

Rochester Cultural Council Meeting

Monday, July 31, 2023

6:30 PM

271 Mendell Road, Rochester, MA 02770

Hybrid meeting: Zoom access at

<https://us04web.zoom.us/j/71322002955?pwd=aAJPHn3t4AS1pC86LKvQE8soWBD2h1.1>

Meeting ID: 713 2200 2955

Passcode: RCC

AGENDA

1. Call to order/attendance
2. Previous meeting minutes (6/12/23) review and vote to approve
3. Old Business
 - a. 2023 Grant Cycle
 - i. Programs are happening and final reports are coming in
 - b. RCC record keeping
 - i. Kate followed up with new Town Clerk on 7/7/23
 - c. Outreach event: Old Colony Fall Festival: October 14, 2023
 - i. Kate spoke with event organizers and RCC will have its booth up
 1. Need to bring tent, table, chairs, pamphlets, copies of the one page recruitment flyer
 - ii. Do we want to host an activity/craft: ideas?
 1. Vote to spend some of our administrative budget on activity/craft materials
4. New Business
 - a. Onboarding new members
 - i. Town paperwork
 - ii. Orientation to online files
 - iii. SmartSimple overview
 - b. Reorganization: Chair, Treasurer, Secretary
 - c. Review 'About our Council' and 'Council Priorities' due August 31 on MCC site; see Appendices A & B below
 - d. Prepare for 2024 Grant Cycle
 - i. Timeline

1. August 31: Deadline to update your Local Guidelines and Priorities
2. September 1: LCC online application opens
3. October 17: LCC application deadline
- ii. Publicity plans
 1. Notices in the Wanderer and Sippican Week
 2. Post to Facebook page and share out
 3. Targeted emails to potential applicants
 4. Individual outreach
 5. Other ideas?
5. Future Business
6. Miscellaneous and open comments
7. Adjourn
 - a. Next meeting date TBD

APPENDIX A: Current (FY23) Council Priorities

The first item below is a Mass Cultural Council requirement; we are emphasizing it here because it is important to us.

- All events must be accessible to individuals with disabilities.

Additionally, the Rochester Cultural Council will prioritize funding for projects that address the following:

- Projects or events that will directly benefit Rochester residents by being held in the town. Other events must be hosted in surrounding towns which are easily accessible to Rochester residents.
- Projects that are free to participants or available at a reduced rate.
- Program eligibility: Applicants may apply for grants for programs that take place in the 2023 calendar year, Jan 1 - Dec 31, 2023.

APPENDIX B: Council Guidelines

The Rochester Cultural Council has created a document titled 'Grantwriting Tips.' These slides will present the RCC application questions and provide details and advice on how to answer

them fully, giving you the best chance of conveying your project idea and getting funded. You can access this file at the following link: <https://bit.ly/RCCTips>

Additional guidelines are:

- To the best of your ability, provide the proposed date, time and location of the event.
- Projects should have a clear, justified budget request.
- If working with another entity (library, school, etc.) it is strongly recommended to provide a statement of support showing the cooperating organization has accepted the program and is partnering with you.
- If your proposed project has a track record of success in this or another venue (well advertised, well attended, well liked) tell us about it! Include letters of recommendation from past events, photos supporting the event or demonstrated planning with your RCC application.
- Include a good back up plan(s). If the event is susceptible to changes, (i.e. the restraints from the covid epidemic, weather) what will you do to still reach your audience?
- We are always looking for qualified events that involve science, nature, environmental education, etc. as well as the humanities to round out our yearly event line up.
- We strive to support proposals appealing to a large range of ages.