



CITY OF MELROSE
MELROSE HUMAN RIGHTS COMMISSION
MINUTES ● JANUARY 11, 2023

Cassidy Conference Room, Melrose City Hall
562 Main Street, Melrose, MA 02176

Regular Meeting

7:00PM- 8:30PM

1) CALL TO ORDER: 7:00pm

Attendee Name	Term	Title / Role	Status
COMMISSIONERS:			
Linda Apple	Feb/2025	Commissioner	Present
Tesfay Aradom	Feb/2025	Commissioner	Absent
Randall Carter	Feb/2025	Commissioner / Fundraising Ways & Means	Present
Jennifer Champagne	Feb/2025	Commissioner / Vice-Chair	Present
Bonnie Clapp	Feb/2024	Commissioner / Chair	Present
Doug DiBrielle	Feb/2025	Commissioner / Secretary	Present
Joseph Phillips	Feb/2026	Commissioner	Present
Mike Stankavish	Feb/2023	Commissioner	Absent
Jennifer Strasburger	Feb/2024	Commissioner / Treasurer	Present
Fatma Ulku Duru	Feb/2026	Commissioner	Absent
Vacancy	TBD	Commissioner	N/A
LIAISONS:			
Lizbeth DeSelm		Liaison - School Committee	Absent
Rev. Dr. Suzanne Intriligator		Liaison – Clergy Association / MUUC	Absent
Manjula Karamcheti		Liaison - City Council	Present
GEM Student(s)	TBD	Liaison	N/A
GUESTS:			
Margot Fleischman	N/A	Chief of Staff & Director of Strategic Initiatives and Communications - Office of Mayor Paul Brodeur	Present
Heidi Barraza	N/A	Commissioner candidate	Present

- With a roll call vote (7) present and (3) absent, the meeting convened at 7:00pm.

2) PUBLIC PARTICIPATION:

- **VOTE: APPROVED** Chair Clapp Moves to open public comment by unanimous consent. No objections.

a) Mayor's Office – Margot Fleischman

- i) “Community Conversations” Initiative presentation (see attached proposal)
- **VOTE: APPROVED** Chair Clapp moves to close public comment by unanimous consent. No objections.

- **Meeting Introductions:** Heidi Barraza (potential MHRC candidate)

3) UPDATES:

a) Treasurer's Report (JS):

					Actual	Forecast	Total
				General Account Remaining Balance:	\$ 2,073.66	\$ -	\$2,073.66
				Donation Account Remaining Balance:	\$ 2,497.43	\$ -	\$2,497.43
				Total Account Balances:	\$ 4,571.09	\$ -	\$4,571.09
Account	Date	Event	Payee	Notes	Credits	Debits	Type
General	7/1/2022	Starting Balance			\$ 3,000.00		Actual
Donation	2/1/2022	Starting Balance			\$ 2,301.43		Actual
General	9/16/2022	Victorian Fair	Bonnie Clapp	Table rental		\$220	Actual
General	9/16/2022	Victorian Fair	Bonnie Clapp	Michael's supplies		\$ 31.34	Actual
Donation	9/16/2022	Victorian Fair			\$ 60.00		Actual
General	9/23/2022	Community Dance	Dance for Humanity			\$ 600.00	Actual
Donation	12/2/2022	Victorian Fair			\$ 136.00		Actual
General	12/19/2022	Pride		venue deposit		\$ 25.00	Actual
General	12/19/2022	pride		venue deposit		\$ 50.00	Actual

b) Administrative Update (JC):

- i) VOTE needed - *To continue previously authorized policy giving chair and vice chair authority to put out a statement in order to respond in a time appropriate manner to recent events without a vote.*

- **VOTE: APPROVED** by unanimous consent
 - MHRC to continue previous policy giving Chair and Vice Chair authority to put out a statement in order to respond to community matter in a time appropriate manner.

ii) Joseph Phillips – Announced plans to continue MHRC for second Term

c) Hotline Report (MS) / HRC Gmail Account (BC)

- i) **Hotline (781-979-4140):** Hotline is working and we have access to check the voicemail. NOTE: MHRC Gmail account gets notifications call missed.
- ii) **HRC City Email:** Andrew Ghobrial working with City IT to have the City email account (melrosehrc@cityofmelrose.org) account redirected to the Gmail account (melrosehrc@gmail.com). (BC to follow status of action item).
- iii) **Document sharing** – Manjula Karamcheti to ask city solicitor what options exist for sharing of key documents among commissioners.

d) Fundraising Ways and Means/Grants (RC)

- i) **Melrose Cultural Council Grant** (<https://melroseculture.org/>) – *Deadline: Oct. 17, 2022*
 - (1) MLK Day of Service (Awaiting determination)
 - (2) Pride (Awaiting determination)
- ii) **Mass Cultural Council Grant** (<https://massculturalcouncil.org/>) – *Deadline: Oct. 25-Dec. 15, 2022*
 - (1) Iftar Community Celebration (Awaiting determination)
- iii) **Foundation Trust 2023 Grant Cycle** (<https://www.foundationtrust.org/foundation-trust-announces-2023-grant-cycle/>) – *Letters of inquiry deadline: Jan. 11- March 21, 2023* (JC investigating this option)
 - (1) Partner with other organizations (e.g., Creative Arts Alliance)
- iv) **Dance For Humanity (JS)** – Grant request denied
- e) **Increasing HRC's Presence in the Community (BC)**
 - i) **Review: Last month's email to city asking about events and/or celebrations for the following** - MLK and Lunar New Year (Jan), BHM (Feb), Women's History Month (Mar) Arab Heritage Month (Apr), AAPI Month (May), Mental Health Awareness (May), Juneteenth and Pride (June), Hispanic Heritage Month (Sep-Oct), Disability Employment (Oct), Native American Heritage month (Nov).
 - (1) **HRC Newsletter (March, June, October, December)** - Discussion
 - (a) Develop a distribution list – Mail Chimp, Constant Contact, AWeb
 - (b) Best platform to create and share Quarterly Newsletter?
 - **VOTE: ADOPTED** by unanimous consent
 - MHRC to create & distribute periodic MHRC Newsletter. (March, June, October, December)
 - **Tasks:**
 - Determine who writes newsletter (role?)
 - Develop distribution list
 - Determine platform (Mail Chimp, Constant Contact, AWeber)
- f) **DEI Task Force update (JP)**
 - i) Next Meeting: January 19, 2023. Kevin Faller, new Chief, Melrose Police Department (MPD), to present and discuss MPD procedures and policies.
- g) **Networking and Community Partnerships (JC)**
 - i) **Discussion:** MHRC commissioners encouraged to participate in community meetings in effort to increase collaboration and visibility.

h) Recruitment (JC, DD & BC):

- i) Recruitment subcommittee meeting scheduled: February 15, 2023 @ 6:30pm (preceding next scheduled MHRC meeting on same date.)
- ii) Confirmed vacancies: Two (2) commissioner seats open as of February/2023.
- iii) **Task:** Determine recruitment strategy

i) GEM Partnership (BC)

- i) BC planning to meet with Katia and Tim Daly.
- ii) Linda Apple volunteered to assist BC in coordinating GEM Partnership

4) REGULAR BUSINESS

a) Approval of December Meeting Minutes (BC)

- **VOTE: APPROVED** by unanimous consent
 - Meeting minutes from December 14, 2022 reviewed by commissioners prior to meeting.
 - Meeting notes and supporting documentation submitted on: January 13, 2023.

b) Upcoming Events & Community Involvement

- i) **Melrose Event Marketing Toolkit**
- ii) **2022-23 MHRC Multicultural Event Planning**

iii) January 16, 2023: MLK Day of Service (BC and TA)

(1) Venue:

- (a) Day of Service: *Community-wide @ 10AM-12NOON*
- (b) Evening Program: *First Congregational Church @ 7PM*

(2) Budget:

- (a) *\$500 honorarium for Mr. Roland Gibson from General Fund (with hopes of receiving funding from Melrose Cultural Council Grant*
- (b) *MA Cultural Council Grant \$1,000 Budget applied for on October 18th, 2022:*
 - (i) *Supplies and Materials (decorations, give away items for attendees) - \$100*
 - (ii) *Marketing/Promotion (advertising expenses) - \$100*
 - (iii) *Salaries/Fees: Artists/Humanists/Scientists (guest speaker) - \$1,200*
 - (iv) *Other (free food for volunteers) - \$100*

(3) Potential Partnership(s):

- (a) *12 Host Locations – Pantry of Hope, FYACS, MHS Humanitarian Club, Melrose Health & Human Services, TBS, NSCFRN, The Loop, Friends of the Fells, Melrose Highlands Congregational Church, First United Methodist of Melrose, MA Indigenous Legislative Agenda, Melrose Commission on Disability*

- (b) *Tug Yourgrau's MLK Day Choir*
- (4) Additional Details (e.g., food, entertainment/speakers, marketing):
 - (a) Flyer
 - (b) [Sign-Up Genius](#)

iv) March 18 or 25th, 2023: *International Welcome Potluck (JS & RC)*

- (1) Venue: *Lincoln Elementary School*
- (2) Budget:
 - (a) *2018 Event (16th Annual): - DPW Custodian Fee: \$161 - Food: \$165.49 - Supplies: \$21.58 - Supplies: \$23.09 (\$371.16)*
 - (b) *Motion for \$500 budget?*
- (3) Potential Partnership(s): *Lincoln PTO*
- (4) Additional Details (e.g., food, entertainment/speakers, marketing):
 - (a) *Recruitment event – flyers?*
 - (b) *Conversation prompts*

- **VOTE: APPROVED** by unanimous consent
 - **Potential Dates:** March 18, 2023 or March 25, 2023
 - **Venue:** Lincoln School
 - **Budget:** \$500
 - **Planning Committee Tasks:**
 - Explore partnership with PTO
 - Recruitment opportunities
 - Format – conversation prompts, structured event with space for seated small discussions.

v) April 8th, 2023 @ 4PM: *Melrose Community Iftar Celebration (LA & FU)*

- (1) Venue:
 - (a) *2019 – Memorial Hall @ 6:30-9:30pm*
- (2) Budget:
 - (a) *2019 Event (4th Annual): - Henna Art: \$100 - Supplies: \$78.63 - Memorial Rental: \$560 - Food: \$150 - Food: \$353.49 - Sign/Food/Supplies: \$327.19 - Food: \$427.99 (\$1,997.30)*
 - (b) *MA Cultural Council Grant \$3,000 Budget applied for on December 15th, 2022:*
 - (i) *Space Rental (Memorial Hall) - \$700*
 - (ii) *Supplies and Materials (decorations, programs, etc.) - \$200*
 - (iii) *Marketing/Promotion (flyers, etc.) - \$100*
 - (iv) *Salaries/Fees: Artists/Humanists/Scientists (musical performers) - \$400*
 - (v) *Salaries/Fees: Contractors (educational/cultural speaker(s) incl. ASL interpreter) - \$600*
 - (vi) *Other (food) - \$1000*
- (3) Potential Partnership(s):
- (4) Additional Details (e.g., food, entertainment/speakers, marketing):

(a) Previous Year's Melrose Community Iftar Celebration included a Speaking Program & Musical Performance, Athan ("Call to Prayer") at sunset, and Iftar ("breaking the fast") Dinner

vi) June 9th, 2023: *Pride Celebration*

- (1) Check status of payment for Beebe Estate venue.
- (2) Confirm a date for flag raising (VOTE needed) – *First weeks of June*

- **VOTE: APPROVED** by unanimous consent
 - **Dates:** Friday, June 9, 2023
 - **Venue:** Bebee Estate
 - **Budget:** TBD
 - **Planning Committee Tasks:**
 - Brainstorm event details, based on previous events.
 - Recruitment opportunities

5) OLD BUSINESS

a) **DEI Summit/Community Connector:**

- i) *Development of community resource guide?*
- ii) *Partner with RJCC to create a half-day summit that brings all the local affinity groups together?*

6) NEW BUSINESS

a) **February Agenda Topics:**

i) **Public Participation:**

- (1) Adam LaFrance

ii) International Welcome Potluck Update

iii) Melrose Community Iftar Celebration Update

iv) MLK Day of Service Recap Attachment provided

b) Banner

- i) Where is it?

c) **HRC's Response to Time-Sensitive Events**

- i) Zoom MHRC Meeting to discuss and craft statement – BC to follow-up with Margot

d) **Foundation Trust 2023 Grant Cycle**

- i) <https://www.foundationtrust.org/foundation-trust-announces-2023-grant-cycle/>
Letters of inquiry deadline is Jan. 11- March 21, 2023

e) **Social Media**

- (a) Share our Agenda
- (b) Share our Minutes
- (c) Make ‘educational’ posts recognizing [multicultural dates](#)
- (d) Re-share the Melrose PTO DEIB Rep’s monthly [Family Resource Guide](#) and monthly [Multicultural Calendar & Community Events](#)

7) **OTHER BUSINESS** (*Issues or concerns which were unknown at the time this meeting was posted*)

- a) [Melrose Ed. Foundation’s Parent U: Conversations with Brendan Kiely](#) – February 8, 2023 @ 7PM at Melrose High School: Learning Common

8) **ADJOURNMENT -8:30PM**

- **VOTE TO ADJOURN: APPROVED** by unanimous consent @ 8:30PM

MHRC 2022-23 Main Events Calendar

September 11, 2022: Victorian Fair (BC)

October 8, 2022: Melrose Dance for Community (JP)

January 16, 2023: MLK Day of Service (BC & TA)

March TBD: International Welcome Potluck (JS & RC)

March 22-April 21, 2023 (TBD): Melrose Community Iftar Celebration (FD & LA)

May 20, 2023: Dance for Community (JP)

June 9, 2023: PRIDE (JC & DD)

June 19th, 2023: Juneteenth (JP)

MHRC Community Involvement

March 31, 2023: International Transgender Day of Visibility

March 25, 2023: Bridge Trivia Bee

May 16, 2023: GEM Graduation

May 27 & 28, 2023: Memorial Day Flag Retirement & Parade

The next regularly scheduled meeting of the Melrose Human Rights Commission is Wednesday, February 15, 2023 @ 7:00pm in the Cassidy Conference Room at Melrose City Hall.

- Meeting minutes submitted by Doug DiBrielle – Secretary, MHRC (Submit to: meetingminutes@cityofmelrose.org)

Attachments:

- 2023 MLK Grant Application
- 2023 MLK Date of Service – Organization Ask Letter
- 2023 Iftar Grant Application

Application To: Melrose Cultural Council

Applicant Information

Applicant Organization Information

Review the applicant information. If you need to update the Organization Information, use the Note feature on the left to contact a Mass Cultural Council staff person for help.

Legal Name: Melrose Human Rights Commission
Doing Business As:

Physical Address:
Address 1: 562 Main Street
Address 2:
City: Melrose
State: MA
ZIP: 02176-3113

Mailing Address (if different):
Mailing Address 1:
Mailing Address 2:
City:
State:
ZIP:

Parent Organization: City of Melrose
Fiscal Agent:

Please note, organizations are required to provide a physical address. A PO Box can be provided for the mailing address, but not the physical address. Organizations that do not have a facility or office typically provide the address of the primary person leading the organization or group, such as the board chair, staff person, or lead volunteer for the group.

If you see "Grant Seeking Organization" listed as your parent organization, this means that you do not have a parent organization and you can disregard it.

Primary Contact

Review the applicant information. If you need to update the Primary Contact information you can do so in your Profile. Click Home button in upper right corner to get to My Profile button.

Jennifer Champagne
champagnejm@gmail.com
518-265-5867

Is the information displayed above for the applicant information correct?

Yes

Amount Requested

\$1,000

Project Discipline

Humanities

Project Title

Melrose MLK Day of Service and Community Potluck

When will the project take place?

January 16, 2023

Where will the project take place?

Melrose Unitarian Universalist Church

Estimated number of people served

Number of People Served - Estimate of the number of individuals that you predict will participate in or benefit from this project.

250

Does this project primarily serve schoolchildren (grades pre-K to 12)?

No

Project Overview

Summarize the proposed project or program.

The MLK Day of Service and Community Potluck is an event to celebrate and honor the legacy of Dr. Martin Luther King, Jr. by coming together to serve our community through thoughtfully organized volunteer activities. Following the MLK Day of Service volunteer activities, we will gather for a program honoring Dr. King with a guest speaker, music, a community recitation of the “I Have a Dream” speech, an open discussion and a potluck dinner. In addition to honoring Dr. King’s legacy, the MLK Day of Service provides an opportunity for Melrose to address inclusion, diversity, representation, and community compassion.

Who is the target audience for this project?

Target Audience: The specific individuals you are hoping to attract to attend or participate in a project. These individuals may be defined by age, economic status, geographic location, interests, etc.

The target audience for the MLK Day of Service is all Melrose residents and any interested neighboring community members.

What is the cost of participation for attendees (if any)?

Free.

How does the proposed project provide public benefit and contribute to the cultural vitality of the community as a whole?

Public Benefit: Local council funds may only be used to support activities that contribute to the cultural vitality of the community as a whole, rather than benefitting any private individual or group. However, this does not mean that a large crowd of people needs to participate in order to satisfy the public benefit requirement.

The MLK Day of Service provides a public benefit and contributes to the cultural vitality of the community as a whole by promoting service, volunteerism, diversity, inclusion, and community building. The MLK Day of Service further promotes an open community dialogue and helps to strengthen the voices of a historically underrepresented group. The Melrose Human Rights Commission hopes that events like the MLK Day of Service will also contribute to the community by emphasizing a return to in-person events and increasing community wide attendance after a time of social isolation for many caused by the pandemic.

Please describe the qualification of key artists, humanists, interpretive scientists or organizations involved with leading the cultural component of this project.

The Melrose Human Rights Commission is dedicated to using community outreach as a tool to build a more inclusive, safe, and welcoming Melrose and has extensive experience hosting events that promote cultural awareness. The Commission will seek to collaborate with the Melrose Public Library, Melrose Public Schools, local musical performers, local community organizers, local faith leaders, local leadership, and a guest speaker in hosting the MLK Day of Service.

If there are any other individuals or organizations that will be involved in the project as planners, partners, or collaborators, please list them below. If applicable, please distinguish between those who have made a firm commitment to the project and those with tentative or potential involvement.

The Melrose Human Rights Commission plans to collaborate with the following individuals and organizations: The City of Melrose and the Mayor's office; The Melrose Public Library; Melrose Public Schools; local community organizers; local faith leaders; local leadership; local performers; and local businesses.

How are you planning to promote the project to the community and your target audience?

The Melrose Human Rights Commission plans to promote the MLK Day of Service to our community through multiple avenues, including the local newspaper and media, the City of Melrose city alerts and Mayor's blog, the Human Rights Commission's Facebook page as well as local Melrose group Facebook pages, Let's Talk Melrose, an extensive poster and flyer campaign in local businesses, and word of mouth.

Budget

Click "Save Draft" to update the budget displaying below after editing your budget in the pop up window.

Project Budget

Cash Expenses	Description	Amount
Salaries/Fees: Artists/Humanists/Scientists	Guest speaker	\$1,200.00
Marketing/Promotion	Advertising expenses	\$100.00
Supplies and Materials	Event decorations and give away items for attendees	\$100.00
Other (please describe)	Free food for volunteers (not to be covered by Council grant money).	\$100.00
		\$1,500.00

Projected Income: Please briefly describe the other sources of projected income needed to complete this project.

The Melrose Human Rights Commission will seek sponsorship from local businesses to help supplement expenses not covered by any approved grant or through the allotted Commission budget.

In-Kind Support: If applicable, please briefly describe any in-kind support you are getting for this project.

In past years the Melrose Human Rights Commission has received in-kind support of discounted food, donated food, water, paper goods and musical performances that will again be relied upon for this year's MLK Day of Service.

How will you adjust the project if the council cannot fund the entire amount you are requesting? (For example, how will you raise additional funds or scale the programming back?)

If the council cannot fund the entire amount the Melrose Human Rights Commission is requesting, the Commission will adjust by working to raise additional funds through local donations and, if necessary, scaling back on the cost of a guest speaker.

If you have applied to other Local Cultural Councils for funding for this specific project, please list the names of those councils below.

The Commission has not applied to other Local Cultural Councils. After a period of several vacancies, the Commission now has a near full Commission and greatly appreciates the Council's support as we focus on community building events.

Additional Materials

Supplemental materials are limited to a total of three (3) printed pages. All pages must be in PDF file format.

Please [visit the website of the council](#) to which you are applying to learn if supplemental materials are required. This information will be listed under their Council Priorities tab. It is not necessary to upload supplemental materials unless they are required by the council.

Up to three files may be submitted, if the PDFs are all one page documents. In case it's helpful, here are some sites that allow you to crop/delete pages from a PDF:

[PDFZorro.com](#)

[PDFescape](#)

[DocHub](#)

Additional Material File

Acknowledgement

Ready to Submit?

Once you click "Submit" below, you will no longer have access to make changes to your application. A copy of your application will be sent via an email attachment upon submission.

After the application deadline, and while the applications are under review, you will not be able to access the application through the website. To save a copy of your application, click "View PDF Summary" at the top of the page and save the file on your device.

Please note: You have not successfully submitted your application until you see the following message: "Congratulations - You have successfully submitted your application. Click on the Home button to return to your home portal."

Authorized Signature: I certify that all the information contained in this application, including all supporting documents and materials, is true and correct to the best of my knowledge. I certify that the required acknowledgment will be given to Mass Cultural Council and the granting Local Cultural Council, if this application is approved. I certify that reasonable accommodations will be made to ensure that people with disabilities have equal physical and communications access, as defined by state and federal law and as outlined in the LCC Program Guidelines.

Clicking "submit" below serves as an authorizing electronic signature.

Authorized Signature

I agree



MELROSE HUMAN RIGHTS COMMISSION

City Hall • 562 Main Street • Melrose, Massachusetts 02176

cityofmelrose.org/human-rights-commission • Hotline: (781) 979-4140 • Email:

melrosehrc@gmail.com • Facebook: @MelroseHRC • Instagram: @MelroseHRC

December 12th, 2022

“Our goal is to create a beloved community and this will require a qualitative change in our souls as well as a quantitative change in our lives.” ~ Dr. Martin Luther King, Jr.

In 1994, Congress passed the King Holiday and Service Act, designating MLK Day as a national day of service - a day ON, not a day off. The MLK Day of Service is meant to empower individuals, strengthen communities and move us closer to Dr. King's vision of a “Beloved Community”. In Dr. King's Beloved Community, poverty, hunger and homelessness will not be tolerated because international standards of human decency will not allow it.

For years, the Melrose Human Rights Commission (HRC) has organized a number of community service activities that take place throughout the city on MLK Day. Due to the pandemic, we were unable to physically gather together to complete a Day of Service in 2021 and 2022 however the Melrose HRC is very excited to bring back the annual Martin Luther King, Jr. Day of Service to Melrose on **Monday, January 16th, 2023**. On this city-wide MLK Day of Service, hundreds of people from all over Melrose will sign-up for service activities across the city between the hours of **10AM-12NOON**. Some examples of previous years activities are:

- ❖ Shopping for school snacks & food pantry needs
- ❖ Making cards for patients and staff of Melrose-Wakefield Hospital
- ❖ MLK kid-friendly art activity
- ❖ Melting crayons
- ❖ Prepping meals for a local food pantry
- ❖ Cleaning the Melrose Public Library
- ❖ Interviewing a Melrose senior citizen
- ❖ Collecting donations for Malden Warming Center, Housing Families, and local food pantries

The success of this day of service is contingent upon community organizations helping to brainstorm a service idea and hosting the event. **We are writing to see if your organization would be interested in hosting volunteers to complete a service activity?**

If so, could you please fill out this [Google Form](#) by or before **December 21, 2022**? Please be prepared to fill in your idea of a service activity, the host location, and how many community volunteers you can feasibly host. *If you are interested in hosting but struggling to think of a service idea and/or in need of an HRC commissioner to help you and your organization host, please reach out to the HRC at melrosehrc@gmail.com.*

Sincerely,

The Melrose Human Rights Commission

Linda Apple
Tefay Aradom
Randall Carter
Jenn Champagne

Bonnie Clapp
Doug DiBrielle
Joe Phillips
Mike Stankavish

Jen Strasburger
Fatma Ulku Duru

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Applicant Organization Information

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Legal Name: Melrose Human Rights Commission
Doing Business As:

Physical Address:
Address 1: 562 Main Street
Address 2:
City: Melrose
State: MA
ZIP: 02176-3113

Mailing Address (if different):
Mailing Address 1:
Mailing Address 2:
City:
State:
ZIP:

Parent Organization: City of Melrose
Fiscal Agent:

Please note, organizations are required to provide a physical address. A PO Box can be provided for the mailing address, but not the physical address. Organizations that do not have a facility or office typically provide the address of the primary person leading the organization or group, such as the board chair, staff person, or lead volunteer for the group.

If you see "Grant Seeking Organization" listed as your parent organization, this means that you do not have a parent organization and you can disregard it.

Primary Contact

Review the applicant information. If you need to update the Primary Contact information you can do so in your Profile. Click Home button in upper right corner to get to My Profile button.

Randall Carter
randallcarter89@gmail.com
617-899-2346

Contract Manager Information

If awarded a grant, who will serve as contract manager for the grant? The contract manager is responsible for ensuring the contract and attachments are completed by the authorized signatory and that it is returned in a timely fashion.

Contract Manager

First and last name of person managing contract

Randall Carter

Contract Manager Title

Commissioner

Contract Manager Phone

617-899-2346

Contract Manager Email

randallcarter89@gmail.com

Contract Manager Fax

Project Information

Project Discipline

Humanities

Beginning Date

When does or did the publicly available component of the festival or project start? To be eligible, the festival or project must start July 1, 2022, or later.

03/25/2023

Ending Date

When does or did the publicly available component of the festival or project end? To be eligible the festival or project must end by June 30, 2023.

04/15/2023

Optional explanation of start and end dates: (500 characters)

While the event itself will be held on a single evening, as of this moment the exact date of the event has not been finalized with the event space

Name of Festival or Project

Melrose Community Iftar Celebration

Description

Provide a one-sentence description of the festival or project including purpose and project location by completing this sentence, "This grant will be used for a project to..." This response may appear in communications to the public, and in fiscal documents such as grant contracts.

This grant will be used for a project to fund the Annual Melrose Community Iftar Celebration at Melrose Memorial Hall: a community festivity open to all, whose purpose is to highlight Middle Eastern and Islamic culture, build community, and promote interfaith dialogue.

Please provide a description of the festival or project's programming and activities.

What is or was the goal or purpose of the project or festival? How is or was the festival or project primarily focused on promoting access, diversity, or education in the arts, humanities, or interpretive sciences?

The mission of the Human Rights Commission is to promote a spirit of diversity and respect among citizens of Melrose. In keeping with that mission, the Commission throws an annual Iftar celebration as a means of community-building within our town (and surrounding communities). This is intended to be a celebration of inclusiveness and diversity, and an opportunity for our city's observers of Ramadan to share and educate, re: their cultures and traditions, with the community at-large. We are planning to have one or two educational speakers, as well as a traditional musical performance, in addition to the iftar meal itself.

Who is or was your intended audience for this project or festival?

Be sure to address how the festival was or will be available to the general public (by free or paid admission)

The intended audience of the Melrose Community Iftar Celebration is all Melrose residents, as well as residents of neighboring communities. The event will be free of charge for all.

Is or was your project or festival free to the public?

Yes

Describe the steps you took or will take to ensure the project or festival is accessible to people who are Deaf or who have a disability:

The event will be held at Memorial Hall, which as a municipal building, must comply with the Americans with the Americans with Disabilities Act, as well as other federal/state/local accessibility statutes. Fees for an ASL interpreter for the guest speaker programming are figured into the budget for this event.

Festival or Project Location Name

Enter the name(s) of the venue(s) or place(s) where the project/festival will happen. If virtual, write "Online only." If to be determined, write "TBD."

Memorial Hall

Festival/Project Location City/Town

In which city or town did or will most of your festival or project happen?

Below you will find a list of the 351 official Massachusetts cities and towns. If you are looking for a neighborhood or village, you will need to Google it find out what city or town it is in so you can select that option.

Online only festivals and projects can select "Online Only"

If you are not sure yet which city or town your festival or project will take place in, you can select To Be Determined. However, it will not be included in the priority community review.

Melrose

Optional explanation of location

Festival/Project Website

Enter the full URL for your site.

Festival/Project Instagram

Enter the full Instagram URL that starts with <https://www.instagram.com/>

Festival/Project Facebook

Enter the full Facebook URL that starts with <https://www.facebook.com/>

Festival/Project Twitter

Enter the full Twitter URL that starts with <https://www.twitter.com/>

Budget

Please provide estimated cash expenses for the festival or project that took place or will take place between July 1, 2022, and June 30, 2023.

Applicants must have project cash expenses of at least \$2,500

You may include the actual cost of staff time or administrative expenses that are dedicated to this project. Please include an explanation in your description of the project. For example, "Our budget includes 50% of our Education Director's time for 6 weeks."

You will include cash expenses in the budget form by clicking on the "Project Budget" button. Do not include anticipated revenue in the budget form, you will describe your anticipated income using the narrative questions below.

Cash Expenses	Description	Amount
Space Rental	Memorial Hall rental fee	\$700.00
Supplies and Materials	Decorations, programs, etc	\$200.00
Marketing/Promotion	Flyers, etc	\$100.00
Salaries/Fees: Artists/Humanists/Scientists	musical performers	\$400.00
Salaries/fees: Contractors	educational/cultural speaker(s) (incl ASL interpreter)	\$600.00
Other (please describe)	food	\$1,000.00
		\$3,000.00

Projected Income: Please briefly describe the other sources of projected income needed to complete this project or festival

The vast majority of the HRC's annual budget of \$3000 is already earmarked for our MLK programming and Pride festival. Any additional or substitute funding would likely have to come from donations towards the event itself

In-Kind Support: If applicable, please briefly describe any in-kind support you are getting for this project or festival.

Volunteer time of Human Rights Commissioners and other community members, as needed

Prioritization Factors

Mass Cultural Council seeks to broaden and diversify the range of persons who benefit from its grant programs. To that end priorities have been established that will seek to attract and provide funding under this program to entities and communities that may not have been, or had an equal opportunity to be, beneficiaries of Mass Cultural Council programs. Prioritization will include the following:

Funding History

First time applicants or applicants that have not received direct funding from Mass Cultural Council in the previous three fiscal years (2022, 2021, 2020). Below you will see the information we have on file for your organization, for FY20–FY22. FY23 grants will not be reflected below but may factor in to grant determinations.

By submitting your application, you acknowledge understanding that Mass Cultural Council will verify this information with historical data in our grants management system. Mass Cultural Council will make every effort to ensure accuracy but cannot be held accountable for missing or incorrect information in the relevant sources. If you have questions about the information displayed below send staff a note using the notes feature here or call or email program staff directly.

Received at least one grant in the past three fiscal years

No

Under-Resourced Communities

Projects that are located in specific communities, which are cities and towns that are below the state average in household income and educational attainment. This includes but is not limited to places designated as Gateway cities. [See a list of these communities.](#)

Festival/Project is in an under-resourced community

No

BIPOC-Centered Self-Identification

Applicants that self-identify as led by and serving people of the global majority — Black, Indigenous, People of Color (BIPOC), Latinx, Asian, Native American, Pacific Islander, and all other ethnicities of color. Organizations wishing to make this identification will need to fill out a [BIPOC-Centered Organization Self-Identification](#) form in the grants management system. The form is in the Opportunities section of your portal.

BIPOC-centered organizations must be able to demonstrate that:

1. The organization's primary Mission, Programming and/or Practices explicitly and specifically reflect and serve one or more communities that self-identify as BIPOC.

AND

Must be BIPOC led and/or run.

For more information, full definitions, guidelines, and to see a sample form, [visit the BIPOC-Centered Self-Identification page](#).

Is your Organization BIPOC-Centered? If so, complete the BIPOC-Centered Self-Identification form. The form is in the Opportunities section of your portal.

By submitting this application, you acknowledge understanding that **you must submit the BIPOC-Centered Self-Identification Form no later than December 15, 2022**, in order for the prioritization to be factored into the review of application for your Festivals & Projects Grant.

Currently recognized as BIPOC-Centered Organization in the system?

If you have recently submitted a BIPOC-Centered Self-Identification form, and it has not yet been reviewed, you will see "No" below. Due to the volume of applications, most will not be reviewed until after December 15.

No

Participation in Card to Culture

Applicants that participate in Mass Cultural Council's Card to Culture program. (This is not a grant program. This is a voluntary discount program aimed at helping organizations reach specific audiences - EBT, WIC, and/or ConnectorCare card holders. There is no funding associated with this program.)

Organizations wishing to participate in Card to Culture will need to fill out an application for the program in the grants management system. The form is in the Opportunities section of your portal.

For more information, full definitions, and guidelines, visit the [Card to Culture page](#).

By submitting this application, you acknowledge understanding that **you must apply for Card to Culture no later than December 15, 2022**, in order for the prioritization to be factored into the review of application for your Festivals & Projects Grant.

Current Participant in Card to Culture?

If you have recently submitted a Card to Culture application, and it has not yet been reviewed, you will see "No" below. Due to the volume of applications, most will not be reviewed until after December 15.

No

Acknowledgement

Ready to Submit?

Once you click "Submit" below, you will no longer have access to make changes to your application. A copy of your application will be sent via an email attachment upon submission.

Please note: You have not successfully submitted your application until you see the following message: "Congratulations - You have successfully submitted your application. Click on the Home button to return to your home portal."

Authorized Signature: I certify that all the information contained in this application, including all supporting documents and materials, is true and correct to the best of my knowledge. I hereby release Mass Cultural Council, its members, and employees, from any liability and/or responsibility concerning the submission of materials to this program. In addition, I agree that the required public acknowledgment will be given to Mass Cultural Council if this application is approved. I understand that failure to respond to any of the items requested in this application may seriously hinder its consideration. I certify that we are committed to the completion of the proposed activities in compliance with legal requirements and granting procedures and will file the report required by the Mass Cultural Council.

Clicking "submit" below serves as an authorizing electronic signature.

Authorized Signature

I agree