

FY25 BCC Organizational Grant Application Questions

General Advice on Answering Application Questions

Our goal is to help artists and arts organizations in the City of Boston thrive. One of the ways we do this is to distribute funds each year in the form of Boston Cultural Council Organizational Grants. These funds aim to support small and mid sized nonprofit and fiscally sponsored organizations, as well as unincorporated entities or artist collectives, providing innovative arts, cultural, and creative programming that 1.) advances a vibrant, creative, and just Boston and 2.) enhances the quality of life in our city. The BCC's grantmaking strategy aims to work in tandem with other grant programs to ensure that all Boston residents can access and participate in arts programming and creative expression.

We want to make this application process as simple as possible, but still capture enough about you and your work for our reviewers to make informed, consistent, and equitable decisions. Please keep your answers simple and brief, but do take the time to respond as fully as you can to the questions. It's not a writing test, so just be yourself. We don't set character limits to your answers so you don't have to spend time worrying about making it fit, but we suggest keeping long format answers within 250-500 words. If it is helpful, applicants can draft answers in a separate document before inputting answers into Submittable. Good luck!

Eligibility

This section is focused on confirming that applicants are eligible to apply for this grant.

1. Submission Name: Name of Organization
2. Does your organization offer the majority of its programming or services (more than 50%) in the city of Boston?
 - a. Yes
 - b. No (If "no," ineligible)
3. Is your organization's budget size under \$2,000,000?
 - a. Yes
 - b. No (If "no," ineligible)

The Facts

Share the facts about your organization!

4. Address of Organization
5. Phone Number of Organization
6. Email Address for Organization
7. Which neighborhood of Boston is the applying organization located in?
 - a. Allston
 - b. Back Bay
 - c. Beacon Hill

FY25 BCC Organizational Grant Application Questions

- d. Brighton
 - e. Charlestown
 - f. Chinatown
 - g. Dorchester
 - h. Downtown
 - i. East Boston
 - j. Fenway
 - k. Kenmore
 - l. Hyde Park
 - m. Jamaica Plain
 - n. Mattapan
 - o. Mission Hill
 - p. North End
 - q. Roslindale
 - r. Roxbury
 - s. South Boston
 - t. South End
 - u. West End
 - v. West Roxbury
 - w. None of these neighborhoods
 - If you selected “None of these neighborhoods,” please provide more information about the location of your organization and your relationship to Boston’s neighborhoods. *For example: explain why the physical location of your organization is different from your incorporation address.*
8. Does your organization or fiscal sponsor have a City of Boston Supplier ID Number? If your organization has a Supplier ID Number, please include it here. If you do not, you can skip this question.
- a. In order to receive payment, you will need a Supplier ID Number that identifies you in the City of Boston financial system. You can go [here](#) to learn how to create a Supplier ID. Please email vendor.questions@boston.gov or call 617-961-1058 for additional assistance.
 - a. If you have a 10-digit Supplier ID, please include the zeros at the beginning (e.g. 00000XXXXX).
 - b. If you need help updating your Supplier Account Information please use this guide:
https://www.boston.gov/sites/default/files/embed/u/updating_information_on_an_existing_vendor_account.pdf
9. Organizational Contact Person
- a. Organizational Contact Person’s Name

FY25 BCC Organizational Grant Application Questions

- b. Title
 - c. Email
 - d. Phone
 - e. Pronouns (optional)
10. What is your organization's NTEE code? If you do not have a NTEE code, select the category that best describes your organization.
11. Which institution best describes your organization? (list is on application)

| | |
|-----------------------------------|---------------------------------------|
| 01 Performance Facility | 18 Community Service Org |
| 02 Art Museum | 19 Correctional Institution |
| 03 Other Museum | 20 Health Care Facility |
| 04 Gallery/Exhibit Space | 21 Religious Organization |
| 05 Cinema | 22 Seniors' Center |
| 06 Independent Press | 23 Parks & Recreation |
| 07 Literary Magazine | 24 Media - Periodical (Print/digital) |
| 08 Fair/Festival | 25 Media- Newspaper (Print/digital) |
| 09 Arts Center | 26 Media- Radio |
| 10 Arts Council/Agency | 27 Media-TV |
| 11 Arts Service Organization | 28 Cultural Series Organization |
| 12 Union/Professional Association | 29 Arts Camp/Institute |
| 13 Parent-Teacher Organization | 30 Social Service Organization |
| 14 Vocational/Technical School | 31 Child Care Provider |
| 15 Other School | 32 Curatorial Organization |
| 16 College/University | 33 Presenting Organization |
| 17 Historical Society | 34 None of the Above |

- a.
12. What is your organization type?
- a. 501(c)(3) Organization
 - Please upload your 501(c)3 determination letter
 - b. Applicant partnered with a 501(c)(3) non-profit fiscal sponsor
 - Please provide the name of your fiscal sponsor.
 - Please provide your fiscal sponsor's EIN (tax ID number).
 - Fiscal Sponsor Street Address.
 - Fiscal Sponsor Contact Name.
 - Fiscal Sponsor Contact Email.
 - For fiscally sponsored organizations, please include a letter from the fiscal sponsor and proof of their 501(c)(3) status. (2 documents required)
13. Have you received funding from the BCC in the past?
14. Do you currently receive funding from the City of Boston? (y/n)
15. Branch: Who else from the City of Boston funds your organization?

FY25 BCC Organizational Grant Application Questions

16. *Branch*: How much in grant funding did you receive in total from the City of Boston in the last fiscal year?

The Basic Overview

This is your opportunity to tell us simply and briefly who you are, why you do what you do, why it's important, and how you do it. Go for it!

17. Please select all applicable options from the below list that describe the demographics for the CEO/President/Executive Director of the organization applying for this grant.
- American Indian or Alaskan Native
 - Asian or Pacific Islander
 - Black or African American
 - Hispanic or Latinx
 - Immigrant
 - LGBTQI
 - Living with a disability
 - Male
 - Older Adult(60+)
 - Veteran
 - Woman
 - White
 - Youth
 - Other (write-in below)
 - I prefer not to say
18. If you selected “Other” above, please provide more details below. You may also use this space to share other relevant information regarding the demographics of your CEO/President/Executive Director. This could include aspects of their identity not fully captured by the above options. If your organization operates under a non-hierarchical or shared leadership model, please provide information on your staff demographics.
19. What is your organization’s annual operating budget?
- a. Less than \$500,000
 - b. Between \$500,000-\$1,000,000
 - c. Between \$1,000,000-\$2,000,000
20. What’s the total dollar amount of your organization’s annual operating budget?
21. What is the total dollar amount of this operating budget that goes toward hiring artists?
22. Please upload your organization's operating budget for your current or most recent fiscal year (FY24, FY25)

FY25 BCC Organizational Grant Application Questions

23. Which discipline best describes your organization? (select up to three that best describe your organization)

- | | |
|--|--|
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Media Arts |
| <input type="checkbox"/> Conceptual Arts | <input type="checkbox"/> Music Composition |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Music |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Dance Choreography | <input type="checkbox"/> Performance Art |
| <input type="checkbox"/> Design/Built Environment | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Dramatic Writing | <input type="checkbox"/> Printmaking |
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Public Art |
| <input type="checkbox"/> Fiber/Textile Arts | <input type="checkbox"/> Sculpture/Installation |
| <input type="checkbox"/> Fashion Design | <input type="checkbox"/> Social Practice Art |
| <input type="checkbox"/> Fiction/Creative Nonfiction | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Film & Video | <input type="checkbox"/> Traditional Arts |
| <input type="checkbox"/> Interarts/New Genres | <input type="checkbox"/> Spoken Word |
| <input type="checkbox"/> Literary Arts | <input type="checkbox"/> Other artistic discipline or genre not included in this list |
| <input type="checkbox"/> Literature | |

24. If you would like, please provide more detail on any creative discipline(s) that were not included in the list above.

25. Organization Website

26. Organization Social Media

27. Please include any additional media links that you'd like to share here.

28. Which neighborhoods do you actively engage through your arts, cultural, and creative programming?

- a. Allston
- b. Back Bay
- c. Beacon Hill
- d. Brighton
- e. Charlestown
- f. Chinatown
- g. Dorchester
- h. Downtown
- i. East Boston
- j. Fenway
- k. Kenmore
- l. Hyde Park
- m. Jamaica Plain

FY25 BCC Organizational Grant Application Questions

- n. Mattapan
 - o. Mission Hill
 - p. North End
 - q. Roslindale
 - r. Roxbury
 - s. South Boston
 - t. South End
 - u. West End
 - v. West Roxbury
 - w. None of these neighborhoods
29. What are your organization's mission and values?
30. **Briefly** describe some of your core programs. How long have you been doing this work?

Your mission and values

This is your opportunity to show us how you connect with diversity, equity, inclusion and belonging, and how your mission connects with the Boston Cultural Council's commitment to equity:

To truly thrive, Boston must be an equitable city. For the Boston Cultural Council, equity begins with the understanding of the systemic harm perpetuated by Boston's arts sector. People of color in Boston have faced significant barriers to creative resources, space, and economic opportunity. We commit to an intersectional racial justice lens that uplifts those most harmed by systemic oppression and racism. We hold ourselves accountable to implement policies and programs that eliminate structural racism, embrace collective healing, and center BIPOC/ALAANA and LGBTQIA+ community members, as well as those who face discrimination due to their age, gender, disability, social status, neighborhood, citizenship status, and more. The BCC in partnership with MOAC envisions a vibrant and creative Boston, where everyone can access and participate in the arts.

31. Referring back to your mission and values statement in question in the previous section, how do your mission and values promote cultural equity and use innovative and original arts and creative programming to:
- 1.) Advance a more vibrant, creative and just Boston.
 - 2.) Enhance the quality of life in our city.
- Please provide specific examples of how these commitments are implemented in your programs, through your team, and in your interactions with the community.
32. In what ways does your organization address community needs and/or gaps in the arts sector in Boston?

FY25 BCC Organizational Grant Application Questions

- a. *This could be a need in your neighborhood, a need that you see in a population you work with, and/or it could be a unique perspective on the arts that you think is missing or underrepresented in Boston.*
33. How does your organization's leadership and staffing reflect a commitment to serving Boston's historically excluded communities? What relevant experience, hiring, promotion practices, and learning has your leadership committed to that enables you to serve Boston's historically excluded communities? In your answer please expand in detail on the categories listed below.
 - a. *Tell us about your staff, volunteers, board and/or partners! Please share if and how they reflect the communities with whom you work and/or Boston's diverse communities, including details about neighborhood, race, ethnicity, ability, gender identity, and other important identifiers.*
 - b. *Please tell us about your internal organizational practices, policies and procedures. Some examples may include: decision-making processes, listening sessions, learnings, policies, training, or other work your leadership and staff is doing to better serve communities historically excluded from arts and economic opportunity.*

Accessibility and Engagement

34. In what ways does your organization expand access to arts and cultural programming for historically excluded or underrepresented communities, including but not limited to individuals with diverse backgrounds, abilities, and access needs?

Evaluation

35. How do you know you are or will be successful in implementing and sustaining your mission? Please describe how you define and measure success for your organization, including any specific metrics related to equity in the arts.

Additional Supporting Materials

36. Optional: Upload any materials that you would like to share. Examples might be supporting materials such as images from events, flyers, and/or testimonials from program participants or members of your community.

Submission Certification

Please read and agree to the requirements and terms described below:

Grant Agreement and Terms

- By submitting this application, I certify that I accept the terms of the grant program and the City of Boston's [CM-20 & CM-21 Standard Grant Agreement and Terms](#). I understand that if selected for an

FY25 BCC Organizational Grant Application Questions

award, I will be required to have knowledge of this document and may be required to complete and sign it before receiving funding.

Notice to Beneficiaries

- By submitting this application, I certify that I accept the terms set forth in [Form B-1 Notice to Beneficiaries](#). I understand that if selected for an award, I may be required to have knowledge of this form and may be required to take further action to comply with the Boston Jobs, Living Wage, and Prevailing Wage Ordinance before receiving funding.

Nonprofit Standing

- By submitting this application, I certify that the organization I represent, or the organization serving as a fiscal sponsor, is in good standing with both the Massachusetts Attorney General's Office and the IRS.

Conflict of Interest

- By submitting this Application, I certify that there is no conflict of interest within the meaning of the [Conflict of Interest Law, Ch. 268A](#) of the Massachusetts General Laws.

Please indicate that you agree with the statements above:

- Agree
 Disagree