

**Boxford Cultural Council
Agenda
November 23, 2021
11:00 AM**

Join Zoom Meeting

<https://us02web.zoom.us/j/83230197127?pwd=cW1Hbm44MnN3eUdtNXFCdUxXbiYrUT09>

Meeting ID: 832 3019 7127

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Attendance & Old Business

1. Discussion & Vote to Accept Minutes of November 16, 2021
2. Review of vote to encumber \$112.00 for FY22 BCC Administrative costs. 2% of \$5600
3. Review of vote to encumber \$1,200.00 for FY22 BCC-developed cultural event(s). 20% of \$5600
4. Review of Encumbered funds for four FY21 grant extensions into FY22 (Kathy)

New Business

1. Discussion & First Round Votes on Grants for FY22
2. Reminder of **Process, Priorities & Guidelines** for FY22 BCC Grants
3. Division of remaining FY22 Grant Applications - initial review & applicant contact

Next Steps

1. All members: Peruse all remaining FY22 grants (take brief notes on any questions)
2. Each member: Read assigned remaining FY22 grant(s) in detail referring to the Priorities & Guidelines. Email &/or phone applicant with any questions. Clarify potential CoVid adaptations they can make. Take notes for reference during discussion of grants.
3. Other:

Next Meeting: Tuesday, December 7, 2021 at 11AM

Adjournment

Handouts

- **Meeting Minutes** for November 16, 2021
Previously distributed
 - **Priorities & Guidelines** for FY22 BCC Grants
 - **FY22_LCC_Panel Book** (pdf of Grant Applications)
 - **List of Grant Applicants FY22**

Reference: MCC grant funding FY22 - **\$5,600**

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).