

## FY24 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. Good luck!

### The Facts

*Share the facts about your organization!*

1. Submission Name: Name of Organization
2. Is your organization located in the city of Boston?
  - a. Does your organization offer programming or services in the City of Boston?
  - b. (Branch: If "no," ineligible)
3. Address of Organization
4. Phone Number of Organization
5. Does your organization or fiscal sponsor have a City of Boston Vendor ID Number? If your organization has a Vendor 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 Vendor ID that identifies you in the City of Boston financial system. You can go [here](#) to learn how to create a Supplier/Vendor ID. Please email [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov) or call 617-961-1058 for additional assistance.
  - a. If you have Supplier/Vendor ID, please include the zeros at the beginning (e.g. 00000XXXXX).
  - b. If you need help updating your Vendor Information please use this guide: [https://www.boston.gov/sites/default/files/embed/u/Updating\\_information\\_on\\_an\\_existing\\_vendor\\_account.pdf](https://www.boston.gov/sites/default/files/embed/u/Updating_information_on_an_existing_vendor_account.pdf)
6. Organizational Contact Person
  - a. Title
  - b. Email
  - c. Phone
  - d. Pronouns (optional)

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7. Organization Website
8. Organization Social Media
9. Please include any additional media links that you'd like to share here.
10. Which discipline best describes your organization? (select up to three that best describe your organization)

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

11. If you would like, please provide more detail on any creative discipline(s) that were not included in the list above.
12. What is your organization's NTEE code? If you do not have a NTEE code, select the category that best describes your organization.
13. Which institution best describes your organization? (list is on application)
14. 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)

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### 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!*

15. What are your organization's mission and values? How long have you been doing this work?  
**Briefly** describe some of your core programs.
16. 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
17. Please upload your organization's operating budget for your current or most recent fiscal year (FY23, FY24)
18. What is the total dollar amount of this operating budget that goes toward hiring artists?
19. Have you received funding from the BCC in the past?
20. Do you currently receive funding from the City of Boston? (y/n)
21. *Branch:* Who else from the City of Boston funds your organization?
22. *Branch:* How much in grant funding did you receive in total from the City of Boston in the last fiscal year?

### 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.*

23. Referring to your mission and values, how do your values and mission promote cultural equity and utilize innovative arts and creative programming to 1.) advance a more vibrant, creative and just Boston and 2.) enhance the quality of life in our city? Include a brief explanation and/or example of how you put this commitment into action in Boston with your program, your team, and/or your communities.
  - a. *Please be specific about which Boston neighborhoods and/or communities are positively impacted.*

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24. In what ways does your organization meet a community need and/or address a gap in the arts 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.*
25. 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**

26. In what ways does your organization expand access to arts and culture for communities who have been historically excluded from arts and creative programming, including those with different abilities and access needs?

### **Evaluation**

27. How do you know you are or will be successful in implementing and sustaining your mission? Let us know how you define and measure success for your organization.

### **Additional Supporting Materials**

28. 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.