



## Basic Information to Apply for a Stow Cultural Council or PASS Grant for 2009-2010

### PLEASE NOTE THESE IMPORTANT FACTS:

- Grant applications are available online at [www.massculturalcouncil.org](http://www.massculturalcouncil.org) in the Local Cultural Council section in interactive pdf and Microsoft Word format
- The Stow Cultural Council will **NOT** review grants that:
  - Do not have a letter of support from a specific venue.
  - Are not legibly presented (using the interactive PDF or Microsoft Word downloadable forms is easiest and preferred)
  - Are not submitted with **eight copies** (for a total of **nine** with the original application)

*See other conditions and restrictions on page 2.*

**APPLICATION DEADLINE:** Must be delivered or postmarked by **October 15, 2010.**

No exceptions will be made for late applications.

**FUNDING AVAILABLE:** The Stow Cultural Council receives money from the State and other sources to provide funding for cultural projects which specifically benefit residents of the town of Stow. Individuals or organizations may apply for Local Cultural Council funds or for PASS funds (see PASS section below). Funding is made through reimbursements only. This means that all funded organizations must make payments directly to artists or organizations and then apply to the Stow Cultural Council for reimbursements, providing proof of payment for all expenses.

**LOCAL CULTURAL COUNCIL GRANTS:** Organizations or individuals may apply for funding to support programs in the arts, humanities, and interpretive sciences. All programs must present a direct benefit to the residents of Stow.

**PASS PROGRAM GRANTS:** The PASS Program funds field trips for pre-kindergarten to grade 12 by subsidizing the cost of admissions for children (up to \$12 per ticket) to attend programs in the arts, humanities, and interpretive sciences from any cultural group that best serves its educational needs; cultural groups no longer have to be on the Massachusetts Cultural Council's approved roster as in the past.

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### GRANT CONDITIONS AND RESTRICTIONS:

*Please read thoroughly*

All grants are subject to the following conditions and restrictions as outlined by the Massachusetts Cultural Council:

- All projects must demonstrate a benefit to the citizens of Stow.
- All projects must be completed within one year of the grant award.
- Final narrative reports and expense documents must be submitted no later than 60 days after completion of the project.
- The Stow Cultural Council must be notified in writing with program details at least 6 weeks prior to the commencement of the program for publicity purposes.
- All recipients must acknowledge their projects as "This program is supported in part by a grant from the Stow Cultural Council, a local agency supported by the Massachusetts Cultural Council."

*Failure of compliance with these conditions will jeopardize full payment of the grant award.*

In addition, the Stow Cultural Council only funds grant proposals that:

- Benefit Stow residents
- Have a Stow based sponsor. **(All non-local applicants must have a Stow based sponsor.)**

### SUBMIT APPLICATIONS TO:

Stow Cultural Council  
Stow Town Building  
380 Great Road, Stow, MA 01775

### WHAT TO INCLUDE IN YOUR GRANT APPLICATION:

- One typed original Local Cultural Council (or PASS) application form.
- Optional: Up to one additional 8½ x 11" page to answer application questions.
- Eight copies of the original application (and accompanying answer page, if needed, for a total of nine applications).
- One complete set of any supporting materials: resumes of artists, slides, samples of work, articles, or other materials which will assist the council in better understanding the nature of your project and the quality of work of artists involved.
- Letter(s) of support from the venue or any collaborating organization with a one or two paragraph description of the organization and their involvement with the project.
- An indication of how reduced funding would affect the feasibility of your project.

### TIMELINE:

**October 15, 2009:** Grant Application Deadline

**By December 31, 2009:** Notifications to unsuccessful applicants

**In January 2010:** Notification to successful applicants

### QUESTIONS:

Call Betsy Stepp at 978-897-4944 or visit the Stow Cultural Council's webpage at <http://www.stow-ma.gov>