

State of Illinois
Pat Quinn, Governor

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



Literary Awards Program

GUIDELINES AND APPLICATION

Fiscal Year 2014

Deadline: May 15, 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.

- **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 – Literary Awards 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

Literary Awards recognize Illinois writers and promote greater awareness of non-commercial publishing in the state. The award encourages Illinois not-for-profit literary magazines to publish and disseminate new work by living Illinois writers and poets. Awards are given to both the selected writers and to the magazines (print or web-based) that published their work.

Not-for-profit literary magazines are defined as those whose **primary** mission is to publish contemporary poetry, fiction, and creative non-fiction. Creative non-fiction is distinguished from non-fiction by its strong narrative, literary quality as found in personal essays or memoirs. This does **not** include works that are **predominately** analytical, scholarly, or journalistic.

AWARD AMOUNT

Companion awards of \$1,000 will be given to selected Illinois writers and to the publications that nominated their work.

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 or institutions of higher education. Refer to the [Proof of Eligibility page](#) on the IACA website for specific details and verification requirements.
- Applicants must have produced and distributed at least one literary publication in the eighteen months preceding the deadline date.
- At the application deadline, nominated writers must:
 - Be living Illinois residents.
 - Have been a legal resident of the state of Illinois for the twelve month period prior to the application deadline.
- Applicant must submit all requested application materials by the deadline.

The following magazines are not eligible to apply:

- Magazines which are primarily a vehicle for the publication of work by K-12 students.
- Magazines associated with colleges or universities which are primarily a vehicle for the publication of work by faculty or students.

Program Restrictions

- Literary Awards are given to those publications whose **primary** mission is to publish contemporary poetry, fiction, and creative non-fiction. Creative non-fiction (CNF) is distinguished from non-fiction by its strong narrative and literary quality as found in personal essays or memoirs. CNF does **not** include work that is **predominately** analytical, scholarly, or journalistic.
- Applicant’s editorial offices must be based in Illinois.
- Writers recommended to receive awards are required to submit proof of Illinois residence prior to claiming their awards.

Nominations

- Nominated pieces must have been published during the period of September 1, 2012 – March 30, 2014.
- Nominations must be previously unpublished works of fiction, poetry, and creative non-fiction.
- Nominated works cannot:
 - Be collaborative pieces.
 - Consist of interviews, reviews, or literary translations.
 - Have been previously published.
- Nominations must be made by the editorial staff of the applicant magazine.
- Editorial staff may not nominate their own work.
- Applicants may nominate a maximum of ten pieces.
- Nominations can include a combination of poetry, fiction, and creative non-fiction pieces.
- More than one piece by the same writer can be nominated, but each piece will count toward the maximum of ten.
- The nominated work must be available for review by PDF document or via a direct link on the publication’s website.
- Only whole pieces, as published, will be reviewed.

How to Apply

1. Read the Literary Awards guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA policies, priorities, and guidelines.
2. Select Illinois writers and their individual works for nomination.
3. Verify eligibility of nominated writers.
4. Register for an account with or login to the [IACA Slideroom system](https://illinoisarts.slideroom.com/#/Login) (<https://illinoisarts.slideroom.com/#/Login>)

5. Complete the electronic application form and upload attachments and work sample material in the IACA Slideroom system.
6. Successfully submit the online application to Slideroom by the deadline.

Deadline

The FY14 deadline for Literary Awards is **May 15, 2014**. Applications must be successfully submitted to the [IACA Slideroom](#) system by 11:59pm on the deadline date.

Application Components

The Literary Awards 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 [IACA Slideroom system](#) (<https://illinoisarts.slideroom.com/#/Login>) and consists of form fields and the uploading of required attachments and work samples. The electronic application must be submitted successfully to IACA Slideroom by the deadline.

The electronic application includes the following sections:

- **FORMS**
- **ATTACHMENTS**
- **MEDIA**
- **SUBMIT**

See below for an overview of the information required for each section.

FORMS

The Forms Section is broken up into the following subsections:

Applicant Contact Information

In this section provide:

- Name of applicant organization
- Contact information
- DUNS and FEIN numbers

Publication Information

In this section provide:

- Publication Name

- Number of issues published in the last full calendar year
- A brief description of the publication’s editorial direction.

Nominator Information

In this section provide:

- Name of Nominator
- Nominator's Role with Publication
- Nominator’s contact information

Nominated Works Summary

In this section provide:

- Number of Works Nominated
- Number of Writers Nominated

ATTACHMENTS

In this section upload the following attachments:

- **Nominations Attachment**

Create one PDF document listing all nominations. Provide the following information, in order listed, for each nominated work:

1. Publication name, volume and/or issue number
2. Title of nominated work
3. Type (poetry, fiction, non-fiction)
4. Page total of nominated work *as submitted* with this application.
5. Submission format (indicate either “Link” or “PDF”)
6. Writer’s name and contact information which must include;
 - Home address, including street, city, zip code (business addresses and PO Boxes will not be acceptable)
 - Home Phone and/or Cell Phone number
 - Email address

If the list of nominations includes multiple selections from a single nominated writer, include nominated writer’s contact information on the first entry only. For their subsequent entries, indicate “See # _ above” or “See Writer X above”.

Document should be saved as a PDF and labeled as follows: *Publication Name_Nominations*

- **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.

Document should be saved as a PDF file and labeled: *Publication Name_NFP*

MEDIA

Upload each work sample as a separate PDF document. *This document must be made from the original source publication.* Work Samples must be uploaded in the same order as the **Nominations Attachment**.

In the *Label Media* Section provide the following:

- Title
- Writer’s name
- Page total of nominated work as submitted with this application
- Publication Name
- Volume and/or Issue Number
- Additional Details (identify the type of work – creative non-fiction, fiction, poetry)

SUBMIT

In this section you will certify and submit the application to the IACA Slideroom system.

Review Process

The electronic portion of the application is received by the IACA from the IACA Slideroom system and is assigned an application number. The IACA Grants Office will send acknowledgment of receipt of the application by email. Acknowledgment will include an application number to be used in future inquiries regarding that application. Applications which have been ruled ineligible or incomplete will not be reviewed.

An out of state jury will review and evaluate all eligible applications. The jury will meet via conference call to discuss the nominated works and make final recommendations for the awards. The jury’s recommendations are presented to the IACA Board for its consideration and approval.

Review Criteria

Artistic quality of each nominated work is the sole criterion for review.

Notification

Notification of funding will be sent approximately four weeks after IACA receipt of application. If funded, this notification will include 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 a check to be issued by the State Comptroller.

Taxability of Awards

The Internal Revenue Code provides that the full amount of a Literary Award is taxable to its recipient. For questions regarding income-tax liability, contact the Internal Revenue Service or a personal tax advisor.

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For specific information on this program contact:
Susan Dickson, Director of Art-in-Education, Ethnic and Folk Arts & Literature Programs
Phone: 312-814-6740, Email: susan.dickson@illinois.gov

For general information about the Illinois Arts Council Agency contact:
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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