



## *Sheffield Cultural Council*

*Helping to fund culture, history,  
environmental awareness, arts,  
and the humanities for our community.*

December 5, 2013

Minutes of Sheffield Cultural Council Meeting  
Thursday, November 21, 2013 at 5pm  
Carlton French Room, Town Hall

Attendees: Wendy Casey, Sally Cook, Trudy Miller, Kathie Ness, David Reed & David A. Smith, Jr.

The meeting came to order at 5:05pm. The minutes of October 30, 2013 were approved.

Trudy Miller reviewed the amount of money to be awarded: \$4,314. This amount included the \$100 left over from FY12/13 to be extended into this FY for Ann-Elizabeth Barnes (see minutes of October 30, 2013 meeting).

The group began to discuss and deliberate on each of the 57 FY13/14 applications. After reviewing all of the applications they were sorted into "Yes" and "No" allotments. Then each of the "Yes" applications were reviewed again briefly and an award amount was determined, until there was no money left.

The Council awarded money to 36 applicants. The grants ranged from \$75 to \$289, the average was \$117. There were 18 grants awarded to school programs, 15 to community programs, 2 to Library programs and 2 to Senior Center programs.

Next steps include preparing the 21 disapproval letters and mailing them to the applicants. After a two week appeal time, thirty-seven preliminary approval letters will be sent. Once the budget is passed in Boston the grant money will be released to the Cultural Councils and final approval letters will be sent.

There were neither Public Comments nor Other Business.

The meeting adjourned at 8:35pm.

Respectfully submitted,

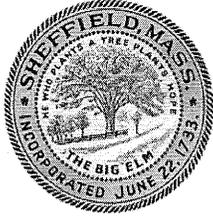
Trudy Miller, Chair  
Sheffield Cultural Council

Materials distributed: Agenda, Sheffield Guidelines and Priorities, Denial Reasons Allowed



*c/o Selectman's Office, 21 Depot Square  
PO Box 325, Sheffield, MA 01257*

[http://www.sheffieldma.gov/Pages/SheffieldMA\\_Cultural/index](http://www.sheffieldma.gov/Pages/SheffieldMA_Cultural/index)



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AGENDA

1. Approve Meeting Minutes of October 30, 2013
2. Review of FY13/14 Application Deliberation Guidelines
3. Deliberation & Voting upon FY13/14 Cultural Council Applications
4. Review Timetable for Notification, Appeal and Awarding of Grants
5. Public comments
6. Other business
7. Adjournment



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## **SHEFFIELD CULTURAL COUNCIL**

### **Local Priorities and Guidelines**

Effective: **August 1, 2013**

The Sheffield Cultural Council gathers input from the community every three years and develops funding priorities based on this feedback. This year the Sheffield Cultural Council will give priority to applicants that present projects that serve youth or the elderly; projects that benefit the local community, and projects that focus on local history and culture.

#### ***PROGRAM PURPOSE AND REVIEW CRITERIA***

The purpose of the Sheffield Cultural Council is to promote and maintain the vitality of local cultural resources and to ensure these resources are shared within the Sheffield and Ashley Falls community. The Council is committed to funding a diverse cross-section of activities. We support a variety of art forms, the ongoing work of individual artists, environmental education projects, collaborative proposals that bring together artists and other types of organizations, local cultural groups, and projects that serve specific populations - youth, elders, low-income, and/or disabled.

Applications are evaluated in terms of several review criteria: artistic or creative merit; project design; qualifications, dedication and track record of the individuals and organizations involved; physical accessibility of any facilities being used; and the Sheffield and Ashley Falls community benefit/involvement. Proposals from schools and libraries must not request support for activities that should be or used to be part of the municipal budget (i.e., teacher salaries, classroom supplies, school-sponsored clubs and organizations, library books/videos, etc.). Enrichment projects utilizing outside professionals are allowed. Sheffield and Ashley Falls-based applicants are given preference over those from out of town. The council will carefully scrutinize repeated requests; such proposals should show other sources of support to show the project is not dependent solely on council funding.

#### ***ELIGIBILITY***

Applicants can be: arts, humanities or interpretive science organizations; individuals including artists, science educators, historians or other humanists, parents, community members, etc.; community organizations such as schools, social service organizations, business and civic groups, neighborhood centers, youth, senior and family associations. Incorporated organizations must be nonprofit; unincorporated associations must have a nonprofit purpose. Individual applicants are required to be residents of Massachusetts for at least one year; organizations must be organized and operating in the state for at least one year.

#### ***TIMELINE***

Completed applications must be received or postmarked by October 15. Send application and support materials to the Sheffield Cultural Council, P.O. Box 325, Sheffield, MA 01257.

Information, Applications & Community Input Surveys – Saturday, September 7 from 12:00 – 5:00 at Sheffield in Celebration Fair at Town Park.

Application deadline – October 15

Notification of disapproved applications – November 21

Notification of approval – January

Reimbursement requests due – (one year from approval notification)

The local council reviews all applications and submits its funding recommendations to the Massachusetts Cultural Council. Applicants should not implement any project or publicize receipt of any award until official state approval has been received since the MCC may overturn or amend local decisions.

### ***APPLICATION PROCESS***

All applications must be typed or word processed. The application form can be completed and printed out at [www.massculturalcouncil.org/applications/lccapp.doc](http://www.massculturalcouncil.org/applications/lccapp.doc). The library has access to the Internet. When filling out the application, use the space provided to answer questions. One additional 8 1/2"x 11" page to complete questions is allowed. Include three copies with the original and one set of supporting materials such as resume(s) of key personnel, organizational brochures, letters of support/commitment, artist samples (video, slides, writings, portfolio, etc.). Answer questions clearly, simply and as completely as space allows. Describe the project and any collaborators, and address the review criteria. The budget is divided into Project Expenses and Revenue (income). These must equal. You can include in-kind donations, that is, services, materials or facilities which are provided at no cash cost to you. Include a self-addressed stamped envelope if you want materials returned. Completed applications must be received by hand at the Sheffield Town Clerk's office by October 15 or be postmarked with that date.

### ***FUNDING***

Payments are made on a reimbursement basis only. Reimbursements generally take 3 to 6 weeks. Applicants are sent a reimbursement form to use for their payment request. Projects and payment requests need to be completed within one year of the final award notification. With permission of the council, progress or interim payments may be requested for the portion of the project that has been carried out. Final reimbursement will not be made until the project is completed. Due to the limited funds available and the high demand for support, the council often awards smaller amounts than requested and asks that applicants find matching funds or scale back their projects. Awards typically range from \$150 to \$300. A few larger awards are given from time to time. In cases where a project is partially funded, the council may request an explanation of how the project will be modified. Requests for extensions beyond the grant period will be considered on a case-by-case basis and must be submitted in writing no later than one year from the date of the approval letter. The council will review and vote on the request and notify applicants in writing of its decision.

### ***ACKNOWLEDGMENT***

In all published materials and announcements regarding the activities supported by Sheffield Cultural Council funds, the sponsoring group or individual must acknowledge this support with a written and/or verbal credit statement or by using the MCC logo. The credit statement is "This program is supported in part by a grant from the Sheffield Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency." The logo is available online at [www.massculturalcouncil.org/contracts/logos.html](http://www.massculturalcouncil.org/contracts/logos.html). This credit is required by the MCC and failure to comply may jeopardize future funding.

### ***FOR MORE INFORMATION***

The Chair of the Sheffield Cultural Council, Trudy Miller, is available to answer your questions. She can be contacted by e.mail at [trudyweavermiller@verizon.net](mailto:trudyweavermiller@verizon.net) or by phone at 413-441-6446. E.mail is preferred. Council members are also available on September 7 from 12:00 – 5:00 at the Sheffield in Celebration Fair at the Town Park to hand out application forms, Community Input Surveys and to answer questions about grant applications and proposals.

Your application was denied because:

1. Your grant materials were late.
2. You/your organization did not meet the state eligibility requirements:
  - 2a. You live, or your organization is based, outside of Massachusetts
  - 2b. The project leader has less than 1 year of experience leading the type of activity described in the application
  - 2c. You are, or your organization is, a for-profit business
  - 2d. The proposed project violates state restrictions around food, scholarships and/or capital expenditures.
3. Your project is not clearly related to the arts, humanities or interpretive sciences.
4. Your project did not provide enough public benefit for our community compared to other proposals we received.
5. Your project violates the "No-Substitution" criteria, which does not allow local council funds to substitute for other public funding of salaries and/or capital expenditures at public schools, libraries, and other municipal agencies.
6. Your proposed project violates the "Non-Discrimination" criteria.
7. Your proposed project did not meet our council's published local guidelines and priorities:  
[Insert local reason for disapproval, from your council's published local guidelines/priorities.]

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