

**Boxford Cultural Council  
Agenda  
January 4, 2022  
11:00 AM**

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### **Attendance & Old Business**

1. Discussion & Vote to Accept **Minutes** of November 23, 2021
2. Review of **FY21 Financial Report** & vote to submit to MCC (Sue)
3. MCC Allocation for FY22: **\$5,600**
  - a. Administrative Funds set aside for FY22: \$180 (5% of allocation)
  - b. Council Sponsored Event Funds set aside for FY22? \_\_\_\_\_ (up to 20%)
  - c. BCC Final Grant Funding Amount for FY22: \_\_\_\_\_

### **New Business**

1. Discussion & Voting on Grants for FY22 (see  
handout: BCC Grant Applicants List – awards)

### **Next Steps**

1. Identify any follow-up needed to complete FY22 grant award voting.
2. Send grant denial notifications using SmartSimple - (Steph/Sue) "Applicants have **15 days** from the date of your letter to ask for a reconsideration from the MCC. Be sure you include that information in the letter."
3. Wait the allotted 15 days for Requests for Reconsideration.
4. Send out the FY22 grant award notifications to recipients – (Steph/Sue)
  - "Once you have voted and made your decisions, you can enter them on the Decisions tab on your final report. \* You will not see this tab if you have not completed the LCC Account form or the Amount Available for Granting.
    - a. When you open each application, you will see a tab on the far right called "LCC Review". That is where you will enter in the decision and amount awarded."
5. Publicize FY22 Grant Awards via social media including posts on all Boxford FB pages (Sidney/Caren)

**Next Meeting:** Tuesday, January 11, 2022 at 11AM

### **Adjournment**

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Handouts

- **Meeting Minutes** for November 23, 2021
- **BCC Grant Applicants List – awards**

Previously distributed

- **FY22\_LCC\_Panel Book** (pdf of Grant Applications)

Notes from MCC:

A. Encumbered **Administrative Funds**

Councils may set aside **up to 5% of their FY22 allocation** for administrative funds. Administrative funds may include: postage, stationary, bank fees, P.O. Box, etc. *See P.3 of the LCC Program Guidelines for more information*

B. Encumbered funds for **BCC-developed Event**

- raise awareness of BCC expanding vision
- celebrate FY22 grant awards
- solicit more community input (surveys)
- gather/recognize local "cultural contributors"/artists who enrich the cultural life of Boxford

From FY22 LCC Guidelines

While LCCs **may use administrative funds to purchase refreshments for public events, such as grantee receptions**, LCCs cannot use administrative funds to purchase food for standard LCC meetings, such as grant cycle voting meetings. Any administrative funds from the prior grant cycle, which have not been spent, or are not encumbered for specific pending expenses, should be treated as unencumbered money and should be regranted. Local Cultural Council Programs. **Councils can use up to 20% of their Mass Cultural Council allocation on programs that have been developed by the council that respond to cultural needs in the community that are not being met** (see section on Council Programming).

Posted on Thursday, December, December 30, 2021 at 10:05 AM by Michelle Johnson, Assistant Town Clerk