGoldrick Administrator
*After-school activities for children, including 21st century clubs.*

**Community Youth Program/ TEEN EMPOWERMENT**
165 Broadway  x2255 OR  x2256
Jaime Lederer  Director Youth Services
jaime@teenempowerment.org
Emily Parrott  Program Coordinator
emily@teenempowerment.org
*Offers out-of-school activities and programs for teens.*

**Council on Aging**
167 Holland St
Cindy Hickey  x2300
*Operates two senior centers as well as an intergenerational program with HeadStart children.*

**Cross Street Elderly Center**
165 Broadway
*Run by the Council on Aging (see above)*

**Ralph and Jenny Center**
9 New Washington St
*Run by the Council on Aging (see above)*

**Recreation Commission**
19 Walnut St  x2980
James Halloran, Superintendent

**SCALE**
167 Holland Street
617-625-6600  x6931
Janice Philpot Director, x6900
jphilpot@k12.somerville.ma.us
*Provides a wide range of educational services to adults of all ages. Teaches many ESL classes; has a large immigrant constituency.*

**Parent Information Center**
42 Prescott St.  x6962
Regina Bertholdt, Director
*Runs a family literacy program.*

**Somerville Public Library**
The libraries host exhibitions, performances, workshops, readings and children’s activities.

**Central Branch**
79 Highland Ave
617-623-5000
Ellen Jacobs for exhibitions and media showings
Ellen Jacobs for concerts and literary readings
Catherine Piantigini, for children’s library events

**East Branch**
115 Broadway  x2970
Marylin Eastwood

**West Branch**
40 College Ave  x2975
Karen Kramer
*Has small second floor stage*

**Somerville Public Schools**
All schools may be reached through the main city number (617-625-6600) at the extension listed unless otherwise noted. The extension for the schools department is x6000.

**Brown School (K - 6)**
201 Willow Ave
Kathleen Seward, Principal, x6400
kseward@k12.somerville.ma.us
*Magnet theme: World Cultures
Out-of-school needs: world languages, drama/art*

**East Somerville Community School (K - 8)**
50 Cross Street
Dr. Holly Hatch, Principal, x6425
hhatch@k12.somerville.ma.us
*Magnet theme: Technology
Special program: Spanish Bilingual
Out-of-school needs: extension of chess and art clubs; ESOL for adults; reading club for 2nd graders*
Micheal E. Capuano Early Education Center  
(PreK - K)  
150 Glen St  
Pamela G. Holmes, Principal, x3600  
pholmes@k12.somerville.ma.us  
Special program: Early Childhood Education; Spanish bilingual  
Out-of-school needs: literacy programming.

Full Circle HS (10-12) and Next Wave JHS (6-9)  
8 Bonair St  
Margaret DePasquale, Principal, x6860  
mdepasquale@k12.somerville.ma.us  
Alternative schools

Healey School (K - 8)  
5 Meacham St  
Joe Geiser, Principal, x6530  
jgeiser@k12.somerville.ma.us  
Magnet theme: Humanities  
Special Programs: Choice (gr. 1 - 6) and Haitian Kreyol Bilingual Program  
Out-of-school needs: books & breakfast club, expansion of drama club

Kennedy School (K - 8)  
5 Cherry St  
Dr. Anne Foley, Principal, x6600  
afoley@k12.somerville.ma.us  
Magnet theme: Citizenship  
Out-of-school needs: expansion of History Day projects, drama club

Dr. Albert F. Argenziano School @ Lincoln Park (K - 8)  
290 Washington Street  
Barbara O’Brien, Principal, x6680  
bobrien@k12.somerville.ma.us  
Magnet theme: Science  
Special program: Portuguese Bilingual Program  
Out-of-school needs: student magazine, chorus/drama program

West Somerville Neighborhood School (K - 8)  
177 Powderhouse Blvd  
Thelma Davis, Principal, x6443  
tdavis@k12.somerville.ma.us  
Magnet theme: Science  
Out-of-school needs: video programming (possible collaboration with Somerville Community Access Television)

Winter Hill Community School (K - 8)  
115 Sycamore St  
Chad Mazza, Principal, x6750  
cmazza@k12.somerville.ma.us  
Magnet theme: Science  
Out-of-school needs: video programming (possible collaboration with Somerville Community Access Television)

In-school Art Programs - all schools  
Supervisor of Visual Arts  
Lucy Prawdzik  
lprawdzik@k12.somerville.ma.us  
617-625-6600 x 3637

In-school Music Programs - all schools  
Rick Saunders x6265

Prospect Hill Academy (K-12)  
617-284-7800  
Early Childhood Campus (K-3)  
15 Webster Ave  
617-284-7800  
Nancy Alach Director  
nalach@prospecthillacademy.org  
Upper Elementary (4-6)  
17 Franklin Street  
617-684-8520  
Erin Moulton, Director  
emoulton@prospecthillacademy.org  
Upper School (7-12)  
50 Essex Street, Cambridge  
617-284-7920  
Rebecca Wilusz, Director  
rwilusz@prospecthillacademy.org

Somerville High School (9-12)  
81 Highland Ave  
John Oteri, Headmaster  
joteri@k12.somerville.ma.us  
Out-of-school needs: art, music, video programs  
Main, x6100  
Art, Luci Prawdzik, x6205  
English, Jodi Ramington x6250  
Languages, James Nocito x6255  
Music, Rick Saunders, x6265  
Painting and Decorating, x6273  
Science, Karen Woods x6285  
Social Studies, Alicia Kersten x6290

Other Agencies/Organizations/Sites

Arts at the Armory  
191 Highland Ave  
617-718-2191  
artsatthearmory.org  
Lea Ruscio, Executive Director  
lruscio@artsatthearmory.org
Artisan's Asylum
10 Tyler St
617-863-7634
artisanasylum.com
Molly Rubenstein, President
molly@artisanasylum.com

ARTSomerville/The Nave Gallery
artsomerville@yahoo.com
www.artsomerville.org
Public art, managing the Nave Gallery

Books of Hope
Creative writing program for teens
Laura Soul Brown, director
617-640-0252 griothouse@aol.com
For more info., visit www.somervilleartsncouncil.org

Brickbottom Gallery
One Fitchburg St
617-776-3410
gallery@brickbottom.com
Exhibitions, special events

College Avenue United Methodist
14 Chapel St
617-776-4172
Reverend Justin Hildebrandt, Pastor
pastor@umcsomerville.org
Exhibitions, performances, readings

Committee of Refugees from El Salvador (CORES)
343 Medford St
617-623-5322
Marcos Garcia, Director
coredboston@yahoo.com

Community Growing Center
22 Vinal Ave between Highland and Summer
617-666-2969
info@thegrowingcenter.org
Outdoor exhibits, performances, workshops

Mystic Learning Center
at the Mystic Activity Center,
530 Mystic Ave
Florence (Fluffy) Bergman, Director, 617-623-0110
Provides after-school programming (and all-day summer programming) at the Mystic Public Housing Development.

RESPOND
PO Box 555
617-625-5996
Jessica Brayden, Executive Director
Jessica@respondinc.org
Michelle Fine, Program Director
michellef@respondinc.org
Provides emergency shelter and services for battered women and their children.

ShortStop, Inc.
1323 Broadway
617-776-3377
Antwan Steed, Program Director x14
Provides temporary living space for teens in transition or crisis.

Somerville Community Access Television
90 Union Sq
617-628-8826
Wendy Blom, Executive Director
Exhibitions, cablecasting, videotaped performances, equipment use.

The Haitian Coalition
268 Rear Powderhouse Blvd.
617-625-6400
Franklin Dalembert, Director

Somerville Homeless Coalition
1 Davis Square
617-623-6111
Mark Alston-Follansbee, Executive Director
maf@somervillehomelesscoalition.org

Somerville Museum
One Westwood Rd
617-666-9810
Evelyn Batinelli
Exhibitions, performance, special events needs of adults of all ages.

Tufts University Gallery
Aidekman Arts Center
Tufts Somerville/Medford Campus
617-627-3518
Amy Schlegel, Director

Walnut Street Center
35 Charlestown St.
617-776-1448
Joseph Churchill, Executive Director
churchillj@wscinc.org
Programming for people with developmental disabilities

Washington Street Art Center
321 Washington St
617-623-5315
Lee Kilpatrick, Director
Gallery321@gmail.com
Exhibitions, workshops, events

Welcome Project
530 Mystic Ave
617-623-6633
Warren Goldstein Gelb, Director
Programs for new immigrants at the Mystic Housing Development

YMCA
101 Highland Ave
617-625-5050
Joseph Pinto, Youth Services Director
Jackie Rivera, Asst. Youth Services Director

Businesses
Often businesses are willing to offer space or other resources for arts projects. For instance, Redbones has been a site for art installations & public readings. Please note, however, that we will not fund projects which primarily benefit the business involved.

Revised Sept. 2014
Somerville Arts Council guidelines for using Google Drive to submit LCC application

If you have an existing Google Drive or Gmail account, skip to #2.

1. If you do not have a Google Drive account go to: http://drive.google.com
   In upper right-hand corner, click on “Sign Up” and follow prompts. (You do NOT need to create a
   “new” Gmail email; you can use an existing email address and still create a Google account to use
   Google Drive)

   Once you have a Google Drive account:

2. Go to: http://drive.google.com

3. In the upper left, click on the red button that says, “Create” and select folder

4. A dialog box will pop up asking for a name. Type the name in the following format:
   Somerville2015-(Category of Entry)-(Your Last Name)-(Your First Name)
   For example: “Somerville2015-Music-Epstein-Michael”
   Press create

5. Click on the folder name you have just created, listed at the top of your documents list.

6. You should now see “My Drive->Somerville2015-(Category of Entry)-(Your Last Name)-(Your
   First Name)” listed at the top of the page with a blank space below. Drag or upload ALL
   submission materials into this folder (LCC application, CV, support letters, etc.). You should
   convert Word Documents into PDFs, to both secure your information and for staff and panelists
   to view easily. Reconfirm what you need to include, refer to the section in the guidelines that is
   called “Filling out the Application.”

7. Alternatively, while on this screen, you may click the red arrow pointing up, next to the create
   button and select “files” to upload files. A dialog will pop up and you may select the files you
   wish to upload.

8. We strongly suggest that you submit materials via URLs (e.g., a video that exists on YouTube,
   Vimeo, or some other publicly accessible site) to make review easier. You can press the red
   create button, and select “document.” A new document will pop up. You may paste or type any
   URLs or additional material you wish to include into this document. Please rename your
   documents by clicking on the document name (typically it originates as “untitled document”) in
   the upper left corner. You will be prompted to pick a new name. Type “(Your Last Name)-URLs”
   as the document name. When you are done, you may simply close this window. Closing the
   window will return you to your list of materials in your submission folder.
9. One you see all of the files you wish to submit included in your folder, you are ready to submit.

10. As with all current technology, depending on your computer make (PC vs. Mac) and your internet browser, the next step with Google Drive is not consistent. With PCs and Internet Explore you should see a checkbox to the left of your folder. Check this, then either right click your mouse or click on the drop down and you should see a “Share” icon. Click on this and a dialogue box will appear. A window called “sharing settings” should appear. In this window, there is a box that says “invite people” - click on this box and type in:

   saclccgrants@gmail.com

   Make sure “can edit” is selected in the box on the right and the box for “notify people via email” is checked. Press the green “Share and Save” button and then press the blue “done” button.

11. For MACs, and Firefox and Safari browsers, there will be a star and a checkbox to the left of your folder you wish to submit. Click the checkbox so that a check appears inside of it. A button that says “More” should appear at the top of the page. Click “More” then hover over share and click “share...” which appears to the right. A window called “sharing settings” should appear. In this window, there is a box that says “invite people” - click on this box and type in:

   saclccgrants@gmail.com

   Make sure “can edit” is selected in the box on the right and the box for “notify people via email” is checked. Press the green “Share and Save” button and then press the blue “done” button.

Your materials have now been submitted.

However, due to State guidelines and to cross reference your electronic submission, please submit one copy of the main LCC grant application (the two page application) to the SAC office via USPS. (See guidelines for address.)

Additional note: if at any time, you lose your place or cannot find your folder, simply reopen your browser, go to the URL: http://drive.google.com and your folder should appear. Always be sure to click on the folder name first before adding materials. You should always be adding materials from the screen that has “My Drive->Somerville2015-(Category of Entry)-(Your Last Name)-(Your First Name)” listed at the top of the page.