

**Neighborhood and Downtown Activation Grant:
Questions for Nonprofits & Businesses**

BASIC APPLICANT INFORMATION

1. Proposed Name of Activation
2. Name of Primary Organization of Business
 - If multiple partners, please use the organization or business applying for the grant here.
3. Are you a nonprofit organization or a business?
4. Name of primary contact of organization or business.
 - If multiple partners, please include the lead contact person here.
5. Primary Contact Phone Number
6. Primary Contact Email Address
 - Please include a preferred email address for future contact from the Mayor's Office of Arts and Culture. You may also receive email updates on your application through Submittable, which will be sent to the email you use to set up your Submittable account.
7. Primary Contact Street Address
8. Do you have collaborative artists and/or organizations and/or small businesses? If so, please provide their contact information (including name, address and email address).
 - This is an opportunity for applicants to list out everyone's contact information for partners contributing significantly to the co-creation of the activation.
 - Applicants can invite collaborators to this work on the application together by clicking "manage collaborators" at the beginning of the application
9. Website and Social Media Accounts
10. Please include any additional media links that you'd like to share here.
 - If multiple collaborators, you can also include links to their media pages here.
11. Primary creative discipline(s) of organization (and partners, if applicable). Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Fiber/Textile Arts |
| <input type="checkbox"/> Conceptual Arts | <input type="checkbox"/> Fashion Design |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Fiction/Creative Nonfiction |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Film & Video |
| <input type="checkbox"/> Dance Choreography | <input type="checkbox"/> Interarts/New Genres |
| <input type="checkbox"/> Design/Built Environment | <input type="checkbox"/> Literary Arts |
| <input type="checkbox"/> Dramatic Writing | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Media Arts |

- | | |
|--|--|
| <input type="checkbox"/> Music Composition | <input type="checkbox"/> Sculpture/Installation |
| <input type="checkbox"/> Music | <input type="checkbox"/> Social Practice Art |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Performance Art | <input type="checkbox"/> Traditional Arts |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Spoken Word |
| <input type="checkbox"/> Printmaking | <input type="checkbox"/> Other artistic discipline or genre not included in this list |
| <input type="checkbox"/> Public Art | |

12. If you would like, please provide more detail on any creative discipline(s) that were not included in the list above.
13. Vision/Mission Statement of Primary Organization
- For those who have collaborators, there will be an opportunity to provide more information on their mission and/or in the next section of the application.
14. How does your organization or business integrate equity, inclusion and belonging in your strategy, including your practices, policies, procedures, and/or programs? If you have a specific equity, inclusion and belonging statement, please provide it here.
15. Please provide a pdf of the [organization's demographic information](#): MOAC collects certain demographic information to understand how our support aligns with the diversity of the arts sector in Boston. We recognize that some of the data may seem personal, and we ask that you respond to the best of your ability.
16. In addition to the full organization's demographic information pdf you submitted above, please select all applicable options from the below list for the CEO/President/Executive Director of the lead organization/business applying for this grant.
- American Indian-led
 - Asian- or Pacific Islander-led
 - Immigrant-led
 - Woman-led
 - Black- or African-American-led
 - LGBTQI-led
 - Hispanic/Latinx-led
 - Older Adults (60+)-led
 - Veteran-Led
 - Led by people with disabilities
 - Youth-led
 - Other
17. Is there any other information you would like to provide regarding the above listed demographics for the CEO/President/Executive Director? This could include

identifying aspects of their identity that were not fully captured in the above options.

18. What is your organization's annual budget for your most recent fiscal year?

- Please just provide a number for your overall budget.

19. Required for nonprofits:

- Submit proof of 501(c)(3) status or fiscal sponsorship
 - *This could include your IRS tax exempt determination letter.*
 - For fiscally sponsored organizations, please include a letter from the fiscal sponsor and proof of their 501(c)(3) status.
- Please upload a copy of your organization's (or your fiscal sponsor) most recent Form 990. (If your organization is not required to file a Form 990, please upload your most recent audited financial statements or annual report.)*

20. Required for businesses:

- Please upload a copy of your up to date Business Certificate. (required)
- Please upload a most recent copy of a business financial statement that includes a balance sheet, income statement, cash flow statement.

BASIC GRANT INFORMATION

21. Which tier of funding are you applying for? For large multiyear funding, we encourage applicants to list additional funders that you have either confirmed or are considering pursuing. For Cultural Festivals, please only submit for the \$5,000, one time grant option.

- Cultural Festival: \$5,000, one time grant
- Small-Scale Activation: Less than \$20,000, one time grant
- Mid-Scale Activation: Less than \$50,000, one time grant
- Large-Scale and/or Multiyear Activation: \$50,000 - \$100,000, one time grant and multiyear, up to 2 years

22. What is the total grant request amount?

- Please read the "Additional Information" section under "Basics" to review grant amount criteria.

23. Total Project Budget: Upload a detailed project budget. Please be detailed as possible and include a brief explanation. If helpful, see [here for an example budget](#). Please be sure to add columns if applying for a multiyear grant. (Note: we encourage individual artists to pay themselves at least 20% of the overall budget).

24. What neighborhoods do you typically work with?

- Please just provide a number for your overall budget.

25. If you work with other areas of Massachusetts or out of state, please specify where and/or with whom below.

26. City Supplier/Vendor ID Number of the individual, organization or business that will receive funding if your application is approved
- a. Please note: a Supplier/Vendor ID is not required to apply for this grant, but if selected, a Supplier ID must be established before a payment is processed. If you have one, please include the zeros 00000XXXXX at the beginning
 - b. You can go [here](#) to learn how to create a Supplier/Vendor ID. Please email vendor.questions@boston.gov or call 617-961-1058 for additional assistance.

ACTIVATION VISION & DESCRIPTION

27. Please provide one sentence summarizing your activation proposal.
28. Activation Location: All activations must have a concrete location(s). Please list the addresses, buildings, spaces where the activation(s) will take place, and if the location is confirmed or not. Project ideas that list entire neighborhoods will not be considered.
29. In which neighborhood(s) is the creative activation(s) located in? Please select all.
- 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

30. Please provide a detailed description of the creative activation. Tell us the story of your activation and bring your proposal to life for the review team. This description should include, but is not limited to:
- **The Overall Vision and Outline:** What is the overall vision of the activation? Provide a detailed outline of what the activation will look like.
 - **Communities and Groups:** Which communities or groups of people will be highlighted and celebrated as part of the activation?
 - **Creative Elements and Engagement:** What types of creative elements, cultural traditions, and/or artistic disciplines will be included in the activation? How will participants be able to engage with these artistic components?
 - **Goals:** What are the clear, measurable goals of the activation?
 - **Reimagining Space:** How does the activation imagine and explore new possible uses for the space or location it will be in?
 - **Addressing Systems of Inequity:** How does this work address systems of inequity and prioritize those who have been impacted by long-standing systemic inequities?
31. Please provide a detailed timeline of the activation, including specific dates if possible, from conception to implementation to follow up.

COMMUNITY ENGAGEMENT & PARTNERSHIP

32. How does the activation center the social fabric, traditions, and norms of the community, highlighting its existing strengths and history? Does the activation address a community need and/or benefit the community in the surrounding area?
33. Please describe any key partnerships, collaborations, or other organizational or community assets that will contribute to the success of the activation. This includes, but is not limited to:
- All established collaborators for the activation, who they are, the nature of the relationships and collaboration, and their roles and involvement in the partnership. Please include a brief bio and/or mission statement for each collaborator participating in the creative activation.
 - The relationship that collaborators have to the community or neighborhood in which the activation is taking place. (This can include being from that community, having spent a significant amount of time working and building relationships in that place, etc.)
 - An explanation of how partners will be compensated for their contributions, as outlined in the activation budget.

HISTORY & EXPERIENCE

34. Have you ever programmed this type of activation before? If so, please provide examples of what made the activation successful or challenging. If not, please describe related experiences that will contribute to the success of this event or program. You are welcome to include links to work samples and/or images below in the additional supporting materials section.

ACCESSIBILITY & ENGAGEMENT

All events and programs funded by the Neighborhood and Downtown Activation Grant are required to be accessible for persons with disabilities under Title II of the Americans with Disabilities Act (ADA). All applicants should consider physical and programmatic accessibility in their planning and budgeting process, including additional accommodations to be made available upon request of any person who requires alternately formatted materials, auxiliary aids, or other accommodations.

35. Accessibility: Please describe your plan to make your event accessible and inclusive for individuals of all abilities and backgrounds. You can outline your accessibility plan below.

EVALUATION

All recipients of ARPA funding should, at a minimum, report the following demographic information for leadership of the organization receiving ARPA funds.

- Race
- Ethnicity
- Hispanic or Latino Origin
- Gender

Recipients are encouraged to consult the Mayor's Office on Arts & Culture upon award of a grant to confirm the applicable demographic data and if the opportunity to include additional data exists. Additional data may include demographic information, when possible, of participants in programs sponsored by the grant funding.

36. Based on your overall vision and goals for the proposed creative activation, how do you define success and how will you monitor and measure the success of activation(s)?

ADDITIONAL SUPPORTING MATERIALS

37. Is there anything else you would like to share about your proposal?
38. You can use this space to provide up to two supplemental materials.