

Hamilton-Wenham Cultural Council

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<https://www.mass-culture.org/Hamilton>

THIS COUNCIL IS FUNDED BY THE



MASSACHUSETTS CULTURAL COUNCIL

- **WHAT IS THE HAMILTON-WENHAM CULTURAL COUNCIL?**

A group of interested residents, appointed by the Selectmen, in order to inform the public, qualify applicants, and dispense funds allocated by the Massachusetts Cultural Council (MCC), a state agency. The budget of the MCC is determined by the state legislature.

- **WHAT IS THE PURPOSE OF THE COUNCIL?**

Its purpose is to regrant state funds for community-based arts, humanities, and interpretive science projects and activities to benefit the residents of Hamilton and Wenham. Grant decisions are subject to final approval by the MCC.

- **WHO QUALIFIES TO APPLY FOR FUNDING?**

Massachusetts-based individuals, artist, non-profit community groups, cultural institutions, and schools with a particular activity related to the arts, humanities, or interpretive sciences and has public benefit may apply. The Council prefers locally sponsored projects.

- **What is the Pass Program?**

PASS provides funds for the purchase of tickets and/or transportation for cultural field trips for children (preK-12) in public, private and parochial schools, as well as those in special needs, after-school and other youth groups. Activities, which include performances, educational tours or exhibits and museum visits, must take place outside of the school setting. Tickets must cost \$12 or less. Events must be chosen from an approved roster published by the MCC. PASS application forms are available at the town libraries and on-line.

HOW DOES SOMEONE APPLY FOR FUNDING?

Applications are available on-line at www.mass-culture.org/hamilton. You may not submit the application on-line nor can you save a copy. Pull up the application on-line, complete the application, print and mail to the above mentioned post office box.

- **WHEN ARE APPLICATIONS DUE?**

The deadline is October 15, 2009

- **WHAT IS NECESSARY TO COMPLY WITH THE APPLICATION FORMAT?**

All applications should be **typed** and signed by the applicant. Programs must be specifically described with names, artist fees, letters of support from collaborators/facilities, etc. Please **REMIT THREE COPIES TO THE COUNCIL**.

- **WHAT IS THE PROCESS FOR APPROVAL?**

Approximately two months after the October deadline, the Hamilton-Wenham Cultural Council will inform applicants of their approval/disapproval. Applicants have one year from the date of final approval to complete their project and apply for reimbursement. Extensions may be requested in writing but are not automatically granted.

- **HOW IS PAYMENT RECEIVED?**

By submitting a Request for Payment form, an invoice, financial report, and copies of promotional materials to the Hamilton-Wenham Cultural Council within 60 days of project completion. Grantees must use this credit line in their promotion: "This program is supported in part by a grant from the Hamilton-Wenham Cultural Council, a local agency supported by the Massachusetts Cultural Council." Or they must use one of the supplied credit logos to recognize the MCC and its relationship the Hamilton-Wenham Cultural Council. Request for Payment forms are mailed to recipients upon final approval.

- **WHAT IS THE CRITERIA UPON WHICH GRANT DECISIONS ARE MADE?**

The Council is obligated to fund proposals, which individually or collectively benefit wide segments of the local population, including segments traditionally undeserved by cultural activities. They also evaluate proposals that are artistically, humanistically and/or scientifically valid and varied. Clarity, accuracy of information, and demonstration of planning on the application form itself will also be considered. School-related proposals must be for the enrichment activities and not for programs, supplies or salaries that should be part of the school budget. Call the council for clarification about school and library requests, or about any capital expenditure requests. The Council carefully scrutinizes repeat requests; such proposals should include other sources of support to show the project is not dependent solely on council funding.