

State of Illinois
Pat Quinn, Governor

Illinois Arts Council Agency
Shirley R. Madigan, Chairman
Tatiana Gant, Executive Director



Artstour & Live Music

GUIDELINES AND APPLICATION

Fiscal Year 2014

ABOUT THE ILLINOIS ARTS COUNCIL AGENCY

PURPOSE AND FUNDING SOURCES

In 1965, the Illinois General Assembly created the Illinois Arts Council Agency (IACA) for the purpose of encouraging development of the arts throughout Illinois. This state agency assists artists, arts organizations and other community organizations that present arts programming by providing financial and technical assistance. Funds are provided annually to the Agency by the Illinois State Legislature and the National Endowment for the Arts.

THE COUNCIL AND ITS ACTIVITIES

The Agency is governed by a Council comprised of up to twenty-one private citizens, from throughout Illinois, who are appointed by the Governor. Chosen for their demonstrated commitment to the arts, the Council members are charged with developing the state's public arts policy, fostering quality culturally diverse programs, and approving grants expenditures. These members serve in a voluntary capacity for four-year terms.

ADVISORY PANELS AND STAFF

Advisory panels composed of volunteer experts from throughout the state are appointed by the IACA Chairman to assist the Agency in the review of grant applications and to lend expertise on policy and program development. Panelists are selected through open nominations and serve for one-year terms.

A professional staff administers and develops the Agency's programs, assists grant applicants and provides pertinent information to the public. The IACA staff provides technical assistance and lends expertise to artists, arts organizations and community organizations that present arts programming.

ILLINOIS ARTS COUNCIL AGENCY MISSION

“To build a strong, creative, and connected Illinois through the arts.”

GUIDING PRINCIPLES

The Illinois Arts Council Agency abides by guiding principles to keep focused on a single purpose, that of the creative well-being of Illinois. Illinoisans deserve to have the best that can be offered to learn, connect, and advance.

- **Excellence**
The Illinois Arts Council Agency shall be vigilant that all arts goals and strategies lead to expressions of excellence.
- **Catalyst by Design**
The Illinois Arts Council Agency is a catalyst for designing and building a more creative society in Illinois. The Agency shall use its financial resources and human capital to inspire Illinoisans towards greater creativity and productivity.

Illinois Arts Council Agency – Artstour & Live Music Guidelines

- **Vitality for a vibrant economy**
Illinois' economic vitality must continue to be stimulated. Each spark of creativity must be capitalized and kept vibrant to strengthen the economy.
- **Unity in diversity**
The arts are not practiced in isolation. The Illinois Arts Council Agency promotes unity among diverse communities. Differences shared create unique mosaics; they enrich the lives of Illinoisans.
- **Stewardship of the public trust**
The Illinois Arts Council Agency is a governmental body of the State of Illinois. The Agency is mindful of taxpayers' dollars that advance Illinois Arts. The Illinois Arts Council Agency is the steward of this great responsibility.

POLICIES AND PRIORITIES

In the review of any application submitted to the Agency for funding, the policies and priorities listed below are taken into consideration. Please note each IACA program has specific evaluation criteria and matching fund requirements.

POLICIES

- Each applicant organization must be registered as a not-for-profit corporation in good standing with the Office of the Illinois Secretary of State. Units of government, institutions of higher education, and national/regional service organizations approved by the Illinois Arts Council Agency are also eligible to apply.
- Unincorporated organizations and individuals may not apply to the IACA through a fiscal agent.
- Applicant organizations must have been in active service to the public for at least a year prior to the date of application.
- While the Agency recognizes the need of arts organizations for financial support, grant funds from the Agency should be considered supplemental. No guarantee can be made for support for more than one year.
- Organizations that receive support from other government sources are eligible to apply for Agency funds for arts projects.
- Recognizing the importance of sound management practices in the arts, the Agency maintains that an operating surplus realized by an organization in one fiscal year will not result in a reduction of grant funds.
- The Agency is supportive of those programs of artistic quality that reach special audiences comprised of citizens who are not regularly served by the arts. These include, but are not limited to, individuals with disabilities, institutionalized persons, older individuals, and lower income groups.
- The Agency recognizes the importance of maintaining Illinois' rich heritage and supports the diverse art forms of all ethnic and racial groups.

Illinois Arts Council Agency – Artstour & Live Music Guidelines

- Acknowledging that access to the arts is vital to all Illinois residents, the Agency strives to support programs of artistic quality that will serve small and rural communities.
- The Agency recognizes that increasing public understanding of and demand for the arts through comprehensive arts education at all age levels is one way to create support for the arts. While the Agency will continue to assist with arts activities that complement the school curriculum through such activities as the IACA's Arts-in-Education Program, the major responsibility for arts education lies with educational institutions. Schools, colleges, and supporting local and state departments of education are primarily responsible for arts education.
- The Agency supports college and university arts programs if they benefit and are accessible to the general public. Those events which are normally considered a part of regular or academic programs will not be funded.
- The Agency will not support subsidizing an individual's academic study.
- The Agency supports those programs that emphasize the professional presentation and production of the arts. Generally, the Agency will not directly support the touring or sponsorship of non-professional groups within this policy. The Agency recognizes the social contributions that can be the result of arts experiences.
- The Agency will not support out-of-state touring.
- Agency funds may not be used for capital improvements, construction, or for the purchase of permanent equipment.
- Agency funds may not be used to pay the balance of an organization's previous year's operating deficit.
- With the exception of state colleges/ universities, which are required to match IACA funds from outside sources beyond staff time and overhead provided by the college and/or university, state agencies and their affiliates are ineligible to receive funds from the IACA. State agencies are those entities defined by the Office of the Comptroller in Procedure 27.50.10, pp3 to 60 of the SAMS manual.
- Agency funds may not be used for artistic programs at functions where the artists are not the primary focus.
- The Agency will not support fundraisers, benefits, receptions, or other social functions.

The following new policies are effective in the FY2014 funding cycle:

- Each applicant organization must 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.
- Each applicant organization must have a Federal Employer Identification Number (FEIN), assigned by the Internal Revenue Service.
- Each applicant organization must be registered with Duns and Bradstreet and have a DUNS (data universal numbering system) number.

PRIORITIES

- The Agency recognizes the crucial role our state’s artists and arts organizations play in society. Priority is therefore given to those programs involving Illinois artists and arts organizations. While the Agency considers its primary responsibility to support Illinois arts organizations and artists, this does not exclude the use of out-of-state resources capable of providing services or programs determined to be unavailable within the state or to supplement those already available.
- Priority will be given to those programs that provide economic opportunities for Illinois artists.
- Generally, priority will be given to those programs for which substantial funds have been raised from other sources.
- Priority will be given to those programs that affect more artists and larger audiences within a specific community.
- Priority will be given to those organizations that have demonstrated a history of sound management practices.

PROGRAM DESCRIPTION

Artstour & Live Music provides support to eligible Illinois not-for-profit organizations seeking to present Illinois performing artists, companies, or groups for performances, collaborations, or short residencies held in conjunction with performances. Grant requests for fiscal year 2014 are for activities occurring between January 15 and December 31, 2014.

Examples of programs:

- A library engages a storyteller to present stories during a children’s story festival.
- A school district brings in a theatre company to perform at the local high school. In addition, the company visits the elementary school to work with 3rd and 4th graders involved in the school’s upcoming theatre production.
- A theatre company collaborates with a folk musician in the creation and presentation of a new play.
- The local college brings a jazz orchestra to town to perform. The musicians also give a mini-performance at the local senior center.
- A dance company engages a classical music ensemble to provide live music for a performance.

GUIDELINES

ELIGIBILITY REQUIREMENTS

- Applicants must be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government (i.e., school, school district, park district, library district), or institutions of higher education. Refer to the [Proof of Eligibility page](#) on the IACA website for specific details and verification requirements.
- Artist, company, or group selected to present must be currently based in Illinois. *(Individual performers must be current residents of Illinois. Companies and groups must be based in Illinois.)*
- Applicant must submit all requested application materials no less than ten weeks before the program begins.

REQUEST AMOUNT

Request amounts are calculated based on the information entered in the Budget of the application. All applicants are eligible to request 50% of the contracted fee of the artist, company, or group and may increase their request when the following conditions are met:

- **Add 5%** if it is the first time the applicant has worked with the artist, company, or group.
- **Add 5%** if the artist, company, or group’s home-base is at least 100 miles from the presenting venue.
- **Add 5%** if the artist, company, or group is contracted for between five and ten hours of residency activities in addition to the scheduled performance(s). Residency activities are educational, hands-on activities such as workshops, master classes, lectures, or demonstrations.
- **Add 5%** for block booking (booking with at least one other Illinois presenter while the artist is on tour). A tour is defined as a series of performances on the road, away from the artist, company, or ensemble’s home-base, necessitating overnight accommodations.
- **Add 5%** if project is a collaboration between the artist, company, or group and the applicant resulting in a live performance.

Applicants may request a maximum of 75% of the contracted fee of the artist, company, or group. The minimum request per engagement is \$100. The maximum request per engagement is \$30,000. All requests should be rounded-down to the nearest five or ten.

CASH MATCH REQUIREMENT

Applicants must secure a cash match to cover the remaining costs of the project from sources other than the State of Illinois, including the Illinois Arts Council Agency.

PROGRAM RESTRICTIONS

- Funds cannot be used for performances by artists, companies, or groups affiliated with the applicant organization.
- If multiple performances are proposed, each must take place within a reasonable time frame and adhere to IACA’s policies and priorities, and the Artstour & Live Music guidelines.

MULTIPLE APPLICATIONS

Applicants may submit requests for multiple projects; each project requires a separate application. Priority will be given to the first application received and subsequent applications will be considered as funding allows.

HOW TO APPLY

- Read the Artstour & Live Music guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA policies, priorities, and guidelines.
- Identify and contact the artist, company, or group to discuss availability and design the project. Organizations may consult the Illinois Arts Council Agency's [Artstour Artists Roster](#) or the [Arts-in-Education Artists Roster](#) but are not limited to selecting an artist from these listings.
- Negotiate a contract including the dates of performances and activities, fees, technical details, travel, etc.
- Submit the complete application with all required materials via the Illinois eGrant system

DEADLINE

Open Deadline – Grant requests for fiscal year 2014 will be accepted through June 1, 2014 for activities occurring between January 15 and December 31, 2014. Applications must be received by the IACA no less than 10 weeks prior to the project starting date.

APPLICATION COMPONENTS

The Artstour & Live Music application consists of an electronic application form and required attachments. The application and required attachments must be completed in full and submitted in the format outlined in these guidelines by the application deadline.

Electronic Application

The electronic application is found on the [Illinois eGrant website \(http://illinoisarts.egrant.net/\)](http://illinoisarts.egrant.net/) and consists of form fields and the uploading of required documents. The electronic application must be submitted successfully to eGrant no less than ten weeks prior to the start date of the project.

Illinois Arts Council Agency – Artstour & Live Music Guidelines

For complete Illinois eGrant instructions go to the [Using Illinois eGrant](http://www.arts.illinois.gov/Using%20Illinois%20eGrant) section of the IAC website (<http://www.arts.illinois.gov/Using%20Illinois%20eGrant>).

The electronic form includes:

Applicant information

Under this tab provide:

- Contact information for applicant organization

Application Details

Under this tab, provide:

- Name of Artist, Company or Group Contracted
- Contact information
- Proposed project dates
- Number of Performances
- Number of Residency Activities, if applicable

Budget

Under this tab provide:

- Percentage of Fee allowed for IACA Grant Request
- Contracted Fee Amount
- IACA Grant Request amount
- Cash Match amount and source(s)

Attachments

Under this tab upload the following attachments:

Narrative

Address the following areas in no more than one page:

- The project and how it will diversify, and/or expand current arts programming.
- Background of and rationale for the selected artist, company, or group.
- Target audience for the proposed project.
- Plan for informing and engaging the target audience.
- The intended impact on the applicant organization and target audience and how this impact will be measured.

This document should be saved as a PDF file and labeled: Organization name_ATNarrative.pdf

Contract

Submit a copy of the signed contract between the applicant organization and the artist, company or group. The contract must be signed by both parties and must include at minimum, the following:

- Details on performance(s) and other activities
- Dates
- Fees
- Technical requirements
- Travel

The contract must show the total amount to be paid is equal to the total Contracted Fee on the Project Budget.

This document should be saved as a PDF file and labeled: Organization name_ATContract.pdf

Promotional Material

Submit promotional materials for the artist, company, or group. The promotional material must include information on the following:

- Professional background
- Touring history
- Fees
- Offerings and Services
- Links to video, audio samples, and/ or websites

This attachment may consist of multiple pages of materials and/or link(s) to online material.

If the selected artist, company or group is a part of the Illinois Arts Council Agency's [Artstour Artists Roster](#) no video or audio sample is required.

This document should be saved as a PDF file and labeled: Organization name_ATPromotion.pdf

Project Schedule

Submit a schedule for the project.

Include the following fields for each activity:

- Activity type (performance, residency activity, collaboration, etc.)
- Date and time of the activity
- Length of the activity
- Activity location (facility name and address)
- Anticipated audience or participant number

This document should be saved as a PDF file and labeled: Organization name_ATSchedule.pdf

Block-booking information (if applicable)

Submit a list of additional presenters for block booking, if applicable.

Include the following for each presenter:

- Name of Presenter
- Address, City State Zip
- Contact Person
- Email
- Phone
- Website
- Date(s) of performance(s)

This document should be saved as a PDF file and labeled: Organization name_ATblock.pdf

Proof of Illinois Not-for-Profit Eligibility

Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the [Proof of Eligibility page](#) on the IACA website for specific details and verification requirements.

This document should be saved as a PDF file and labeled: Organization name_ATNFP.pdf

All attachments must:

- not be handwritten
- have at least a 1" margin
- use black, 12-point or larger font size
- have sequentially numbered pages
- not be typed in all capital letters
- not be photo reduced
- have the applicant organization's name and the attachment title (e.g. Narrative) on the top of each page, right corner
- adhere to page limits
- be saved as PDF files

There are many PDF converter options available for free or purchase on-line, including:

- Adobe Acrobat (for purchase)
- Adobe Acrobat converter Online (web-based subscription service)
- CutePDF (free download)
- PDFcreator (free Web-based converter)

The IACA does not endorse any particular software. Consult the vendor websites for more information.

Certification

Under this tab certify the application

Submit

Under this tab submit application to the Illinois eGrant system.

EVALUATION CRITERIA

- Artistic quality and professionalism of the artist, company or group selected;
- Quality of the proposed project,
- Evidence that the proposed project expands or diversifies the applicant’s arts programming; and
- Proposed project’s impact on target audience.

REVIEW PROCESS

The application is received and assigned an application number that will be used in future communication regarding that application.

The IACA staff reviews the application based on the review criteria with advisory panelist expertise when necessary. Applications which have been ruled ineligible or incomplete will not be reviewed. The applicant may be asked to answer questions or submit further written information. A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving funding notification. Funding recommendations are presented to the Executive Director and the IACA board of directors for approval

NOTIFICATION

Notification will be sent approximately six weeks after IACA receipt of the application. If funded, this notification will include grant agreement and other required materials which must be completed and returned to authorize payment. Once these documents are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller.

FINAL REPORT

All grantees are required to complete and submit a final report no later than 30 days after the completion of the project as stated in the grant agreement. Failure to submit a final report jeopardizes the receipt of future IACA funding.

CREDITING REQUIREMENTS

Grant recipients must credit the IACA in all promotional material and public notices in the following manner:

This program is partially supported by a grant from the Illinois Arts Council Agency.



For further information regarding usage of the logo and to download a copy, go to the [logo page](#) of the [IACA website](#).

Documentation of this project is important and may be helpful for program evaluation and building wider community support for future arts initiatives. Submit press releases, flyers, copies of student-produced artwork or video/audiotapes of presentations as part of the final report.

MAKING THE PROJECT ACCESSIBLE TO ALL

According to state and federal law, every organization receiving public funding must ensure that it is in a position to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Thinking about accessibility issues, e.g., sign language interpreters, cassette recordings of printed materials, audio-description describers or large-print labeling, in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate in the program.

For further information and resources see the [Grantee Requirements page](#) on the IACA website.

Pat Quinn
Governor
Shirley R. Madigan
Chairman
Tatiana Gant
Executive Director

COUNCIL MEMBERS

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The Honorable Sheila M. O'Brien
Glenview
Howard A. Tullman
Chicago
Donald Wiener
Chicago

For specific information on this program contact:

Walter Buford, Director of Performing Arts and Partners in Excellence Programs

Phone: 312-814-4992, Email: Walter.Buford@illinois.gov

For general information about the Illinois Arts Council Agency contact:

Illinois Arts Council Agency
James R. Thompson Center
100 West Randolph, Suite 10-500
Chicago, IL 60601-3230
312/814-6750
1/800/237-6994 Toll-free in Illinois
Email: iac.info@illinois.gov
Web site: www.arts.illinois.gov

The Illinois Arts Council Agency acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of, including but not limited to, race, color, religion, sex, sexual orientation, national origin, ancestry status, disability, age, marital status, arrest record, military status, unfavorable discharge from military service and citizenship status. Any individual who has been subject to such discrimination may file a complaint. Call the Illinois Arts Council Agency at 312/814-6750 or TTY 1-888-261-7957 and the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1570.

Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding Illinois Arts Council Agency applications and written materials by contacting the ADA/504 Access Coordinator at the IACA office:
Encarnación M. Teruel
(312) 814-6753
Encarnacion.Teruel@illinois.gov
TTY: (888) 261-7957