**New Salem Cultural Council Meeting**

**September 21, 2023, 5:00 pm**

**New Salem Library**

**23 S. Main St., New Salem, MA**

**AGENDA**

Review Meeting minutes August 11, 2023

Review Open Meeting Matters for August 11th, 2023 Meeting: Deliberate (if needed) Vote

Secretary Report:

Treasurer Report: Review Financial Report FY 2023

Grant Cycle Timeline Priorities FY 2024

Discuss Possibilities for Old Home Day Application

Schedule next meeting

**Adjourn**

**This notice has been posted in compliance with the Open Meeting Law; additional topics not reasonably anticipated by the chair 48 hours in advance of the meeting may be added to the agenda**

(**MCC Grant Cycle Timeline**)

**September**

Application opens September 1.

LCCs meet with Municipal Fiscal Officer to determine grant amount for fiscal year no later than October 17.

LCCs hold grant workshops.

LCCs publicize the grant cycle.

LCCs make sure to have at least five members appointed to their respective councils.

Mass Cultural Council sends LCC contracts to Municipal Fiscal Officers.

**October – December**

Grant applications must be submitted through the online grants management system by the deadline, October 17 at 11:59pm (ET).

LCCs complete the Financial Report in the grants management system by October 17. 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.

LCCs conduct their grant cycle voting meetings.

LCCs send disapproval notifications immediately following voting meeting using the grants management system. (Denial letters must be sent by December 30 in order for the Grant Decision Report to be completed on time.)

LCCs handle any reconsideration requests. (Denied applicants may submit a reconsideration request within 15 days of receiving grant notification. Fifteen days must pass after sending denial notifications before sending out award letter.)

LCCs enter grant decisions and grant cycle voting meeting into the grants management system