# WESTPORT CULTURALCOUNCIL

##  816 MAIN ROAD, WESTPORT, MA 02790

### *Funded by the Helen E. Ellis Charitable Trust administered by Bank of America*

### Application Instructions

**Please read all instructions carefully. Due: March 17, 2023**

**The Westport Cultural Council will give priority to grant requests that:**

* Directly involve the arts, interpretive sciences or humanities.
* Take place on the South Coast, or promote local creative talent or cultural resources.
* Have a measurable impact on the Westport community, by reaching a significant number of Westport residents, whether immediately, or over time.
* Engage, and help bring together, Westport's varied communities, or introduce Westport residents to new or different cultural perspectives.
* Do not duplicate existing programs or funding.

### Submitting Your Application

You may **your application online to** **cav318@gmail.com**including your grant application (exclude instruction pages) and supplemental materials. Also, you can mail your application directly to the Westport Town Hall or drop it in the RED BOX at the Westport Town Hall. If you use the mail or drop-in Red Box please enclose **(7) copies and the original** before the 4:00 p.m. deadline on Friday, March 17, 2023.

If you have photos, books, or other supporting materials that are expensive to reproduce or cannot be emailed then mail **one** copy of those materials to the above address and we will share.

### How to Submit:

Applications can be delivered by **U.S. Mail** or **hand delivered** to the Westport Town Hall Red Box or sent by **email** to cav318@gmail.com.

### U.S. Mail (must be postmarked by due date):

Westport Cultural Council

816 Main Road Westport, MA 02790

### Drop off location (must be dropped off NO LATER THAN 4:00 pm on March 17, 2023):

Westport Town Hall 816 Main Road – RED DROP BOX OUTSIDE IN FRONT OF TOWN HALL

### How to Use This Application

1. Save this file to your computer. Note the directory and file location.
2. Open the file in Microsoft Word. You may need to select the View tab at the top of Word and select Edit Document to begin editing.
3. The Word document is a fillable form. Enter the information in the fields indicated by gray boxes. When entering numbers in the amount requested and the budget table press the Tab key after entering the number. The number entered in the Amount Requested field on the first page of the grant will automatically appear in the Grant Amount Requested field in the Budget section. You cannot modify the Grant Amount Requested budget line item.

Be sure to save frequently and complete all required information. **We will not be able to fund incomplete or unclear grant requests.**

1. Print out the completed application portion of the document. Omit the instruction pages.
2. Sign the last page of the application.
3. If mailing or drop off assemble and **staple 7 packets** including the completed application form along with supplemental materials.
4. Submit your application on or before the due date.

### Budgets

Describe the budget for the project in high level categories. Please be specific and do not use categories such as Other.

Total Income must be equal to Total Expenses.

Total Income must equal the sum of all Projected Income line items and Total Expenses must equal the sum of all Projected Expenses line items.

### Supplemental Materials

Please attach the following supplemental materials:

1. **Letter of support (one copy per packet).** Please attach a letter of support from any local or partner organization. For example, if a program will take place at the school, the application must include a letter of support from the superintendent or principal. For other organizations, please include a letter from the director or other leader. **We will not be able to fund grants without all required letters of support.**
2. **Resumes (one copy per packet)** of key artists, humanists, interpretive scientist or organizations leading the project. Include one copy per packet.
3. **Supporting Material.** Please attach any other materials that will help the council understand your project better. If you have a book or photos, please send in one copy. If it is easy to make copies, please include a copy in each packet or send attachments if emailing.

### Notification:

The grantee upon approval will be notified via email and U.S. mail of decisions in May.

### Contact us with any questions:

Carol Vidal, Westport Cultural Council, Chair at cav318@gmail.com

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Calendar YEAR:\_\_\_\_\_\_\_\_

**Grant Application**

### Funded by the Helen E. Ellis Charitable Trust administered by Bank of America

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| --- |
| **Applicant Organization or Individual** |
| Applicant Name: |
| Mailing Addr:: |
| Street Addr: |
| City: | State: | Zip: |
| Phone: | Website: |
| Email: |
|  |
| **Grant Contact (if different)** |
| Contact Name: |
| Mailing Addr : |
| Street Addr:: |
| City: | State: | Zip: |
| Phone: | Website: |
| Email: |
|  |
| **Project Information** |
| Project Name: |
| Venue Name: | Venue City/State: |
| Amount Requested: | Project Date: |
| Project Summary: |

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| --- |
| Describe the target audience for this project : |
| Audience Size:Audience Profile:Describe handicapped access of venue: |
| Describe the public benefit of this project and how it addresses the Westport Cultural Council grant priorities (see instructions): |
| What parts of the project are you seeking funding for: |
| Describe the qualifications of the key artists, humanists, interpretive scientist or organizations leading the project: |
| Project partners and collaborators (please include a letter of support): |
| How will you promote the project to community and target audience: |
| **Project Budget** |  |
| **Projected Income *(including other grants)*** | **Projected Expenses** |  |
| Grant Amount Requested |  |  |  |  |
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| **Total Income** |  | **Total Expenses** |  |  |

Authorized Signature Title Date