

# SOMERVILLE ARTS COUNCIL

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Local Cultural Council Grant Program

## 2024 Guidelines for Artist Fellowships, Project, and Field Trip Grants

### **DEADLINE:**

**Completed applications must be  
submitted Tuesday, October 17, 2023**

**Grant Workshops / Info Sessions  
(Details inside)**

**Virtual:**

**Thurs, September 14, 6:00 - 7:30 pm**

**In Person:**

**Wed, September 20, 3:30 - 5:00pm**

**Tues, September 26, 6:00 - 7:30pm**

City of Somerville  
Katjana Ballantyne, Mayor

Somerville Arts Council  
City Hall Annex  
50 Evergreen Avenue  
Somerville, MA 02145  
617 625 6600 x2985  
[www.somervilleartscouncil.org](http://www.somervilleartscouncil.org)

Revised 8/30/2023

# Updates and Changes to the Guidelines for 2024

For our upcoming Local Cultural Council (LCC) grant cycle small changes have occurred in the last year. In 2022, the Massachusetts Cultural Council (MCC) overhauled their online process with a new online portal. The content of the applicant has NOT changed, just the portal. It is recommended that you review the MCC's webinar to learn more about this new online process. Local LCCs, Somerville included, may still establish local priorities.

While the Somerville LCC application may look different, we will continue to expand our support with Somerville specific grant types, including:

- Continue to offer Fellowships in addition to the standard Project and Field Trip grants;
- Continue to support proposals that focus on expanded disciplines including, Cultural Heritage and Interrelated Media

## Reminders and Highlights for 2024

- You must submit your core application (contact information, narrative, budget and most support material) through the MCCs online portal at <http://www.mass-culture.org/Somerville>
- Support material via PDFs should be submitted via the MCC portal; **however, JPEGs must be submitted to us directly via Google Drive and sent to: [salccgrants@gmail.com](mailto:salccgrants@gmail.com)**
- Project grant requests and awards have increased to a potential maximum of \$5,000
- Fellowship grant requests and awards have increased to a potential maximum of \$3,000
- School Field Trip Grants must be submitted via the MCC online portal
- All applicants must use the on-line portal; **paper applications are no longer accepted**

## GENERAL INFORMATION

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**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 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 contact SAC staff 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 grant workshop sessions, which are held each fall.**

## LCC Grant Workshop Sessions

### **September 12<sup>th</sup>: 6- 7:30 pm**

The MCC will be holding a webinar for Applicants to review their new online portal/application. To register go here:

<https://massculturalcouncil.org/event/how-to-apply-for-a-local-cultural-council-grant/>

The Arts Council will hold sessions to support your ideas for our LCC grant application process, provide an overview of the difference in project and fellowship grants, and, in general, ask any questions you might have about the application and process. Each session typically covers similar introductory material but will be tailored based on your questions during each meeting.

### **Thursday, September 14th: 6:00-7:30 pm**

Virtual meeting via Teams

<https://tinyurl.com/tbrujpmw>

[Download Teams](#) | [Join on the web](#)

### **Wednesday, September 20th: 3:30-5:00 pm**

Somerville Public Library

1<sup>st</sup> floor Auditorium

79 Highland Ave.

### **Tuesday, September 26th: 6:00-7:30 pm**

Connexion

149 Broadway

# A. Grant Categories and Criteria

There are three grant categories – Artist Fellowship, Project, and Field Trip (for schools).

Within Fellowship and Project categories, applicants must apply for funding in one of seven disciplines: Cultural Heritage, Dance/Theater, Film/Video, Literature, Interrelated Media, Music and Visual Arts.

**Examples:** An Artist Fellowship in Literature, or a Project Grant in Visual Arts.

## 1. Artist Fellowship Grants

Somerville resident artists in any discipline may request **fellowship grants** 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.). Grants are to support you as an artist and are not about supporting a specific project you plan to do in the future but rather, in general, support you/your work. **Grant amount:** All applicant requests are \$3,000, although final awards may vary from \$750 to \$3,000.

### Funding Criteria for Fellowship Grants

**Applicants will be reviewed with the following criteria:**

- Quality of the artist's work as documented in supporting materials
- Exhibition, publication, or performance record
- Education, training, and experience
- Clarity of artist statement
- Completeness of application and thoroughness of support materials

## 2. Project Grants

Applicants do not need to be a resident but **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. 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, an artist residency in a school, public art installation at a Community Preservation Act site, and a series of writing workshops for youth. **Grant amount:** Applicants can request up to \$5,000. Awards typically range from \$400 to \$5,000.

## Funding Criteria for Project Grants

- 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

### 3. Field Trip Grants

The LCC Field Trip Program funds cultural field trips for children in grades Pre-K through 12 by subsidizing the cost of admission to attend programs in the arts, humanities and interpretive scientists (including performances, educational tours, and exhibits) **for the upcoming calendar year (Jan-Dec. 2024)**. The purpose of the program is to:

- Provide children with access to high-quality arts and cultural experiences.
- Extend learning beyond classroom walls through cultural field trips.

In Somerville, a funded grant will **reimburse** the applicant in part or full for the cost of the tickets but **not** transportation costs. Tickets for your field trips must be purchased in advance by the applicant.

### Notes on the Interrelated Media and Cultural Heritage Disciplines

SAC developed the **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 or Project grants that would fall into this discipline include: an artist's exploration of using fabric art for set design, a tour of local artisans (cobblers, 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 the **Cultural Heritage** category for those interested in exploring Somerville's cultural history and ethnic diversity. Examples of potential Fellowship or Project 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, developing an exhibit on the changing uses of a historic building being rehabilitated with Community Preservation Act funds, 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.

## **B. 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 2022 or 2023.

### **2. Project Grants**

- **Individual artists:** Artists do not need to have a residence or studio in Somerville but their project must take place in, or provide a community benefit to, 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 could 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 or a fiscal sponsor will need to assume financial responsibility for the grant.
- **Schools:** A school does not need to be located in Somerville but a majority (51%) of students served by their project must be from Somerville.

### **3. Field Trip Grants**

- **Schools:** A school does not need to be located in Somerville but a majority (51%) of students served by their project must be from Somerville.

**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.

## C. 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 during typical work hours.
- 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.
- 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.

## D. 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 develop nor 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 Grants and Community Benefit

The community benefit in all Project 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 grant will be expected to network with, **and demonstrate through a written partnership with,** Somerville agencies, organizations and/or schools to ensure effective links between the project and the community and to assist with outreach and publicity.

## **E. Grant Period**

LCC Grants are available for projects taking place between January 1, and December 31, 2024. Extensions are possible but awardees need to receive approval from the Council. Please contact us if you seek an extension.

## **F. Application deadlines**

All applications must be submitted, via the MCC online portal and, if applicable, support material sent to Google Drive SAC account, by 11:59 p.m. on Tuesday, October 17, 2023.

**Applications submitted after the deadline will not be accepted.**

## **G. Application Timeline**

<b>Information Sessions</b>	<b>September 2023</b>
<b>Application Deadline</b>	<b>Tuesday, October 17, 2023</b>
<b>Denial Letters Sent</b>	<b>December 2023</b>
<b>Approval Letters Sent</b>	<b>January 5, 2024</b>
<b>Grant Period</b>	<b>January 1- December 31, 2024</b>
<b>Final Report Due</b>	<b>January 30, 2025</b>

## **H. Funding Amounts**

Dependent upon on our ability to confirm matching funding, and the competitiveness of the process, the



Somerville Arts Council is typically able to fund between 80% to 60% 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.

## **I. 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.

## **J. 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.

## **K. Payment of Grant Funds**

Payments are made on a reimbursement basis only. Reimbursement generally takes 6 weeks from the time SAC receives completed paperwork. Partial reimbursements may be requested as the work on a project grant is being conducted. Applicants may request payments to third party vendors, who have conducted work on the project grant; thereby ensuring funds go directly to appropriate expenses. Final reimbursement, typically no less than 30% of the award, will not be made until the project is completed as proposed and a final report is submitted.

## L. Support Materials

Please remember that the clarity and quality of the application and supporting materials are especially important for 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.

[www.collegeart.org/guidelines/resume.html](http://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.

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

## SUBMITTING YOUR APPLICATION

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**All applications must be submitted via the MCC online portal (And if appropriate support material to the Council as well) by Tuesday, October 17, 2023.**

# STEP ONE

All applicants must submit via the MCC online portal. <http://www.mass-culture.org/Somerville>  
Once on the specific page, at the top you will see a tab entitled “Apply Now”

**When you submit via MCC online portal please take into consideration the following information below when answering the standard MCC questions (please re-review before submitting).**

## Project Title

Within this field please structure your title by providing us with **ONLY the grant genre and grant type**, i.e.:

Visual Art, Project  
Music, Fellowship  
Cultural Heritage, Project  
Visual Art, Fellowship  
Field Trip

## Contact info

If you are an organization/school, use the name of your Organization/School and address for the Main Contact; and then within the Contact Person section, provide the individual who is submitting the application in these fields/tabs. If an individual artist is applying, use the Main Contact field.

## Disciplines

All of the MCC disciplines correlate to the SAC disciplines except the following three.

Applicants who wish to apply within Cultural Heritage please select “Folk Arts.” Applicants who wish to apply within Interrelated Media please select “Multidiscipline.”

## Project Overview

The Project Overview section is your narrative section.

**Project grant applications should answer all MCC online application questions.**

**Fellowship and Field Trip applications will answer the MCC questions but tailor the answers to our questions below.**

## QUESTIONS:

Summarize proposed project

(Fellowship: please explain your work here)

(Field Trip: please explain here the overview of the trip, how many students, which grade, etc.)

Who is the audience?

(Fellowship: put in n/a)

(Field Trip: please answer this question with the following in mind: Why did you select this group of students to attend this performance? If you're selecting multiple grade levels, please explain the rationale—and how curriculum relates to different grades.

What is the cost to participants?

(Fellowship: put in n/a)

(Field Trip: explain trip expenses, any PTA sharing or student shared costs and any teacher chaperone costs)

How does project provide public benefit?

(Fellowship: please type the following, "If awarded funding, I will work with the Council to conduct a community benefit project")

(Field Trip: please explain here how the field trip will complement your teaching goals, curriculum, and benefit your students [i.e. exposure to new art forms or cultures, complementing specific curriculum goals]).

Describe the qualifications of key artists.

(Fellowship: please describe your formal and/or informal education and experiences here)

(Field Trip: please place n/a here)

Are other individuals or organizations involved?

(Fellowship: put in n/a)

(Field Trip: if you are partnering with others, outside of the actual venue, that will complement your experience, please detail here)

How are you planning to promote?

(Fellowship: put in n/a)

(Field Trip: please describe how you will promote within your school, to parents and community.)

## Budget Overview

**All applications should complete all appropriate fields/tabs.** Please utilize the categories, budget lines, specific to your expenses. At the end of this section additional tabs for category expenses not specified prior are available. Use this section to provide more clarity. The system will automatically total your expense. In the “Income” section the total LCC request and total outside funding support, if any, should equal your total expenses.

**All Fellowship applicants apply for exactly \$3,000** in both “artist expense” and “LCC grant income request” sections. **DO NOT itemize your expenses.**

Project grants may request up to \$5,000. Again expenses and income must align in the budget forms.

## STEP TWO

### Submitting Support Materials

Field Trip applicants: **Please submit up to (3) PDFs in the online MCC portal** which should include either a student guide to the proposed program/field trip, and submit on a single pdf page with a web link to the particular performance and/or studio guide. Please also include a more specific language, beyond the online application, about how this trip is aligned with your curriculum.

Fellowship and Project applicants: Up to (3) PDFs can be submitted via the MCC online portal. **All JPEGs or MP3s must be submitted via our Google Drive account and process below.**

### Support materials for Fellowship Application

- CV, resume or bio – **required**
- 1-page artist statement – **required**
- Support Material of your work (see requirement details below) – **required**

### Support materials for Project Grant Application

#### ***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 (see requirement details below)– **required**

***For Organization or School Applicants:***

- Description of organization, printed brochure or similar materials
- Resumes of Executive Director and/or Project Director – **required**
- Examples of participating artists' work (see requirement details below) – **required**
- Publicity, brochures or reviews of artists' work
- Letters of recommendation regarding artists' work

## **Support Material of artist work**

### **Dance and Theater**

- **Submit a PDF document via the MCC portal.** On that document provide links to YouTube, Vimeo, or any specific site that includes your work. On that document, with the link, explain what is being viewed (e.g., choreographer, performer, author, producer, or director).
- If the segment is longer than 10-minutes please tell us where in the overall segment we should start and stop for a 10-minute viewing.

### **Video and Film**

- **Submit a PDF document via the MCC portal.** On that document provide links to YouTube, Vimeo, or any specific site that includes your work. On that document, with the link, also explain what is being viewed or read and your role in the production (e.g., actor, director, producer, script-writer, set designer, etc.)
- If the segment is longer than 10-minutes please tell us where in the overall segment we should start and stop for a 10-minute viewing.

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

- **Submit a PDF document via the MCC portal.** 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 to 20 pages maximum.**
- When selecting which written works to submit, place the shortest, best, and most relevant piece first.
- 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.
- Non-English work will be accepted but must adhere to above page limits. We will find translators to support panel process. Application should still be completed in English.

### **Music**

- **Submit a PDF document via the MCC portal.** On that document provide links to YouTube, Vimeo, or any specific site that includes your work.
- **If you have only MP3s files of your work you must submit to our Google Drive account** (explanation below).
- If you are a composer, submit scores via PDF, similar to paper documents mentioned above.
- 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 JPEG files to our Google Drive account (explanation below). There are no specific dimension requirements for JPEG but they should be 72 dpi and no more than 1 megabyte.
- Label each image with an artist's last name and number, i.e. jones01.jpg, jones02.jpg, etc. Do not use signs or quotations in the file name.
- Submit a PDF separately that references your file numbers and include title, date, medium, and dimensions.

### **Cultural Heritage and 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 Interrelated Media project that involves an artist dancing while reciting original poetry.

## **Instructions for submitting support materials via Google Drive**

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:  
(Your Last Name)-(Your First Name)- Somerville2024-(Category of Entry)  
For example: "Epstein-Michael- Somerville2024-Music"  
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->(Your Last Name)-(Your First Name)- Somerville2024-(Category of Entry)" listed at the top of the page with a blank space below. Drag or upload ALL JPEGs or MP3 files into this folder. 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. Once you see all of the files you wish to submit included in your folder, you are ready to submit.
9. 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 Explorer 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:

[sacccgrants@gmail.com](mailto:sacccgrants@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.**

10. 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](mailto:saclccgrants@gmail.com)

**You must 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.

***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->(Your Last Name)-(Your First Name)- Somerville2021-(Category of Entry)” listed at the top of the page.***

## **Frequently asked questions**

***I live in Cambridge but have a studio in Somerville, can I apply for a grant?***

Non Somerville residents can apply for a Project grant if the activity has a public benefit in Somerville. Nonresidents can NOT apply for a Fellowship grant.

***I’ve been awarded a Fellowship grant, why can’t I just receive my award up front?***

Because all LCC grants must demonstrate a “public benefit,” the way in which the Arts Council justifies this requirement is by working with artists to develop a small community benefit. This does not need to be a large “project” but rather an activity that highlights you as an artist. A visual artist could conduct a slide presentation of your work to an elder center, or paint a switchbox or do a demonstration during a community festival. A dancer could do a thirty minute movement workshop for seniors, or a musician

conducts a short concert to youth in the housing development. The community benefit is a way in which we ensure public funds demonstrate a “public benefit.” It should highlight who you are as an artist and should NOT be a large scale project. Once you have completed your community benefit, you may submit a final report and receive your full award.

***I received a project grant, why can't I have my money upfront to do the work?***

To ensure all public money is properly spent, we require that awards are paid through reimbursement. You need to demonstrate that you have completed an action/activity toward the completion of your project to receive reimbursement. You may request reimbursement as you incur expenses. For example, you purchased supplies to start a project; you can submit those receipts to be reimbursed. Or you need to hire someone to help you. You may submit that person's w-9 and an invoice from them for services they will provide you toward the completion of your grant (this is called “third party invoicing”). You may request up to 70% of your award prior to finishing your project grant.

***I have a great idea about where my work will be going in the next year, do I discuss this in a Fellowship grant application?***

We established Fellowship grants to support you as an artist. The review process is more interested in knowing what you HAVE done, not what you PLAN to do. You should present your PAST accomplishments and who you are as an artist. You are not reviewed on your “aspirations,” but rather what you have done. Your narrative and your support material should demonstrate the work you have accomplished.