

General Advice on Answering Application Questions

Artificial Intelligence (AI) is reshaping how we work, create, and communicate. As AI becomes more integrated, we recognize both the opportunity and the risk it presents, especially within the arts and cultural sector, where authenticity, human expression, and community connection are indispensable. For some, AI may help articulate your mission, analyze data for impact statements, or organize your application responses more clearly. At the same time, we observe its limitations. Applications that lean heavily on AI can be vague, generic, and repetitive. They often lose the richness, specificity, emotional depth, and nuance that make your story resonate.

We want to make this application process as simple as possible while still giving us enough insight about you and your work for our reviewers to make informed, consistent, and equitable decisions. Please keep your answers clear and simple while taking the time to respond as fully as you can. Decisions are based on the content of your answers and NOT on language, writing style, or grammar. There are no character limits, but we suggest keeping long-form answers within 250–400 words so your main points shine through. If it's helpful, you can draft your responses in a separate document before entering them into Submittable.

Required questions are indicated with a red asterisk (“*”)

Eligibility Form

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

Applicants must be able to check "yes" on each question below to meet all of the eligibility criteria for this grant program.

1. My organization offers the majority of its programming or services (more than 50%) in the city of Boston.

☐ Yes ☐ No (not eligible)

2. My organization's mission and programming demonstrates a clear commitment to foster and sustain the arts and/or cultural creative expression in any arts discipline.

☐ Yes ☐ No (not eligible)

3. My organization's budget size is under \$2,000,000.

☐ Yes ☐ No (not eligible)

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4. My organization is a 501(c)3 organization or unincorporated group applying with a fiscal sponsor.

☐ Yes

☐ No (not eligible)

5. This application is NOT from: An individual, K-12 schools or K-12 school foundations, Main Streets organization, college or university, or organizations/programs affiliated with colleges or universities, "Friends of..." organization whose primary purpose is to support government entities, or a religious organization or inherently religious program of any kind (religious organizations can serve as fiscal sponsors as long as they are not receiving any of the funds provided).

☐ Yes

☐ No (not eligible)

The Facts

Share the facts about your organization!

1. Name of Organization*

2. Address of Organization*

3. Phone Number of Organization*

4. Email Address of Organization*

5. Which neighborhood of Boston is the applying organization physically located in?*

Circle correct neighborhood

Allston

Back Bay

Beacon Hill

Brighton

Charlestown

Chinatown

Dorchester

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Downtown
East Boston
Fenway
Kenmore
Hyde Park
Jamaica Plain
Mattapan
Mission Hill
North End
Roslindale
Roxbury
South Boston
South End
West End
West Roxbury
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, or explain why you might not have a physical location

6. Does your organization or fiscal sponsor have a City of Boston Supplier ID Number (also sometimes referred to as a Vendor ID Number)? If your organization has a Supplier ID Number, please include it here. If you do not, you can skip this question.

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- 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.
- b. If you have a 10-digit Supplier ID, please include the zeros at the beginning (e.g. 00000XXXXX).
- c. If you have any issues getting or submitting your ID number before you submit your application, don't worry! Answering this question is not required.
- d. If you need help updating your Supplier Account Information please use [this guide](#).

7. Organizational Contact Person*

Organizational Contact Person's Name*

Title*

Email Address*

Phone Number*

Pronouns (optional)

8. What is your organization's NTEE code (full list below)?*

Your NTEE code is a way to classify what your nonprofit does, based on its main purpose and activities. Including the correct code helps us see your organization's focus, show the full picture of the arts and cultural sector in our reporting, and make sure the diversity of our applicants is represented. You can find or confirm your code using the [NTEE Search Tool](#).

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9. Which institution best describes your organization (full list below)?*

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

10. What is your organization type?*

☐ 501(c)(3) Organization ☐ Applicant partnered with a 501(c)(3) fiscal sponsor

- Please include a copy of either your organization's 501(c)(3) determination letter or your fiscal sponsor's 501(c)(3) determination letter with this application.*

If your organization is a 501(c)(3):

Please upload a copy of your organization's IRS Form W-9. Make sure it is signed before uploading. This attachment is required if you are representing a tax-exempt nonprofit organization. If needed, a blank Form W-9 can be downloaded at this link: [Form W-9 \(revised March 2024\)](#)

If you are an applicant partnered with a 501(c)(3) non-profit fiscal sponsor:

Please complete the following questions about your fiscal sponsor. If not, you can skip this section.

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(required if you are fiscally sponsored)

- 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 confirming their fiscal sponsorship, in addition to proof of their 501(c)(3) designation as requested above. (two documents required)*

11. Have you received funding from the BCC in the past?*

☐ Yes

☐ No

12. Do you currently receive funding from the City of Boston?*

☐ Yes

☐ No

If you answered "yes", who else from the City of Boston funds your organization? (skip this question if it is not applicable)*

How much in grant funding did you receive in total from the City of Boston in the last fiscal year? (skip this question if it is not applicable)*

The Basics

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!

13. 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.*

Check all that apply.

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latinx
- ☐ Immigrant
- ☐ LGBTQI
- ☐ Living with a disability
- ☐ Man
- ☐ Native Hawaiian or Pacific Islander
- ☐ Non-binary, gender non-conforming, or genderqueer
- ☐ Older Adult(60+)
- ☐ Returning Citizen (formerly incarcerated)
- ☐ Veteran
- ☐ Woman
- ☐ White
- ☐ Youth
- ☐ Prefer not to answer
- ☐ Other (write-in below)

14. 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.

15. What is your organization's annual operating budget?*

Less than \$500,000

Between \$500,000-\$1,000,000

Between \$1,000,000-\$2,000,000

16. What's the total dollar amount of your organization's annual operating expenses?*

17. What is the total dollar amount of your operating budget that goes toward hiring artists?*

The total amount your organization spends on artists could include hired staff positions, contracted services, commissions, stipends, or any other form of payment.

18. Please include a copy of your organization's operating budget for your current or most recent fiscal year (FY25, FY26) with your submitted application. *

a. *Need help? If helpful, you can use the [BCC budget template](#). Just make a copy of the template and edit the categories to reflect your revenue and expenses.*

19. Which creative discipline(s) best describes your organization? (select up to three that best describe your organization)*

☐ **Design and Applied Arts -**

Conceptual Arts

☐ **Design and Applied Arts -**

Design/Built Environment

☐ **Design and Applied Arts -**

Fashion Design

☐ **Design and Applied Arts -**

Other (please describe below)

☐ **Interarts/New Genres**

☐ **Literary Arts - Conceptual Arts**

☐ **Literary Arts - Dramatic**

Writing

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- | | |
|--|---|
| <ul style="list-style-type: none">☐ Literary Arts - Fiction/Creative Nonfiction☐ Literary Arts - Literature☐ Literary Arts - Poetry☐ Literary Arts - Other (please describe below)☐ Media - Film & Video☐ Media - Media Arts☐ Media - Other (please describe below)☐ Performing Arts - Conceptual Art☐ Performing Arts - Dance☐ Performing Arts - Dance Choreography☐ Performing Arts - Music (including composition and songwriting)☐ Performing Arts - Performance Art☐ Performing Arts - Spoken Word☐ Performing Arts - Theater (including playwriting/dramatic writing) | <ul style="list-style-type: none">☐ Performing Arts - Other (please describe below)☐ Social Practice Art - please describe below☐ Traditional Arts - Traditional Arts (including Culturally Specific and Heritage-based Practices)☐ Visual Arts - Ceramics☐ Visual Arts - Conceptual Arts☐ Visual Arts - Crafts☐ Visual Arts - Drawing☐ Visual Arts - Fiber/Textile Arts☐ Visual Arts - Painting☐ Visual Arts - Photography☐ Visual Arts - Printmaking☐ Visual Arts - Public Art☐ Visual Arts - Sculpture/Installation☐ Visual Arts - Other (please describe below)☐ Other artistic discipline or genre not included in this list (please describe below) |
|--|---|

20. If you chose "other," your creative discipline was not included in the list above, or you would just like to tell us more, please use this space to briefly tell us more about your creative discipline(s).

21. Organization Website

22. Organization Social Media Handle(s)

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

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

Check all that apply.

- ☐ Allston
- ☐ Back Bay
- ☐ Beacon Hill
- ☐ Brighton
- ☐ Charlestown
- ☐ Chinatown
- ☐ Dorchester
- ☐ Downtown
- ☐ East Boston
- ☐ Fenway
- ☐ Kenmore
- ☐ Hyde Park
- ☐ Jamaica Plain
- ☐ Mattapan
- ☐ Mission Hill
- ☐ North End
- ☐ Roslindale
- ☐ Roxbury
- ☐ South Boston
- ☐ South End
- ☐ West End
- ☐ West Roxbury
- ☐ None of these neighborhoods

25. **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 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.

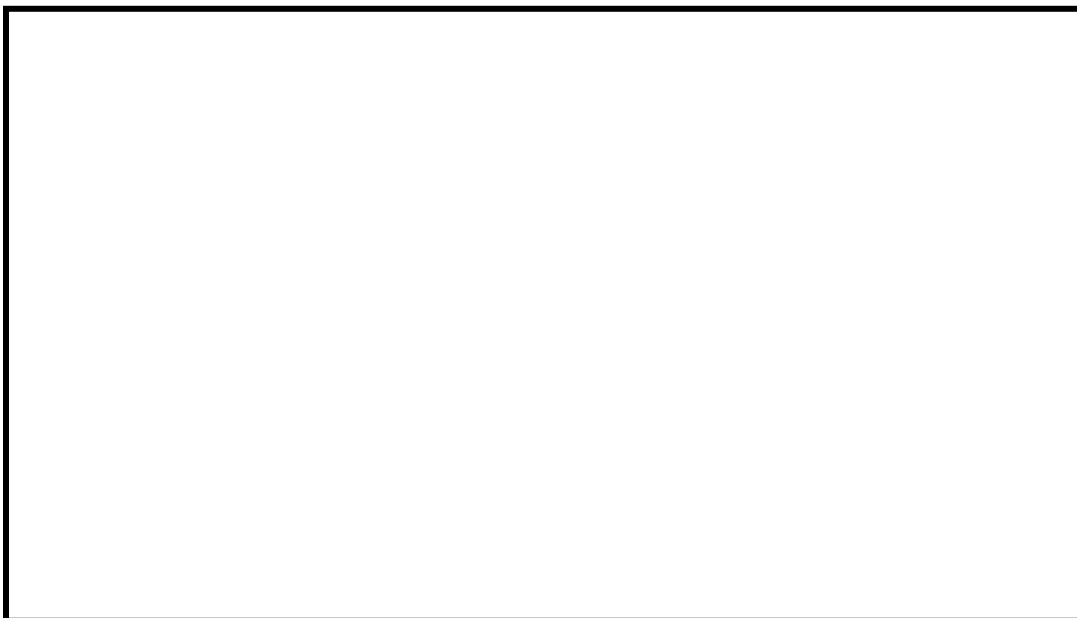
26. What are your organization's mission and values?



27. How does your organization:

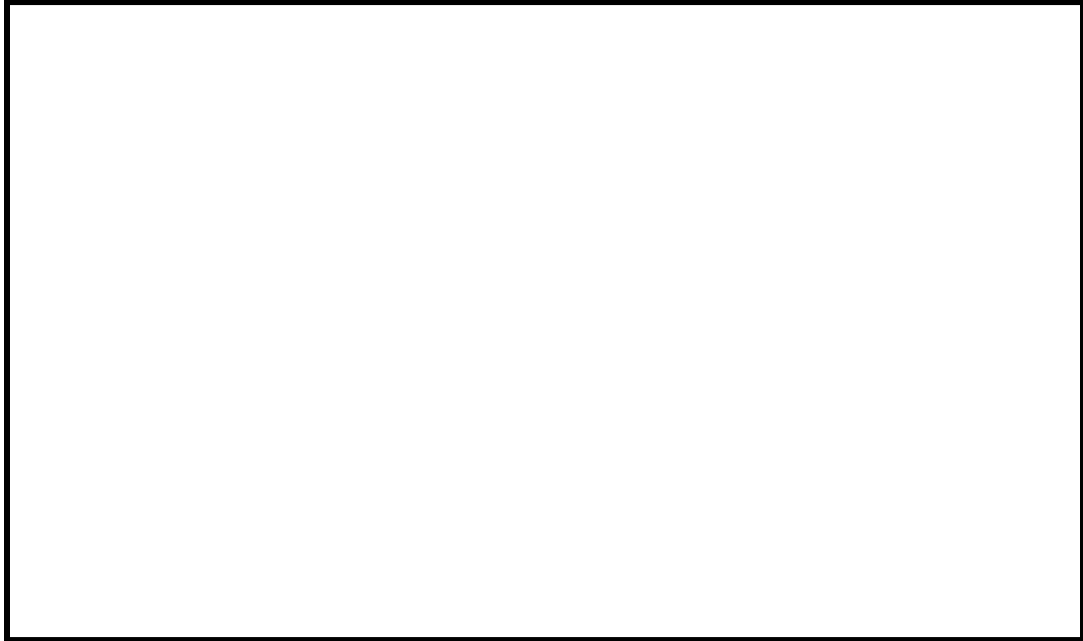
- a. Foster innovative and original arts, cultural, and creative programming,
- b. Advance a more just and inclusive creative sector that is responsive, community-informed, and accessible, and
- c. Enhance the quality of life in our city through meaningful arts, cultural, and creative programming?

Please provide specific examples of how these commitments are implemented in your organization.



28. In what ways does your organization address community needs and/or gaps in the arts sector in Boston?*

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.



29. 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.*

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.

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

30. 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

31. 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

32. Optional: Include 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. Max 3 materials.

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

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☐ **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

Thank you and Complete Our Survey!

Thank you for your interest in the Boston Cultural Council Organizational Grant! Please [fill out this survey](#) regarding City of Boston arts funding efforts. Your input will help shape the future of City of Boston arts funding.