



**ACAC Grants Committee**

**Date:** September 9, 2024

**Time:** 7:30 p.m.

**Location:** Town Hall Annex, first floor meeting room, with remote participation by Zoom

**Attendance** (p=present, x=absent)

Andrew Conway	P	Nancy Gray	P
Shelley Chhabra	P	Todd Brunell	P

**AGENDA**

**Administrative items**

1. Vote on approval of past meeting minutes: 8/12/2024, 8/26/2024
  - Shelley moved that we accept minutes of 8/12/2024 as written
  - Nancy seconded
  - Motion to approve minutes accepted unanimously - all in favor
  - Nancy moved that we accept minutes of 8/26/2024 as written
  - Shelley seconded
  - Motion to approve minutes accepted unanimously - all in favor

**Committee officer updates**

2. Co-chair update
  - We have prospective committee members at tonight’s meeting; we will vote in executive session later in the meeting
  - For approved prospects:
    - Prospective member writes letter of interest for Select Board
    - Prospective member attends Select Board meeting on September 23
    - 5-10 minute interview followed by appointment
  - Priorities and guidelines approved on 8/26 and submitted in Smart Simple on 8/27
3. Treasurer update
  - We received \$21,700 to grant this year
  - Financial form for FY24 submitted by Town
  - Report to be reviewed by Treasurer and agreed with Town
  - Andrew to complete Final Report before deadline on October 16
4. Secretary update
  - None
5. Publicity update
  - None

## Grant cycle discussion

6. 2023 grant cycle discussion, including vote on final reports, if applicable
  - [Boston Tap Party](#)
    - Shelley proposed that we accept the final report as submitted
    - Nancy seconded
    - Vote unanimous, final report accepted - all in favor
  - Still outstanding:
    - The Dorothy and Charles Mosesian Center for the Arts > MCA's WCT ASL Storytime & Interactive Creativity Workshop (Jeanette said she'd send forms asap as of 7/24)
    - Roger L. Tincknell > Old Time Sing-along (Requires more follow-up – Andrew will followup )
    - Cyrus E. Dallin Art Museum, Inc. > Restoration & unveiling Dallin painting. "Birdbath - Autumn" (Shelley)
7. 2024 grant cycle discussion, including vote on final reports, if applicable
  - Outstanding forms:
    - Hayward, Ryan > Footsteps of the Patriots: A March of History (Andrew) - Likely to not complete
    - The New Romantics: Revolutionary Expression in Chamber Music (Andrew) - Grantee provided assurances that forms would be sent asap - Forms received
    - Magnolia Park Summer Music Series (Shelley) - need to follow up and report for next meeting
    - Belmont World Film's 21st Family Festival (Shelley) - need to follow up and report for next meeting
    - Khelna (Play) (Shelley) - emailed grantee and waiting for reply
    - Emerging Artists at Arlington Jazz Festival (Shelley) - need to follow up and report for next meeting
  - Andrew reminded committee members that final reports are due within 2 weeks of event

## Other business

8. Review of 2025 grant cycle timeline (see appendix below) - 2025 grant cycle opened Sept 1, 2024
  - a. Need to market and encourage more people in the Arlington community to apply for a grant in this cycle.
  - b. Change request for Creative Jazz in Arlington - the 2nd of the 2 concerts can't be performed on Sept 14th due to a medical emergency for one of the performers (Scott).
    - Shelley moves to accept an extension for the Creative Jazz in Arlington project to 2025. Nancy seconds and committee accepts unanimously
    - Table discussion for assigning a liaison to attend the ACAC meetings.
9. Vote on new committee members (if appropriate) (executive session)
  - a. 6 participants are interested in joining the ACAC grants committee member including Sandra Mostajo, Amy Markov-Wieand, Howard Herman, Eric Stange, Jacqueline Houston, Permit Crassa

## Adjourn

Shelley moves to adjourn the meeting. Nancy seconded. Unanimous in favor. Adjourned at 8:55pm

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## Appendix: FY2025 Grant Cycle Timeline

### October

- Grant applications must be submitted through the online grants management system by the deadline, October 16 at 11:59pm (ET).
- LCCs complete the Financial Report in the grants management system by October 16. This includes:
  - LCC Account Form
  - Calculating amount available for granting
- LCCs generate their panel books in the grants management system and begin reviewing applications.
- LCCs schedule voting meeting(s) to review applications and publicly post the meetings according to the Open Meeting Law.

### November-January

- LCCs conduct their grant cycle voting meetings.
- LCCs use the grants management system to send disapproval notifications immediately following their voting meeting.
- Mass Cultural Council receives reconsideration requests and notifies LCCs.
- LCCs observe the 15-day reconsideration period.
- LCCs Complete their Annual Report due by January 16.

- A brief approval notification is sent through the online grants management system, but LCCs must send the detailed approval letter to grantees outside of the system.
- Final reports from the previous fiscal year's Council Program are due by January 16.
- After the Annual Report is complete, LCCs publicize grant awards.
- LCCs begin processing reimbursement or direct grant requests.