

# Lincoln Cultural Council Guidelines

## Potential applicants:

Thank you for your interest in the Lincoln Cultural Council. To increase your chances of receiving funding, please read and follow these guidelines. Please note that these guidelines are in addition to any guidelines set forth by our parent agency, the Massachusetts Cultural Council.

## Funding Priorities:

- Events and programs targeted to various age groups
- Programs focused on interpretive sciences as well as programs in the arts and humanities
- Applications which include a collaboration between and among artists and local institutions
- Programs that benefit Lincoln residents
- Lincoln-based applicants
- Applications which represent a diverse cross-section of events
- New programs (Local council funds are not intended to be used as the sole source of funding for projects of a continuing nature)
  - Please note that programs funded by the LCC for two years will have lower priority in subsequent years
  - The LCC is prohibited by the state's non-dependency clause from funding a project at the same level three years in a row

## What to include with your application:

- Specific information including when and where the proposed program will occur
- Back-up material including resumes, letters, press releases
- Accurate budget information (both the budgeting and the arithmetic) on page 2 of the application
- Original ink signature on the application (applications with reproduced or facsimile signatures will be disqualified)
- A signed copy of this policy statement to indicate you have read it and agree to comply

## Additional factors that we consider:

- Artistic excellence
- Originality
- Maximum community/audience impact
- How this application fits with the total mix of funded applications

**If your grant is approved, you must:**

- Publicize the activity, program, or service within the Lincoln community. Suggested approaches include:
  - Event listings in local newspapers (Lincoln Journal, Boston Globe, etc.)
  - Posters prominently displayed around town
  - Targeted or town-wide mailings
  - Minilink, PO Newsletter or Principals' Newsletters for programs related to school-aged children
  - Notices on the town's local cable television channel
  - Electronic mail
  - Internet websites
- Include the required sponsorship notice and logo on any and all publicity, including, but not limited to those listed above
  - "This program is supported in part by a grant from the Lincoln Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency."
- Hold the program in a location which is accessible and meets the ADA Title II requirements for integrated access for disabled persons
  - If handicapped accessibility is not possible, discuss with your contact on the Lincoln Cultural Council to see if a modification is possible
    - Funding may be denied to programs not conducted in a handicapped accessible location which do not provide an opportunity for the LCC to address the problem.

**Please note:** Members of the LCC are volunteers who help applicants in an advisory role. They are happy to provide information and to point you in the right direction to ensure a successful event. They are not available to publicize your event, make arrangements for facilities or to provide other direct labor.

**To get paid, you must:**

- Submit your request for payment on the Massachusetts Cultural Council Local Cultural Council Reimbursement form for LCC and Pass Grants
- Include taxpayer ID number (Social Security number for an individual)
- Include applicable supporting documentation
  - Receipts and/or invoices from performer, instructor, etc.
  - Receipts and/or invoices for transportation associated with event
  - Receipts and/or invoices for cost of space rental
  - Statement from local organization certifying that the event occurred
  - Documentation of publicity showing the inclusion of required acknowledgement statement
- Only expenses included in the originally submitted budget are eligible for reimbursement