

National Guild Conference for Community Arts Education Scholarships

Scholarships are now available through the Illinois Arts Council Agency (IACA) for not-for-profit organization leaders and individuals from Illinois to attend the National Guild 76th Annual Conference for Community Arts Education. The conference will be held October 31 – November 2, 2013, in Chicago, Illinois. Conference registration and more information is available online at

<http://communityartsed.nationalguild.org/Registration.aspx>.

Eligibility

Each applicant must comply with [IACA eligibility requirements](#).

Organizations must:

- be registered as a not-for-profit corporation in good standing with the Office of the Illinois Secretary of State. Units of government and institutions of higher education are also eligible to apply;
- hold tax-exempt status from federal income tax under Section 501(c)(3) of the Internal Revenue Code and must qualify as a charitable organization under Section 170(c) of the Internal Revenue Code of 1986 as amended. Units of government, institutions of higher education, or Federally-recognized Indian tribal governments are also eligible to apply;
- have a Federal Employer Identification Number (FEIN), assigned by the Internal Revenue Service; and
- be registered with Duns and Bradstreet and have a DUNS (data universal numbering system) number.

Individuals must:

- be citizens of the United States or holders of permanent resident alien status;
- be a legal resident of the state of Illinois for the twelve months prior to the application deadline and throughout the grant period.

Support Level

Applicants may request support for registration costs and travel. Only applicants located 60 miles or more from the conference site may include the cost of accommodations in their request for support.

Request amounts may not exceed \$1,500.

While the IACA intends to consider applications for full funding, should requests exceed the funds allocated, the IACA may contact applicants with an option of partial support.

Deadline

The deadline for application is **Monday, September 30, 2013**. Applications received after 5:00pm on deadline will not be eligible.

How to Apply

Organizations submit the following:

1. **Special Project Grant Cover Sheet - Organizations**
2. Narrative (two page maximum) indicating:
 - Request amount.
 - The alignment of your organization with the **mission and values** of the National Guild for Community Arts Education.
 - Identify the proposed attendee and job title.
 - Provide a brief description of the proposed attendee(s)' work duties and work experience.
 - Explain the criteria used to select this individual.
 - Summarize the anticipated benefits of participation in the conference.
3. One page budget detailing:
 - All anticipated expenses.
 - All sources of income, including this request and any additional funds needed to cover expenses.
4. Proof of not-for-profit status.

Individuals submit the following:

1. **Special Project Grant Cover Sheet - Individuals**
2. Narrative (two page maximum) indicating:
 - Request amount.
 - Include information on recent and current projects and partnerships as they relate to the **mission and values** of the National Guild for Community Arts Education.
 - Summarize the anticipated benefit of participation in the National Guild Conference.
3. One page bio or resume.
4. One page budget detailing:
 - All anticipated expenses.
 - All sources of income, including this request and any additional funds needed to cover expenses.
5. Proof of Illinois residency.

Review Criteria

Applications that are complete and received by the deadline date will be reviewed against the following criteria:

- Alignment with the mission and values of the National Guild for Community Arts Education.
- Appropriateness of attendance as it relates to recent and current professional experiences.
- Potential impact of participation on attendees and their continued work in the field of arts education.

Priority will be given to organizations and individuals whose participation will contribute to the IACA's goal of geographic equity and diversity.

Submitting the Application

Applications must be emailed to jerome.grand@illinois.gov followed by a hard copy with original signature, mailed to Jerome Grand, Illinois Arts Council Agency, 100 W. Randolph, Suite 10-500, Chicago, IL 60601.

If you have any questions regarding the application, contact Jerome Grand, Program Consultant, at (312) 814-6762/ jerome.grand@illinois.gov.

Notification

Notification of a funding decision will be sent by October 15, 2013. If funded, this notification will include forms which must be completed and received by October 28, 2013 to authorize payment. Once these documents and other requested materials are returned to the IACA, it will be approximately 10 weeks before a check will be issued by the State Comptroller.