SOMERVILLE ARTS & CULTURE

Mass Cultural Council Local Cultural Council Grant Program

2027 Guidelines

Artist Fellowships, Project, & Field Trip Grants

DEADLINE:

Completed applications must be submitted by

Thursday
October 15, 2026

Grant Workshops/Info Sessions

In Person:
Mon., September 14, 6-7:30 pm

Virtual
Tues., September 22, 6-7:30 pm

LCC Grant Tech Support Workshop
Wed., October 7, 6-8 pm

For more information, go to: somervilleartscouncil.org/lcc/info/

City of Somerville
Jake Wilson, Mayor

Somerville Arts & Culture
City Hall Annex
50 Evergreen Avenue
Somerville, MA 02145
617 625 6600 x2985
www.somervilleartscouncil.org

Revised 8/27/2026

Updates and Changes to the Guidelines for 2027

In 2022, the Massachusetts Cultural SAC (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 2027

- Please note award letters are always sent out the first week of January. Grant recipients won't receive notice until approximately Jan. 10, 2027. So if you're applying for a project grant and have an event or initiative slated to start in January, additional funds should be sought from elsewhere.
- 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
- It is recommended to submit all support material **to us directly via Google Drive and sent to: saclccgrants@gmail.com**
- Project grant requests and awards funds up to $5,000
- Fellowship grant requests and awards funds up to $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

Background: The Somerville Arts & Culture (SAC) is the Local Cultural SAC (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 SAC (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 SAC 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.**

MCC LCC Info Sessions

September 10th: 6 pm
The MCC will be holding a webinar for applicants to review their online portal/application process. To register go here:
https://massculturalSAC.org/event/local-tribal-cultural-SAC-fy27-grant-applicant-info-session/

SAC Grant Workshop Sessions

Somerville Arts & Culture (SAC) 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.

Info Session
Monday, September 14: 6 – 7:30 pm
Connexion - 149 Broadway, Somerville MA 02145

Virtual Info Session
Tuesday, September 22: 6 - 7:30 pm
Virtual meeting via Zoom
https://us02web.zoom.us/j/87607532493?pwd=b59Fwsxzcdgblz3l2tLvgxsbFJtLJJ.1

Tech Support Workshop
Wednesday, October 7: 6 – 8 pm
Somerville Public Library Central - 79 Highland Ave, Somerville, MA 02143

A. Grant Categories and Criteria

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

Within the Fellowship and Project categories, applicants must apply for funding in one of seven genres: 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. The first decision to make is: What category? The second decision is: What genre?

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 and must take place in Somerville.** 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; support materials and letters of support
- 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 1 -Dec. 31, 2027). 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 2026 or 2025.

2. Project Grants

- **Individual artists**: Artists do not need to have a residence or studio in Somerville but their project must take place in and provide a community benefit to Somerville. 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 the vast majority 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 per genre 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 SAC (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 & Culture 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. **IMPORTANT: <u>You do not need to develop nor propose a community benefit project in your LCC grant application</u>.** 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 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, 2027. Extensions are possible but awardees need to receive approval from the SAC. 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 Thursday, October 15, 2026.

Applications submitted after the deadline will not be accepted.

G. Application Timeline

Information Sessions	**September and October 2026**
Application Deadline	**Thursday, October 15, 2026**
Denial Letters Sent	**December 14, 2026**
Approval Letters Sent	**January 6, 2027**
Grant Period	**January 1, 2027- December 31, 2027***
Final Report Due	**December 31, 2027**

***Please note award letters are always sent out the first week of January. Grant recipients won't receive notice until approximately Jan. 10, 2027. So if you're applying for a project grant and have an event or initiative slated to start in January, additional funds should be sought elsewhere.

H. Funding Amounts

Depending on our ability to confirm matching funding, and the competitiveness of the process, Somerville Arts & Culture is typically able to fund between 40% and 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 & Culture 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. **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 support 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.

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's CV and résumé on their web site.
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

All applications must be submitted via the MCC online portal (And if appropriate support material to SAC as well) **by Thursday, October 15, 2026**.

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).

Section: Applicant Information

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.

Section: Project Information

Amount Requested

Please enter the total request amount of this LCC; do not include any in kind or matching support here.

Project Discipline

All of the MCC disciplines correlate to the SAC disciplines except the following:

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

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

When will the project take place?

Enter the approximate date(s). If you do not have a specific date, provide a reasonable time/month. All grants should be completed in the upcoming calendar year. Note that you shouldn't plan anything for early January as awards aren't made until January 14.

Where will the project take place?

Project grants should take place in Somerville and benefit the Somerville community. Fellowships' "community benefits" must take place in Somerville. Be as specific as you can.

Estimated number of people served

Your number should be realistic. Small audiences are fine.

Section: Project Overview

The Project Overview section is your narrative section.

For Project grants answer the MCC questions. However, for:

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

QUESTIONS:
Summarize proposed project
(For Fellowship: please explain your work here)
(For Field Trip: please explain here the overview of the trip, how many students, which grade, etc.)

Who is the target audience for this project?

(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 SAC 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 own formal and/or informal education and experiences here)

(Field Trip: please place n/a here)

Are there any 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.)

Section: Budget

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. Detailed budgets increase the strength of proposals.

Section: Additional Materials

The MCC allows you to submit (1) PDF that is three (3) printed pages in length. For many applicants this will not be enough to submit more information, higher quality support material. Review below on SAC's support material requirements and how to submit via Google Drive. Strong support materials are key to successful applications.

STEP TWO

Submitting Support Materials

Important: Support materials are required. Applications submitted without support materials will not move forward to the panel review process. Keep in mind that MCC allows uploading up to 3 pdf's. Additional materials should be submitted via Google Drive.

Field Trip applicants: Please submit PDFs 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.

Fellowship and Project applicants: It is recommended that you submit the following support material 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 - suggested
- Letters of recommendation - suggested
- 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 - suggested
- 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 - suggested
- Letters of recommendation regarding artists' work - suggested

Support Material of artist work

In addition to the material above, you must submit material about you as an artist. Below are good examples of how to do this.

Dance and Theater

- **Submit a PDF document.** 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.** 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 and Writing

- **Submit a PDF document.** 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 it 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 the review panel process. The application should still be completed in English.

Music

- **Submit a PDF document.** 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 150 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 an 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)- Somerville2027-(Category of Entry)
For example: "Epstein-Michael- Somerville2027-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)- Somerville2027-(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. One 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 follow the prompts via Chrome. 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.

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

    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)- Somerville2026-(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?

No. 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 SAC 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 jury 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.

What's your #1 tip for submitting strong support materials for a Project grant application?

Convey that you have done careful planning and convince the jury you will be able to execute your project. If you have lined up a venue or potential venues, consider including a support letter from the venue saying they are eager to host this project/event. Similarly, letters of support from any other collaborators are encouraged. If applicable, examples of past work are encouraged, such as photo or website links or articles. Finally, please carefully read the support material section in this document and follow guidelines.

I'm not very tech savvy; can I get support?

Yes. Please attend the LCC tech-specific workshop on Wednesday, October 7, 6-8pm. Please do not expect tech support or guidance close to October 15. Staff may or may not be able to support you at that time.