

INDIVIDUAL ARTISTS PROGRAM

- Track 1: Creative Projects
- Track 2: Professional Development Projects

2015

Table of Contents:

- IAP Overview & General Guidelines
- 2015 IAP Calendar
- IAP Eligibility Criteria
- Funding Guidelines
- General Instructions and Key Points
- How To Apply
- Track 1: Creative Projects
- Track 2: Professional Development



City of Chicago
Mayor Rahm Emanuel

CHICAGO DEPARTMENT OF
DCASE
CULTURAL AFFAIRS & SPECIAL EVENTS

INDIVIDUAL ARTISTS PROGRAM OVERVIEW

The goal of the Individual Artists Program (IAP) is to discover, nurture, and expand Chicago's practicing artists and creative professionals.

Through this grant program, DCASE will award project grants to Chicago-based professional artists and creative entrepreneurs over 18 years of age, at all career levels (emerging, mid-career, mature), and working across numerous disciplines. We will support those working in both the traditional fine arts as well as the for-profit creative industries. IAP encompasses support through two different Funding Tracks

Cultural Grants Staff Contact Information:

Allyson Esposito – Director
Julie Partynski – Coordinator
Andrea Portillo – Coordinator

Please direct all inquiries to:
culturalgrantmaking@cityofchicago.org

Note: Due to the high volume of inquiries, please allow 48 hours for a response.

Artists May Only Apply Within ONE Funding Track Each Year:

Track 1 - Creative Projects

Provides project support for practicing artists and creative professionals to develop or create artistic work. Note that all projects must include a public component of some kind (performances, exhibitions, presentations, or publications that are open and accessible to Chicago residents in some way). The public component need not occur during the grant period.

Track 2 - Professional Development

Supports professional development opportunities, projects, and programs related to the career of a practicing artist or creative professional.

There will be two opportunities to apply for Professional Development in 2015. You may only apply for and receive funding one of these two funding cycles.

Links to both applications can be found on our website:
<http://www.chicagoculturalgrants.org>

INDIVIDUAL ARTISTS PROGRAM 2015 CALENDAR

NOTE: The two Funding Tracks have **separate timelines**. All dates subject to change.

TRACK 1: Creative Projects Timeline:

Event	Dates	Description
Application opens:	October 24, 2014 9:00 AM CST	
Application deadline	December 17, 5:00 PM CST	No Extensions will be Granted
Notification of Results	Late March, 2015	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system.
Payments disbursed	April-May 2015	Payments may be electronic or via check.
Final reports due	December 1, 2015	Reports will be completed electronically.

TRACK 2: Professional Development Timeline:

CYCLE 1: Fall/Winter	Dates	Description
Grant Period	January 1 – May 31, 2015	
Application opens:	November 3, 2014 9:00 AM CST	
Application deadline	December 3, 2014 5:00 PM CST	No Extensions will be Granted
Notification of Results	January, 2015	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system.
Payments disbursed	February-March 2015	Payments may be electronic or via check.
Final reports due	December 1, 2015	Reports will be completed electronically.
CYCLE 2: Spring/Summer	Dates	Description
Grant Period	June 1 – December 31, 2015	
Application opens:	April 10, 2015 9:00 AM CST	
Application deadline	May 15, 2015 5:00 PM CST	No Extensions will be Granted
Notification of Results	June 2015	All applicants will be notified via e-mail sent to the address on file in the CyberGrants system.
Payments disbursed	July-August 2015	Payments may be electronic or via check.
Final reports due	December 1, 2015	Reports will be completed electronically.

IAP Eligibility Criteria

To be eligible for either Funding Track in the Individual Artists Program, grant applicants must:

- Be a resident of the city of Chicago, Illinois with a valid street address (no P.O boxes); and
- Be a United States citizen or a permanent legal resident; and
- Be at least 18 years old; and
- Work within one or more of the following disciplines/areas: Visual Arts; Media Arts and Film, Music, Dance, Theater, Performance Art, Interdisciplinary, Literary Arts, Design (includes Fashion, Industrial, and Costume), Culinary Arts, and Curatorial Arts; and
- Be a professional artist or creative entrepreneur. This is defined as someone who:
 - Has specialized training in the field (not limited to academic training; may be self taught);
 - Is recognized as a “professional” by peers (artists working in the same discipline); and
 - Has at least a one-year history of public presentation or publication.
 - *It should be noted that the word “professional” refers to the nature of the artist’s commitment to his or her art form as his or her primary vocation rather than the amount of financial remuneration earned from the creative endeavor.*

Geographic Dispersion of IAP Funds

DCASE’s Cultural Grants Program strives for an equitable distribution of artistic services across the city. One grant award will be made in every Ward from which an application is received. Additionally, when evaluating applications, panelists will be instructed to consider geographic access as one of many review criteria to ensure the support of projects created by or serving residents of Wards which have been historically underserved with little access to arts and culture activities or resources.

NOTE:

DCASE is unable to pay grant funds to individuals with outstanding, existing debt with the City of Chicago. Please pay off any existing debt (parking tickets, utility bills, etc.) prior to applying for an IAP grant.

Funding Restrictions:

DCASE IAP funds cannot be used to support:

- **Applicant compensation.** Applicants may not use DCASE grant funds to pay themselves.
- Capital purchases, capital improvements, construction, or the purchase of permanent, depreciable equipment (e.g. office/electronic equipment, cameras, musical instruments, amplifiers, stereos, cameras).
- Individuals whose primary residence is outside of the City of Chicago.
- Individuals enrolled in undergraduate college/university studies of any kind.
- Tuition for a degree-based, university-level educational program.
- 2013 or 2014 IAP grantees that have not completed the required Final Report for their funded project.
- An applicant or collaborator on more than one proposed project.
- Applicants seeking funds for projects considered to be hobbies or of a therapeutic or recreational nature.
- Banking fees, PayPal fees, or service fees from crowd funding projects.
- Food or beverage expenses, unless the food or beverage costs are a critical part of/critical materials for the artistic project (i.e. Culinary Arts)
- Fundraising events, religious ceremonies or events, or advocacy of specific political causes or candidates.

NOTE:

All IAP grant recipients will be taxed on the amount awarded. The City of Chicago Comptroller’s office will send a 1099 to the lead applicant/artist on each project. Please plan ahead.

GENERAL INSTRUCTIONS/KEY POINTS

- **What is a Project?:** A project is a specific, connected set of activities, with a beginning and an end, explicit goals/objectives, and a predetermined cost that does not equal the artist's total annual budget for artistic work. Projects may be one-time events, such as an exhibit, or a defined series of events, such as a series of productions or a roster of classes. Projects with multiple components must show that there are cohesive goals that tie the project together.
- **Previous IAP Grantees:** An artist can receive funding through IAP for up to three consecutive years before he or she is required to take one year off from applying. Note that this rule does not apply to those who received funding from programs previously administered by the City or the Chicago Office of Tourism and Culture. While preference will be given to unique, innovative projects that have not previously received funding, artists working on long-term, large-scale projects may apply to receive additional support for a project previously supported by IAP in 2013 or 2014. In this instance, be sure your 2015 application (1) clearly shows substantial progress of the work since the last application and (2) requests funding for distinct and unique aspects of the project not previously funded by DCASE.
- **Collaborative Projects:** DCASE will accept IAP applications for collaborative projects and work by collectives. DCASE defines a "collaborator" to be someone who is considered to be a co-owner of the project and a generative part of the team, with some level of artistic control over its outcome. A collaborator is NOT someone who provides services on a "work for hire" or independent contractor basis. Please choose one collaborator or collective member to serve as the main/primary contact for the project. This primary contact must meet all IAP eligibility requirements and play a principal role in the proposed project. If funded, this person will receive the grant funds in their name on behalf of the group and will be required to pay Federal taxes on any amount awarded. Applications for collaborative projects will be required to submit a list of all collaborators and to define the collaboration (Have all collaborators worked together previously? For how long? Is this a new collaboration?)
- **Reimbursement:** Given the time it takes to review applications, and complete the contracting and payment processes, IAP grants in both tracks may serve as reimbursements for cash expended by the applicant. Note that all grant funds may be used to reimburse the applicant for eligible expenses related to the proposed project from the date the grant period begins. Plan for personal cash flow to cover expenses up front.
- **Number of Grants:** In 2013, DCASE was able to make 78 total IAP grants, with an average grant size of approximately \$3,000 per project. In 2014, 123 IAP grants were given with an average grant size of \$4,000. Given changes to the program this year such as the separating of the two funding Tracks, grant numbers and average sizes are anticipated to change. The number of grants and the grant amounts will be contingent on DCASE's Cultural Grants Program budget for 2015, and will not be finalized until early 2015.
- **Artists Affiliated with Non-Profit DCASE Grantees:** Artists and creatives affiliated with 501(c)(3) non-profit organizations currently funded by or seeking funding from DCASE through other 2015 grant programs remain eligible to apply for IAP. However, applicants must ensure proposed projects are self-directed and independent from the work of the non-profit organization with which they are affiliated.

HOW TO APPLY

Links to both applications can be found on our website:
<http://www.chicagoculturalgrants.org>

All applicants must apply using our online grants application software program, CyberGrants. Previous applicants can log in using their previously created login information. New applicants will be required to register and create an account upon accessing the system.

Professional artists and creative professionals can apply through an online application system called CyberGrants. The application questions are meant to help artists think through a project from start to finish and provide information about its intended outcomes, audience, and impact on the artist's career. Read and follow all directions and guidelines to ensure that your application is complete and accurate before submitting. You can save your work and return to complete the application at a later time.

Even though you can type your responses to application questions directly into the online application, it is a good idea to draft your answers in a separate document, then cut, paste, and edit as you complete the application. This will prevent any loss of work due to internet connectivity or other technical issues encountered.

We strongly recommend that you begin your application well before the due date to familiarize yourself with the CyberGrants software system and to address any application parts that you may need further clarification on. We also strongly recommend, if possible, to submit earlier than the stated

deadline. **NOTE:** Cultural Grants Team will answer questions and help you to address technical issues to the best of our ability.

Late or incomplete applications will not be accepted or reviewed.

2015 Application Assistance Workshops

All applicants, regardless of having previously applied for or received a DCASE Cultural Grant, are encouraged to attend as guidelines change each year.

Wednesday, October 8	6:30pm-8:30pm	Old Town School of Folk Music, 4544 N. Lincoln Ave.
Monday, October 20	5pm – 7pm	5th floor Millennium Park Room
Tuesday, October 21	10am – 12noon	5th floor Millennium Park Room
Wednesday, October 29	11am – 1pm	1st floor Garland Room
Wednesday, October 29	5pm – 7pm	1st floor Garland Room

All workshops will be held at the Chicago Cultural Center (78 East Washington) unless otherwise noted.

What You Will Need To Apply For An IAP Grant

- A detailed **project description** including timeline, goals and potential outcomes, and (for Track 1: Creative Projects) intended audience.
- A clear and concise **artist statement** and an overview of your history as an artist.
- **Proof of residency:** A Driver's License, State I.D., or Voter Registration Card. Address must be current and match the address on the application.
- A current chronological **artistic resume** focused on artistic achievements, activity, exhibitions, performances, awards, and publications, etc.
- If you are applying with collaborators, a **list of collaborators** and their biographical information and roles within the project.
- **Timeline:** A project timeline or work plan listing target dates and key events that support the project goals. This timeline should demonstrate an applicant's self-initiative to research, plan, and coordinate their project effectively. Within this timeline, applicants are encouraged to budget hours for grant administration, marketing and promotion.
- **Project Budget:** Applicants will be required to submit a complete project **budget for the entire project** (not just the amount of the grant requested) using the template attached to this Guideline Packet.
 - As your project budget is reviewed in conjunction with the narrative portion of your application, please be sure they align. Account for all the project components listed in your project description.
 - The total expenses must be equal to the total income. Please list all sources of revenue/funding, even if they are only anticipated, and not yet secured.
- A recent artistic **work sample** and a description of this work and how it relates to the proposed project. You will be asked to provide your work sample by sharing URLs/web links to images, videos, audio files, etc. The work sample is essential to your application and plays a critical role in helping panelists to evaluate the artistic merit of your work and gain a better understanding of the proposed project. Applicants are encouraged to select their support materials carefully and submit items that are as current as possible and relevant to the proposed project. Work samples do not need to be professionally produced to demonstrate vibrant programming or artistic excellence.



Track 1: Creative Projects

Track 1: Creative Projects

Detailed Guidelines

Goal: To encourage the development of experimental, risk-taking creative projects that seek to advance artist's careers or expose them to new audiences.

Grant Period: If awarded, all grant funds must be expended by the grantee between January 1, 2014 and August 31, 2014. The project does NOT need to be entirely completed within this condensed time frame, but all grant funds will need to be spent. Ensure that you request grant funds to cover project expenses that will be incurred during that timeframe.

Grant Size: We will accept requests up to \$5,000. Grant amounts typically range from \$2,000 to \$5,000. DCASE may award larger or smaller grants than those requested by applicants based on our available budget, the strength of the proposed work, and the clarity of the submitted budget. Grant requests may only include expenses directly related to the project which will be incurred during the grant cycle period (January 1 – August 31, 2014). Grants will be made in a single, one-time payment following the successful completion of the grant agreement.

NOTE: *The funded activities must originate and be completed during the grant period. However, we value the time required for a thoughtful artistic and creative process: the project itself does not need to be completed in its entirety during the grant period.*

Priorities:

- Experimental, innovative, risk-taking projects demonstrating a strong and original artistic vision, purpose or theme.
- New work or the expansion of existing work.
- Work that is highly impactful for an artist's career.
- Emerging artists.
- Increasing public access to and participation in high-quality arts activities/events (especially underrepresented populations).
- Emphasis on the creative process as well as the product/outcome.
- Proposed projects should emphasize: (1) the creative process; (2) skill building or career enhancing activities for the applicant; (3) community engagement and public access to arts and culture.

Track 1: Creative Projects

Additional Details

- **Access to your Project:** Applicants must make their projects available/accessible to the general public of the City of Chicago in some way (e.g., a performance, exhibition, presentation, publication, workshop, or class, a website documenting the project). Each applicant must clearly identify one public presentation of the project in his or her application, **with clear marketing/outreach plans** to ensure attendance/participation. This public component should be imminent, but need not occur during the grant period of January 1 – August 31, 2015. Applications that clearly identify the way in which the public can access the project are most competitive.
- **Touring/Travel:** You may apply for funds to support travel/touring your work outside of the City of Chicago, provided there is an additional opportunity for Chicago residents to experience the project in some capacity. Please be sure to describe the ways in which you will serve as an “ambassador” for Chicago during your travels. (For example: How will you represent the artistic community here? How will this touring opportunity expand your Chicago-based career? Why have you chosen to travel/tour to this location?)
- **Prohibition Against “Double Dipping”:** If you are receiving or applying to receive support from DCASE for this work in another capacity (e.g., rehearsal space at the Cultural Center, performance opportunities, exhibition space), note that you may only seek grant support for project expenses not covered by another division of DCASE. If you have questions on this, please contact us prior to submitting your application.
- Projects with multiple components must show that there are cohesive goals that tie the components of the project together.

Review Process

The anticipated review period is January - March, 2015

Eligibility Screening

The DCASE Cultural Grants team will review all submitted applications to ensure they have met the minimal eligibility criteria (residency requirements, all required materials submitted, etc.). Those which do not meet the minimal eligibility criteria will not be moved forward in the review process.

Internal DCASE Grants Committee Review

All eligible applications are initially reviewed by a committee of DCASE staff with extensive, discipline-specific knowledge of Chicago's artist communities. The strongest applications will move forward in the process to Step 3.

Peer Panel Grant Review

A review panel ("grant reviewers") made up of artists, arts administrators, art enthusiasts and other experts are selected from a pool of recommendations submitted by applicants. Consideration is given to creating teams with demographics appropriate for each Track and reflective of the city as a whole, including artistic expertise, gender, geographic knowledge of the city, and cultural understanding. The panel is charged with reviewing eligible proposals, discussing project worthiness, making comments, and assigning numerical scores of up to 100 points using the IAP Review Criteria. Individually, each grant reviewer considers the applications in relation to DCASE goals and Cultural Grants Program IAP criteria and in comparison to other applications. Grant reviewers make final funding recommendations to DCASE. The role of the DCASE staff is to facilitate grant panel review and to aid the grant reviewers in finding consensus.

Funding Criteria

Criteria and Scoring

All proposals will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant; the artistic strength, quality, vision, originality of the applicant's work.
- **Potential Impact of the proposed project to advance/further the applicant's work/career.**
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project.
- **Administrative Capability:** The feasibility of the proposed project as determined by the applicant preparing and clearly articulating a logical, well-conceived project plan that can be reasonably executed, clear goals, and an accurate budget.
- **Public Benefit :** The applicant seeks to increase access to and direct participation in high-quality arts and cultural resources that celebrate diversity and foster creativity within Chicago. The applicant targets new audiences.

Why Do Funding Criteria Matter?

Grant reviewers will use the IAP funding criteria to evaluate and score applications. Grant reviewers will evaluate each proposal holistically; commitment to these criteria should thread through your entire application including the narrative, financials and support materials. By demonstrating this commitment, individuals can achieve an exceptional rating in each of the funding criteria areas.



Track 2: Creative Projects

Track 2: Professional Development

Detailed Guidelines

Goal: To support high-quality, unique professional development opportunities, projects, and programs related to the career development of a practicing artist or creative professional. Projects can be focused on developing or deepening artistic, administrative, or organizational skills to become more competitive in the creative marketplace. *Unlike proposals within Track 1: Creative Projects, proposals should not be geared towards the creation of a specific artistic or creative project, but should clearly demonstrate how the professional development activities will benefit the applicant and impact the applicant's career for the long-term.*

Grant Size: We will accept requests up to \$2,500.

Priorities: Opportunities or projects that:

- ▶ Focus on career sustainability or audience building opportunities that seek to help an artist become more competitive in the creative marketplace; or
- ▶ Align with stage of artist's career and clearly articulate timeliness (why this opportunity would be significant now); or
- ▶ Have true potential to positively impact the applicant's career;
- ▶ Are unique and not a repetition of the applicant's similar, previous experience; or
- ▶ Promote Chicago's artists outside of Chicago, offer opportunities for Chicago's artists to serve as ambassadors for the City.

Grant Period: **There will be two opportunities to apply for Professional Development in 2015. You may only apply for and receive funding for one.** If awarded a grant within Cycle 1, all grant funds must be expended by the grantee between January 1, 2015 and May 31, 2015. If awarded a grant within Cycle 2, all grant funds must be expended by the grantee between June 1, 2015 and December 31, 2015. Grant funding may only supported expenses incurred during the relevant grant period for the cycle within which you apply. Grants will be made in a single, one-time payment following successful completion of the grant agreement. Your project does NOT need to be entirely completed within the appropriate grant period, but all grant funds will need to be spent within that timeframe. Ensure that you request grant funds to cover project expenses that will be incurred during that timeframe.

Disbursement of Funds: We have re-designed this funding Track to accommodate the quick turnaround often required for registration and participation fees associated with professional development opportunities. We are planning for funding to be distributed within two months of each application deadline.

Track 2: Professional Development

Additional Details

Professional Development grants may be awarded for a wide range of projects.

Examples of Possible Professional Development Projects:

- Travel to and registration expenses for workshops, seminars, booking and other conferences.
- An opportunity to study with a prestigious teacher, mentor or instructor in your field.
- An artist residency related to the development of your career.
- Documentation of previously created artwork, duplication of manuscripts or media for distribution. Consulting fees for professional consultants to assist with business needs such as developing a business plan, marketing plan, website, etc.
- Portfolio development: slides, resumes, audio or visual presentations for funders and galleries, etc. *Note: Show a clear plan for portfolio distribution to be most successful with this type of proposal.*

Travel/Touring: Applicants may request grant support to support travel and accommodation costs, but must show that costs are reasonable and well-researched.

Projects with Multiple Components: Projects with multiple components must show that there are cohesive goals that tie the components of the project together.

Review Process

The anticipated review period is January - March, 2015

● Eligibility Screening

The DCASE Cultural Grants team will review all submitted applications to ensure they have met the minimal eligibility criteria (residency requirements, all required materials submitted, etc.). Those which do not meet the minimal eligibility criteria will not be moved forward in the review process.

● Grants Committee Review

All eligible applications are initially reviewed by a committee of non-DCASE experts and DCASE staff with extensive, discipline-specific knowledge of Chicago's artist communities.

Funding Criteria

Criteria and Scoring

All proposals will be evaluated based on the following criteria:

- **Artistic Merit:** The professional capabilities of the applicant; the artistic strength, quality, vision, originality of the applicant's work.
- **Potential Impact of the proposed project to advance/further the applicant's work/career.**
- **Quality of Proposed Project:** The artistic strength, quality, vision and originality of the proposed project.
- **Administrative Capability:** The feasibility of the proposed project as determined by the applicant preparing and clearly articulating a logical, well-conceived project plan that can be reasonably executed, clear goals, and an accurate budget.

Why Do Funding Criteria Matter?

Grant reviewers will use the IAP funding criteria to evaluate and score applications. Grant reviewers will evaluate each proposal holistically; commitment to these criteria should thread through your entire application including the narrative, financials and support materials. By demonstrating this commitment, individuals can achieve an exceptional rating in each of the funding criteria areas.



City of Chicago



Preview Form

This is an example of the application questions with which you will be presented. It is recommended that you compose the answers to the paragraph questions in a word processing program and then cut and paste that text into the online application.

Contact Information

Instructions: Please provide contact information for the individual primarily responsible for this application. If you applied to one of the DCASE Cultural Grants Programs in 2014, your contact information should auto-populate. However, please review all details to ensure they are accurate and current. We will use this information to contact you about the results of this grant process.

Salutation
(Text)(100 character maximum) Instructions:

*Artist First Name
(Text)(40 character maximum) Instructions:

*Artist Last Name
(Text)(40 character maximum) Instructions:

*Street Address (no PO Boxes)
(Text)(100 character maximum) Instructions:

*City
(Text)(50 character maximum) Instructions:

*State
(Single-Select List)

- (Not Applicable)
- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- Armed Forces
Africa/Canada/Europe/Middle
East
- Armed Forces Americas
(except Canada)
- Armed Forces Pacific
- California

Instructions:

- Colorado
- Connecticut
- Delaware
- District of Columbia
- Federated States of Micronesia
- Florida
- Georgia
- Guam
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Marshall Islands
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Northern Mariana Islands
- Ohio
- Oklahoma
- Oregon
- Palau
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virgin Islands
- Virginia

- Washington
- West Virginia
- Wisconsin
- Wyoming

*Zip
(Text)(20 character maximum)

Instructions:

*Telephone
(Text)(30 character maximum)

Instructions:

*E-mail Address
(Text)(100 character maximum)

Instructions:

General Application Information

Please complete the following questions about yourself and your project.

*Project Title
(Text)(255 character maximum)

Instructions:

- What is the name/working title of the project for which you are requesting funding?

*Short Project Description
(Paragraph)(500 character maximum)

Instructions:

- Please provide a short description of the proposed project for which funding is requested. Summarize the idea, the intended outcome, and artistic discipline(s).

*Grant Amount Requested
(Currency)(20 character maximum)

Instructions:

- We will accept requests of up to \$5,000. Note that grant requests may only include expenses directly related to the project which will be incurred during the grant cycle period: January 1, 2015 through August 31, 2015.

*Collaborative Project
(Checkbox List)

Instructions:

- No
- Yes

- Two or more artists may submit a proposal as collaborators. Are you applying on behalf of a group of artistic collaborators? Note, DCASE defines a "collaborator" to be someone who is considered to be a co-owner of the project and a generative part of the team, with some level of artistic control over its outcome. A collaborator is NOT someone who provides services on a work for hire or independent contractor basis.

History of Collaboration
(Paragraph)(2000 character maximum)

Instructions:

- Have you worked with the collaborator(s) previously or is this a new collaboration? If you have worked with the collaborator(s) in the past, what was the context of your work together? For how long have you worked together?

Please List Collaborators
(Paragraph)(1000 character maximum)

Instructions:

- If you are applying on behalf of two or more of artistic collaborators, please provide each of their names and key biographic information here. Describe the role of each or the ways in which he or she will be involved in the project.

***Grant Usage**
(Checkbox List)

- Performance/production/exhibition/reading/concert
- Public art project
- Advertising/marketing/promotion costs
- Creation or development of original art work
- Documentation of artwork (photo/visual/audio)
- Duplication costs of manuscripts or media (film, video, audio, etc)
- Editing/publication/printing/writing
- Festival
- Portfolio Development
- Research/Planning
- Repair/Restoration/Conservation
- Publication
- Other (please describe in "short description" field below)

Instructions:

- DCASE strives to evaluate and understand how artists are using our grants funding. Please help us in this effort by checking all of the boxes below that apply to your project:

Grant Usage Other
(Text)(500 character maximum)

Instructions:

***Discipline**
(Single-Select List)

- Architecture
- Culinary Arts
- Dance
- Design (Fashion, Industrial, Costume)
- Film
- Interdisciplinary/Multi-Disciplinary
- Literary
- Music
- Performance
- Photography
- Theater
- Visual Arts

Instructions:

- Please check only one; if more than one discipline applies, please select "Interdisciplinary/Multi-Disciplinary" and specify in the box provided.

Please list disciplines
(Paragraph)(500 character maximum)

Instructions:

Instructions:

*Degree or Professional Training
(Yes/No)

• Do you have a college or university-level degree or professional training in the artistic discipline(s) within which you work? Note that the answer to this question will not affect the review of your application, and is intended only for DCASE to better understand the population served through this grant program.

Instructions:

*Workshop Attendance
(Yes/No)

• Prior to the grant application deadline, the DCASE Cultural Grants Team held workshops to acquaint grantees with the Cybergrants application system and to provide pertinent information about Cultural Grants Program priorities and guidelines. Did you attend an Application Assistance Workshop this year?

Instructions:

*DCASE Support For This Project
(Checkbox List)

- No
- Yes

• Are you CURRENTLY or WITHIN THE GRANT PERIOD receiving or applying to receive support from DCASE for this project in another capacity (e.g., rehearsal space at the Cultural Center, performance opportunities, exhibition space, residency)?

Instructions:

Describe Other DCASE Support for
this Project
(Paragraph)(2000 character maximum)

• If yes, please describe how DCASE will be supporting your work other than through this grant opportunity. Is the other DCASE support anticipated or confirmed?

*Dependency on Funding
(Checkbox List)

- No, without DCASE funding I will not be able to execute this project.
- Yes, I will complete this project regardless of whether I am approved for DCASE funding.

Instructions:

• Will you execute this project regardless of whether you receive DCASE funding?

*Additional Support for this Project
(Checkbox List)

- No
- Yes

Instructions:

• Have you or do you intend to apply for a grant with Illinois Arts Council for this project?

Applicant Information

Complete the following questions about yourself and your work. If you are applying for an IAP grant on behalf of a group of collaborators, you must still complete this information about yourself, as the lead artist for the purposes of this application. You will be able to submit information about collaborators later in the application.

*Career Level
(Single-Select List)

Instructions:

• Where are you in your artistic career? Applicants must self-select a

- Emerging
- Mid-Career
- Mature

career level, but may be re-assigned to another career level by reviewers based upon resume/experience level.

- **Emerging:** Those at early stages of development defined as having received no or very few, small grants, awards, or funding from any source. Although the applicant may have very little or no exhibition/performance/production/publication history, there is a strong commitment demonstrated by the art with potential for growth. The applicant is at the beginning phase of professional or organizational development. Self-taught or mentored artists, in addition to individuals with professional or degree training, are eligible.
- **Mid-Career:** Those with progressive exhibition/performance/production/publication history as demonstrated by resume, exhibition record, grants, or funding history.
- **Mature:** Those demonstrating an extensive progressive history in exhibition/performance/production/publication as demonstrated by resume; local, regional, national/international recognition in the field, professional and/or commercial affiliations.

Instructions:

*Artist Statement
(Paragraph)(2000 character maximum)

- Please provide a clear, specific narrative that describes the following aspects of your work: inspiration, purpose, subject, medium, technique, and meaning/objectives. Your response to this question will help grant reviewers to evaluate your ability to clearly communicate your artistic vision and creative process.

If you are applying as a collaborative group, additionally state the mission or purpose of the collaboration.

Instructions:

*Artist History and Biography
(Paragraph)(2000 character maximum)

- This section need not be in chronological order. Briefly describe your artistic background and why you are qualified to accomplish the proposed project. Reference to a resume is not sufficient. Focus on the key highlights that have shaped you as an artist.

Instructions:

*Short-Term Artistic Goals
(Paragraph)(2000 character maximum)

- Please discuss your artistic/creative goals and plans for the next three to five years. What kind of work do you hope to do? Note any changes in your artistic/creative direction and the reasons for these changes.

*Funding History
(Paragraph)(1000 character maximum)

Instructions:

- If applicable, please list the three most recent grants you have

received {Use this Format: Date of grant, amount, type of grant (government, private, foundation, corporate), funder/grant name, project funded}. If you have not received a grant for your artistic work to date, please note in the field provided that, if awarded, this would be your first grant.

Instructions:

- Have you or your organization previously (in the last five years) received support from DCASE, the former Chicago Office of Tourism and Culture or the former Department of Cultural Affairs, in the form of rehearsal space, a DCASE Cultural Grant, or performance opportunities?

*Previous Support from DCASE
(Yes/No)

Describe Previous DCASE Support
(Paragraph)(2000 character maximum)

Instructions:

- If yes, please describe the kind of past support you have received.

Project Information

Please complete the questions below regarding your Creative Project.

If awarded, all grant funds for Creative Projects must be expended by the grantee between January 1, 2015 and August 31, 2015. As payments will likely not be distributed until April 2015, please plan for grant funds to serve as a reimbursement for monies spent on your proposed project before that time.

Instructions:

- Describe in some detail the project for which you are requesting funding. Include the purpose and goals of the project, and the methods you will use to create the project/make the work. How does this work fit into your current career trajectory?

*Project Description
(Paragraph)(2000 character maximum)

Instructions:

- Describe the project timeline in general. When did or will the project begin? When do you anticipate completing it? Describe any specific milestones in your creative process. Is there a culminating performance/event planned? If applicable, cite performances, publications, venues, dates, etc. Use of a bulleted list may be helpful.

*Project Timeline
(Paragraph)(2000 character maximum)

Instructions:

- If funded, how will this project impact your career as an artist? How will it develop or advance your artistic/creative work? Where does it fit within your artistic trajectory? Your response to this question will help grant reviewers to ascertain the potential impact this project will have on your work, your career, and your exposure to new audiences.

*Developmental Impact
(Paragraph)(2000 character maximum)

Instructions:

- Please discuss how you plan to provide the Chicago public/residents access to your project (performances, exhibitions, presentations, publications, etc). Remember that this is a critical part of your application. The public presentation does not need to occur within the

*Public Presentation of Work
(Paragraph)(2000 character maximum)

grant period, but must happen within a reasonable time following project completion.

Instructions:

*Promotion Plans
(Paragraph)(1000 character maximum)

• Describe plans to promote, advertise, and market this project. Be specific. What will you do to ensure the public knows of and is informed about your work, especially the public presentation of your work?

Instructions:

Target Audience
(Paragraph)(1000 character maximum)

• Please describe your target audience for this project with as much specificity as possible. Include any identifying characteristics including age, gender, specific cultural groups, etc.

Estimate the total number of opportunities for the public to experience your project (e.g., performances, exhibits, classes, workshops) during the 2015 calendar year.

(Number)(15 character maximum)

Instructions:

Estimate total number of creatives/artists that are anticipated to be PAID using DCASE funds for this program

(Number)(15 character maximum)

Instructions:

Geographic Area Served

(No input required)

Instructions:

• All Track 1: Creative Projects must include a public component of some kind. **Please check the Chicago communities where you plan to exhibit, perform, show, or share your work/provide instructional services as a part of this required public component of the project.** Please choose ALL that apply.

Chicago Wards

(Multi-Select List)

Instructions:

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- 14

• Please select any Chicago Ward(s) where you plan to conduct artistic activities/events/programs that are related to your project. Please select as many Wards as are applicable.

To determine Ward information, please use the following links:

Ward Overview Map

<http://www.cityofchicago.org/content/dam/city/about/banners/WardsOverviewMap.pdf>

Detailed Ward Maps

http://www.cityofchicago.org/content/dam/city/depts/doit/general/GIS/Chicago_Maps/Citywide_Maps/Wards.pdf

Ward Look Up

<https://webapps3.cityofchicago.org/StickerOnlineWeb/pageflows/wardLookUp/begin.do>

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Instructions:

Chicago Zip Codes
(User-Defined List)

- Please input the zip code(s) where you plan to conduct artistic activities/events/programs that are related to your project within the City of Chicago. Please include information related to all programming including artistic, educational or outreach programming.

Attachments

Please attach the following materials in PDF format.

To create a PDF:

1. Open the file you wish to convert to a PDF

2. Click the **File** button
3. Select **Save As**
4. Select **PDF**
5. Choose where you want to save it
6. Upload file

Alternative Option: If you do not have the functionality to create a PDF on your computer, another option is to download the CutePDF Writer by following the instructions on this website:

<http://www.cutepdf.com/products/cutepdf/writer.asp>.

*Proof of Residency
(File Upload)File Upload; 10485760
byte limit

Instructions:

- Please scan the appropriate document. Provide Driver's License, State I.D., or Voter Registration Card: Address must be current and match the application address. **NOTE:** If you do not have your current address on your government issued I.D., you may provide a scanned copy of your CURRENT lease agreement or a CURRENT utility bill showing Chicago residency. This is a critical component of the application, as it determines eligibility. Call DCASE grants staff with questions or concerns.

*Resume
(File Upload)File Upload; 10485760
byte limit

Instructions:

- Attach a resume (no more than two pages) focused on creative/artistic achievements, and accomplishments, activities (e.g., shows, exhibitions, performances, productions, awards or publications). Include relevant education or training.

Collaborator(s) Resume(s)
(File Upload)File Upload; 10485760
byte limit

Instructions:

- If applicable, attach a short, current resume for each collaborating artist.

*IAP 2015 Project Budget
(File Upload)File Upload; 10485760
byte limit

Instructions:

- Please complete a project budget using the template [here](#). This budget should include all anticipated expenses/income for your overarching project, not just the amount of funding you are seeking from DCASE. Download & open the template as an Excel file. Complete the appropriate fields, save as a PDF on your computer, and upload it here.

Instructions:

The total income & expenses should equal each other. All fields in gray will auto-populate.

- **Column B - DCASE Share:** In this column, in the Income section, list the amount of the DCASE grant for which you are currently applying where it is noted "(Insert IAP Grant Amount here)". In the Expenses section, itemize those expenses which you are requesting DCASE to cover. The total expenses in this column should equal your grant request amount.
- **Column C – Grantee Share:** In this column, in the Income section, identify any cash you are planning to contribute to support this project. Note that there is no required cash match for this grant program! In the Expenses section, itemize any expenses you intend to cover.

- **Column D – Other:** In this column, in the Income section, identify other anticipated sources of funding for your project (i.e., crowd funding campaigns, other grant programs, fundraisers, income from sale of art, etc.). This is required if your total project budget is larger than the grant ceiling of \$5,000 and you are not planning to contribute expenses over \$5,000. It is not required if you are seeking funding of the entire project from DCASE. In the Expenses section, itemize any expenses that will be supported by these other anticipated sources of funding.

Utilize the Notes/Comments section on the Template to provide more information about sources of income or large expenditures.

Instructions:

*Project Budget Explanation
(Paragraph)(1000 character maximum)

- Please use this space to provide any narrative or descriptive information that might help grant reviewers to best understand your budget. For example, if funding is anticipated and not yet secured, you may want to note that here. If certain line items are significant and not easily understood from your project narrative, you may want to include a description of the specific expenses that make up that line item.

Instructions:

*In Kind
(Paragraph)(500 character maximum)

- If applicable, please estimate the amount of artistic or administrative time you or others are contributing to this project without receiving cash payment in return for services or materials. You can estimate the number of hours and use either the hourly rate that is the industry standard for the type of work you are doing, or where you have no other information, standard minimum wage.

Consultant /Independent
Contractor/Subcontractor
(File Upload)File Upload; 524288 byte
limit

Instructions:

- If you are planning to hire a consultant/independent contractor/subcontractor with DCASE funds, please attach an itemized estimate/quote for their work.

Instructions:

Supplementary Materials
(File Upload)File Upload; 10485760
byte limit

- Please consider including the following:

- The resume or credentials for any artist, consultant, or subcontractor you will be employing for your project, **if you plan to use grant funds to pay that person**. Grant reviewers will want to understand why you have chosen to work with this particular person(s). What will help them to understand this best?
- If you are applying for funds to cover travel expenses, consider attaching a travel itinerary, and quotes for hotels and airfare from travel websites, hotel or airline websites, etc.
- If you are applying for funds to pay for supplies, you may wish to include a detailed estimate of the cost of materials from the vendor/seller.
- Include the following if they support the quality, content,

relevance, or intended impact of the proposed project: season brochures, program materials, flyers, postcards, newsletters, letters of support or reviews from the past one or two years.

Demographics

The Department of Cultural Affairs and Special Events is committed to the equal distribution of arts funding to the diverse populations and cultures of Chicago. As such, we are hoping to understand as much as possible about the people we are serving through this grant program. This information on this page is collected to monitor our progress in achieving this goal. It is used for statistical and data measurement purposes. It may be reported to other City departments and interested constituents hoping to understand our applicant pool and the demographics of those served by our programs.

*Applicant's Ward
(Single-Select List)

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Instructions:

• **Please select the Chicago Ward where you reside (that corresponds to your primary place of residence.)** To determine Ward information, please use the following links:

Detailed Ward Maps

http://www.cityofchicago.org/content/dam/city/depts/doi/general/GIS/Chicago_Maps/Citywide_Maps/Wards.pdf

Ward Look Up

<https://webapps3.cityofchicago.org/StickerOnlineWeb/pageflows/wardLookUp/begin.do>

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Applicant Profile

(No input required)

*Applicant Profile Cultural Group
(Single-Select List)

- American Indian/Alaskan Native
- Asian/Pacific Islander
- African-American
- Caucasian/White
- Latino
- Native American
- Other

Instructions:

- Help us to understand your predominant characteristics by completing the following questions.

Instructions:

Cultural Group Other
(Text)(500 character maximum)

*Applicant Profile Type
(Checkbox List)

- Female
- Male
- Gay, Lesbian, Bisexual, Transexual
- Senior Citizen
- Veteran
- Blind/visually disabled
- Developmentally disabled

Instructions:

- If other, please describe.

Instructions:

- Check all which apply.

- Hard of hearing/hearing impaired
- Wheelchair user
- None of the Above/Other

Applicant Profile Other
(Text)(500 character maximum)

Instructions:
• If other, please describe.

Instructions:
• DCASE receives grants from the State to augment our grants budget. To report to the State, we are required to collect the information requested in the next three questions. To help you complete the next three fields, visit the Illinois State Board of Elections website for more specific information on your House and Senate Districts: <http://www.elections.state.il.us/districtlocator/districtofficialsearchbyaddress.aspx>

District Designation
(No input required)

As an alternative, visit Project Vote Smart, at <https://votesmart.org>. On the top right of the home page is a fill-in box in which you can enter your Zip Code; the site returns a list of your state and federal officials as well as the name (number) of the district which they represent.

*What is your IL House District?
(Number)(3 character maximum)

Instructions:

*What is your IL Senate District?
(Number)(3 character maximum)

Instructions:

*What is your IL Congressional District?
(Number)(3 character maximum)

Instructions:

Instructions:
• **Help us to understand the predominant characteristics of your audience. If you have not previously tracked this information or if you do not have exact numbers, make your best estimate. If you are applying on behalf of a group of collaborators that has worked together previously, please complete the following questions using information about the audience served by the collaborators as a group. If that information is unavailable, or if the group has not worked together previously, complete the questions using information from your own art practice.**

Audience Profile

(No input required)

*Audience Profile
(Checkbox List)

- Adult/juvenile corrections residents
- American Indian/Alaskan Native
- Asian/Pacific Islander
- African-American

Instructions:
• Check the boxes which best describes the characteristics of 51% or more of your audience/constituency. **Check all which apply.**

- Blind/visually disabled
- Caucasian/White
- Developmentally disabled
- Gay, Lesbian, Bisexual, Transgender
- Hard of hearing/hearing impaired
- Homeless persons
- Immigrants/New arrivals in the US
- Latino
- Low income persons
- Native American
- People with disabilities
- Youth (infant through K)
- Youth (elementary - middle)
- Youth (high school)
- Veterans
- Wheelchair users
- Women-specific programs
- Other
- I do not track the demographics of the population I serve
- General Audience - All of the Above

Audience Profile - Other
(Text)(500 character maximum)

Instructions:

- Please describe the demographics of your audience.

Work Sample

Work samples are images, audio files, video files, links, and/or other supporting documents that help bring your work to life for grant reviewers. The work sample is essential to your application and plays a critical role in helping grant reviewers gain a better understanding of your project. Select your work sample carefully. It should be recent and as relevant to the proposed project as possible.

Do not submit marketing/promotional materials as an artistic work sample. Such items will be more appropriate as Supplementary Materials (in the Attachments tab).

If you are applying on behalf of a group of collaborators, a work sample that depicts your previous or current collaboration is best. If this is not available, submit a work sample of the lead artist who is submitting the application.

We offer two options to provide a work sample:

1. You may share a link to your work online. This can be your own website, Vimeo, YouTube, Flickr, etc. If you are sharing a link that houses a great deal of your work, please make it clear which specific works we are to view in the "Work Sample Instructions" box below.
2. You may upload relevant file(s). Note that the maximum file size is 10 MB per file uploaded.

Types of Work Samples: Depending upon the kind of sample that most applicable based on your artistic discipline, select and provide ONE of the following:

- Images - Provide 8-10 images.
- Video – Provide one 5-minute segment of video sample (BE SURE TO INCLUDE CUE TIME in the Work Sample Instructions box below)
- Audio – Provide one 5-minute audio Sample (LABEL CUE TIME)
- Manuscript/writing excerpts/literary work (fiction and non-fiction) - Provide no more than 10 pages
- Poems – Provide up to 6 poems and include titles, year completed and publish dates if applicable

Instructions:

- Please upload attach any files you would like to share for your work sample. Documents can be in any format; however, if you need help converting your file to a .pdf, please see below.

File Upload

(File Upload)File Upload; 10485760
byte limit

1. Open the file you wish to convert to a PDF
2. Click the **File** button
3. Select **Save As**
4. Select **PDF**
5. Choose where you want to save it
6. Upload file

Instructions:

- Please provide one or more URL web link(s) that contains a sample of your artistic work that is relevant to the requested project and made/created/completed recently (within the last two years where possible). We will accept any type of URL links to websites containing your work including: artist or organization websites, video, image or audio websites (e.g., VIMEO, YouTube), etc. The video can be of any length; however, if you would like us to review a particular portion, please note the time of that section below in the "Description" field. If you would like to upload more than one URL, please type both into this same field below and separate them using a comma or semi-colon. Note any specific instructions panelists will need to access the work sample in the "Work Sample Instructions" field below.

URL Web Link

(Text)(500 character maximum)

Instructions:

*Description of Work Sample

(Paragraph)(2000 character maximum)

- Please use this box to explain the relationship of the work sample to the application. Include the title of the work, the date the work was produced/made/performed/published, any other creative professionals/artists/performers involved, the significance of the work for you, and any additional details to help provide context. How does this work relate to your larger body of work? How does it relate to your requested project?

Instructions:

Work Sample Instructions

(Paragraph)(2000 character maximum)

- Please provide instructions if any additional information is needed to access your work sample. For example, passwords to protected videos, or the exact time in a larger video that grant reviewers should begin viewing the sample.

Statement of Assurances

THE APPLICANT HEREBY AGREES THAT:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. Any funds received under this grant shall not be used to supplant funds normally budgeted for services of the same type.
3. The facts, figures, and representations made in this application, including all attachments, are true and correct to the best of the applicant's knowledge and belief.
4. The filing of this application has been authorized by the governing board of the applicant, if the applicant is an organization.
5. Applicant will expend funds received as a result of this application solely on the described projects and programs, and in the case of an organization, will separately provide funds for the maintenance of the organization.

THIS ASSURANCE is given in consideration of obtaining City of Chicago Department of Cultural Affairs and Special Events grants, contracts, or other financial assistance extended after the date hereof, including payments after such date regarding assistance committed before such date. Applicant agrees that such assistance will be extended in reliance on this Assurance, and that the government agency operating pursuant to Acts cited above shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the applicant, its successors, transferees, and assignees. The person or persons whose signature appears below is authorized to sign this Assurance on behalf of the applicant.

CERTIFICATION AND RELEASE The undersigned certifies that he or she (1) is an authorized signatory for the applicant; (2) has knowledge of the information presented herein; (3) has read the guidelines of the City of Chicago Department of Cultural Affairs and Special Events Cultural Grant Programs incorporated herein by reference, and that this applicant releases the City of Chicago Department of Cultural Affairs and Special Events, its employees and agents, with respect to damages to property or materials submitted in connection herewith.

Artist Name
(Text)(500 character maximum)

Instructions:

Artist Signature
(Text)(500 character maximum)

Instructions:

- Your initials will serve as an electronic signature.

*Date
(Date)

Instructions:

[Have a question? Click here](#)



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- [Disclaimer](#) :
- [Privacy Policy](#) :
- [Web Standards](#) :
- [Site Credits](#) :
- [Site Map](#) :
- [Contact Us](#) :
- [Press Room](#)

Chicago Dept. of Cultural Affairs and Special Events (DCASE)
Illinois Arts Council: FY16 Community Arts Access Program
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DCASE Attachment E: Application/Grant Materials
Packet (Application)

GRANT AGREEMENT

Additional Exhibits to this Agreement may be found at:
<http://www.cityofchicago.org/city/en/depts/dca/culgrants.html>, then click on
Individual Artists Program.

	Grant Agreement of the City of Chicago ("City")	Title of the Program: Individual Artists Program (IAP) Creative Projects Grant
Contract (P.O.) Number:	Specification Number:	Vendor Number:
Name and address of Grantee ("You"): Ms./Mr. _____	City Department ("Department") and Address: Department of Cultural Affairs and Special Events 78 E. Washington Street Room 522 Chicago, IL 60602 Attn: Cultural Grant Making	Term of Agreement: Start Date/ Date of Agreement: January 1, 2015 End Date: August 31, 2015
Compensation: \$ _____		

Fund Numbers and amounts:

Special Conditions: the above grant is subject to the Special Conditions or limitations as are set forth in the attached page(s)

Brief Description of Program (the "Program"):

IAP: The goal of the DCASE Individual Artists Program is to discover, nurture, and expand Chicago's individual artists. Through this grant program, DCASE will award \$2,000-\$4,000 grants to Chicago-based artists over 18 years of age, at all career levels and working across numerous disciplines. Grants will be provided for professional development, teaching opportunities, and creative projects.

SPECIAL CONDITIONS

You acknowledge and agree:

- 1) The City Council of the City, a municipal corporation and home rule unit of local government existing under the Constitution of the State of Illinois, has appropriated funds to be used for the Program. Pursuant to Section 2-28-030(f) of the Municipal Code of Chicago, the Commissioner of the Department is authorized to award grants to cultural organizations and to individual artists.
- 2) The City desires to enter into this Agreement with you to provide services under the Program. You represent that you have the institutional, managerial, professional and financial capability to provide services in connection with the Program to the full satisfaction of the City and that you are ready, willing and able to enter into this Agreement.
- 3) This Agreement will take effect as of the Start Date and continue through the End Date or until the Services are completed or until this Agreement is terminated, whichever occurs first (the "Term"). All Services must be performed within the Term and as more specifically required under this Agreement. "Agreement" means this Grant Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.
- 4) Any payments under this Agreement will be made from Fund Numbers identified above and are subject to the annual appropriation and availability of funds. The "Compensation" is the maximum compensation that you may be paid under this Agreement, without an amendment to this Agreement authorizing a higher amount. The Compensation is reflected in the budget included in the Program application attached as Exhibit A and incorporated by reference.
- 5) If the City has funds available, and those funds are appropriated for the services/programs covered by this Agreement, then the City, in its sole discretion, may increase the amount of Compensation by written notification from the Commissioner of the Department or other legally designated official, as applicable ("Commissioner") to you and subject to the satisfactory submission of a revised Budget by you and approval by the City in a manner authorized by applicable law. You must submit a revised Budget to the Department, for approval by the Department, reflecting such additional funds, the cumulative Compensation and the revised fund number. Once approved by the Department, the revised Budget will supersede the Budget, attached as Exhibit A. In the event that the City pays you the total amount of Compensation for the Services without providing written notification of an increase in the amount of Compensation, no further payments shall be made under this Agreement unless and until (a) the City has provided written notification of an increase in the amount of Compensation and (b) the City has approved a revised Budget submitted by you.
- 6) You must comply with all the Terms and Conditions of this Agreement including those found on Exhibit C. You agree to comply with the requirements set forth in the following exhibits which are attached to and made a part of this Agreement. All provisions listed in the Exhibits have the same force and effect as if they had been listed in the body of this Agreement.

Exhibit A Program Application: Budget and Scope of Services
Exhibit B Economic Disclosure Statement and Affidavit (Certificate of Filing)

The signature page to this Agreement follows Exhibit B.

Exhibit C Terms and Conditions

Exhibit D HIPAA Requirements

Exhibits C and D may be found at: _____

7) (a) The City is subject to the May 31, 2007 Order entitled "Agreed Settlement Order and Accord" (the "Shakman Accord") and the June 24, 2011 "City of Chicago Hiring Plan" (the "City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United State District Court for the Northern District of Illinois). Among other things, the Shakman Accord and the City Hiring Plan prohibit the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with You, either as an employee or as a subcontractor, and from directing You to hire an individual as an employee or as a subcontractor. Accordingly, You must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by You under this Agreement are employees or subcontractors of You, not employees of the City of Chicago. This Agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by You.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under this Agreement, or offer employment to any individual to provide services under this Agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of this Agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to You by a City employee or City official in violation of Section 7(b) above, or advocating a violation of Section 7(c) above, You will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General, and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight or the Shakman Monitor's Office related to this Agreement.

8) (a) You acknowledge that the City is subject to the Illinois Freedom of Information Act, 5ILCS 140/1 et. seq., as amended ("FOIA"). FOIA requires the City to produce records (very broadly defined in FOIA) in response to a FOIA request in a very short period of time, unless the records requested are exempt under the FOIA. If You receive a request from the City to produce records within the scope of FOIA, then You covenant to comply with such request within 48

hours of the date of such request. Failure by You to timely comply with such request will be a breach of this Agreement.

(b) Documents that You submit to the City pursuant hereto during the term of the Agreement that contain trade secrets and commercial or financial information may be exempt if disclosure would result in competitive harm. However, for documents submitted by You to be treated as a trade secret or information that would cause competitive harm, FOIA requires that You mark any such documents as "proprietary, privileged or confidential." If You mark a document as "proprietary, privileged and confidential", then the Department will evaluate whether such document may be withheld under FOIA. The Department, in its discretion, will determine whether a document will be exempted from disclosure, and that determination is subject to review by the Illinois Attorney General's Office and/or the courts.

(c) You acknowledge that the City is subject to the Local Records Act, 50 ILCS 205/1 et. seq., as amended (the "Local Records Act"). The Local Records Act provides that public records may only be disposed of as provided in the Local Records Act. If requested by the City, You covenant to use your best efforts consistently applied to assist the City in its compliance with the Local Records Act concerning records arising under or in connection with this Agreement and the transactions contemplated in the Agreement.

Chicago Dept. of Cultural Affairs and Special Events (DCASE)
Illinois Arts Council: FY16 Community Arts Access Program

DCASE Attachment E: Application/Grant
Materials Packet (Grant Agreement)

EXHIBIT A

PROGRAM APPLICATION: BUDGET AND SCOPE OF SERVICES

SCOPE OF SERVICES

(Budget Attached)

Chicago Dept. of Cultural Affairs and Special Events (DCASE)
Illinois Arts Council: FY16 Community Arts Access Program

DCASE Attachment E: Application/Grant
Materials Packet (Grant Agreement)

EXHIBIT B

ECONOMIC DISCLOSURE STATEMENT & AFFIDAVIT

(Certificate of Filing attached)

Signature page to Grant Agreement

Name of Grantee:	Contract (P.O.) Number:
------------------	-------------------------

Signed at Chicago, Illinois:

City Approval	Grantee Acceptance
Typed Name and Title of Approving City Official: Michelle T. Boone Commissioner Department of Cultural Affairs and Special Events	Typed Name and Title of Authorized Grantee Official (executive director or corp. president) :
Signature of Approving City Official:	Signature of Approving Grantee Official:
Date of Signature:	Date of Signature:

Notarization of signature of Grantee Official:

State of _____
 County of _____

This instrument was acknowledged before me on _____ (date) by _____ (name/s of person/s) as _____ (type of authority, e.g., officer, trustee, etc.) of _____ (name of party on behalf of whom instrument was executed).

Signature of Notary Public

SEAL:

CULTURAL GRANTS PROGRAM: CONFLICT OF INTEREST POLICY

The Department of Cultural Affairs and Special Events (DCASE) is committed to integrity and fairness in the conduct of all of its activities. However, as panelists and staff members are expected to be informed, knowledgeable, and active participants in Chicago's artistic community, conflicts of interest and the appearance of conflicts of interest are natural and may arise. It is the DCASE Cultural Grants Program policy to deal with such conflicts openly. To insure that all grant and decision-making processes are free from conflicts and appearance of conflicts, DCASE will require full disclosure of affiliation and withdrawal from deliberation and DCASE Cultural Grant Program activities where affiliation is present. The following procedures shall be in effect:

DEFINITIONS: When Does a Conflict of Interest Exist?

Panelists or staff members that have "affiliations" with an applicant may have a conflict of interest.

Affiliations

A panelist or staff member shall be considered to be affiliated with an applicant **non-profit organization** if he/she or a member of the **immediate family** is or has been:

- A director, officer, trustee, or employee currently or at any time in the past, whether or not payment was rendered for services in this capacity
- A paid professional fundraiser or public relations representative within the last two years
- An independent consultant who has received fees or payments in two year preceding the filing of an affiliation statement
- The holder of a financial advisory or policy-making role within the last two years
- A client of the organization within the last two years
- In a consignment relationship with the organization within the last two years
- A financial contributor to the organization, directly or through an entity which she/he controls, in the two years preceding the filing of the affiliation statement
- A financial beneficiary of a DCASE grant or program involving the organization within the last two years
- An artistic participant or performer in a DCASE-funded program of the organization within the last two years

Panelists or staff members shall be considered to be affiliated with an **individual artist** applicant if he/she or a member of the **immediate family** has or has had:

- A professional relationship with the applicant within the last two years
- A monetary interest in the applicant, such that they have paid or have been paid by the applicant within the last two years
- Any other relationship with the applicant that might impair his or her ability to be a neutral evaluator of the application

Immediate Family

"Immediate Family" is defined as a spouse, domestic partner, significant other, minor or adult child, or parent for the purposes of this document.

DISCLOSURE: Complete a Statement of Affiliation

All Cultural Grants staff and panel members are under a continuing obligation to make full disclosure in writing of all situations involving actual or potential conflicts of interest within each grant cycle. All written statements of affiliation are subject to public inspection. It is the responsibility of the staff or panel member to keep his/her affiliation statement current.

- **Staff:** At the beginning of each grant review period, every DCASE staff member shall file a statement of affiliations.
- **Panel Members:** Panel members must file a statement of affiliations before beginning their review of

applications. Continuing panel members should file new statements before each round of deliberations.

PROCEDURES: When Conflicts or Potential Conflicts Exist

In the event of an "affiliation" with a grant applicant:

- a. A panel or staff member with an affiliation must **abstain from evaluating, reviewing, discussing, deliberating, recommending and/or and scoring** any applications made by applicants with which he or she has an affiliation.
- b. During any panel review meetings, panelists will be **required to leave the room** during the review of and vote on applications with which she/he has an affiliation. All affiliations are to be declared at the start of each panel meeting in order to protect DCASE, panelists and applicants from actual, as well as the appearance of, conflicts of interest.
- c. Panelists and staff members shall not attempt to influence the vote or actions of any other panelist or staff member on the applications with which they are affiliated.
- d. CityArts Grant panelists may not write or prepare CityArts grant applications for any non-profit organization with which they or their immediate family members have an affiliation.
- e. Staff members may not in any way participate in the decision to submit grants for organizations with which they have an affiliation, or in the planning of the programs for which the funds are sought or in the preparation or writing of grants submitted to DCASE, nor may they have an economic interest in the representation of grant proposals submitted by organizations with which they are affiliated.

OTHER ETHICS POLICIES

- a. Confidentiality: DCASE staff and panelists must refrain from discussing grant applications and any part of the review process with any of the applicants or anyone not serving as DCASE staff or a panelist for the duration of the review period.
- b. DCASE staff and their immediate families may not submit an application for an Individual Artists Program grant.
- c. Panelists and staff members or members of their immediate families may take part in activities undertaken with DCASE support, but should not receive any economic benefit out of DCASE for their services in connection with such activity.
- d. Panelists and staff members and their spouses and minor children shall not solicit, accept, or agree to accept any gift of money, goods, loans, or services or receive any other personal benefits which would improperly influence or have the appearance of improperly influencing them in their DCASE related duties and responsibilities. It shall be presumed that a non-monetary gift having a value of less than \$50 does not involve such improper influence.
- e. Panelists and staff members and their immediate families shall not solicit or accept any anonymous gift(s).

Panelists and staff members and their spouses and minor children, shall not accept any gift of (i) cash or its' equivalent regardless of its' value, or (ii) any item or service worth \$50 or more from any person who has an economic interest in a grant awarded by DCASE, if the panelist or staff member is in a position to substantially affect the awarding of that grant. This does not include gifts from relatives.

2015 CULTURAL GRANTS PROGRAM

STAFF AFFILIATION FORM

Please list any affiliations you have with arts organizations or individuals who may be applicants to the Department of Cultural Affairs and Special Events grant program for which you are being asked to serve as a panelist. Specify the nature of your affiliation with these individuals or organizations. Indicate if you are an employee, volunteer, board member, consultant, or if you intend to perform contracted services for an applicant during the grant period (January 1, 2015 to December 31, 2015.)

Applicant	Describe Your Affiliation	Remuneration (have you paid by or received payment from this applicant?)

"I certify that the above information is correct and true to the best of my knowledge, and that no information has been withheld which may misinform the conduct and practices of the City of Chicago Department of Cultural Affairs and Special Events and/or the Chicago Office of Tourism and Culture."

 Print Name

 Signature

 Date

Individual Arts Program
Final Report form for Track 1: Creative Projects

Preview Form

This is an example of the application questions with which you will be presented. It is recommended that you compose the answers to the paragraph questions in a word processing program and then cut and paste that text into the online application.

Contact Information

Please click on your name below and verify that the contact information we have on record for you remains accurate and current.

*First Name
(Text)(40 character maximum) Instructions:

*Last Name
(Text)(40 character maximum) Instructions:

*Title
(Text)(50 character maximum) Instructions:

*Address
(Text)(100 character maximum) Instructions:

*City
(Text)(50 character maximum) Instructions:

*State
(Single-Select List)

- (Not Applicable)
- Alabama
- Alaska
- American Samoa
- Arizona Instructions:
- Arkansas
- Armed Forces Africa/Canada/Europe/Middle East
- Armed Forces Americas (except Canada)

- Armed Forces
Pacific
- California
- Colorado
- Connecticut
- Delaware
- District of
Columbia
- Federated States
of Micronesia
- Florida
- Georgia
- Guam
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Marshall Islands
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Northern Mariana
Islands
- Ohio
- Oklahoma
- Oregon
- Palau
- Pennsylvania

- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virgin Islands
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

*Zip
(Text)(20 character maximum) Instructions:

*Telephone
(Text)(30 character maximum) Instructions:

*E-mail Address
(Text)(100 character maximum) Instructions:

Previously Submitted Application Information

Use the following information to refresh your memory about the information you provided in your original 2014 IAP application. You may need to review this information to most accurately complete some of the questions on the subsequent tabs. If you would like to review your application in its entirety, you can do so by returning to the Welcome page and clicking the "View" link next to your submitted application.

Grant Amount
(Currency)(20 character maximum) Instructions:

Short Project Description
(Paragraph)(1000 character maximum) Instructions:
• Please describe how you would utilize this opportunity. Include information about current work, projects and areas of expertise. Describe the scope of your proposal and a plan to realize this in the time allotted including research, studio visits, or other relevant information.

Career Level
(Single-Select List) Instructions:
• Where are you in your artistic career? Applicants must self-select a career level, but may be re-assigned to another career level by reviewers based upon

resume/experience level.

- Emerging
 - Mid-Career
 - Mature
- **Emerging:** Those at early stages of development defined as having received no or very few, small grants, awards, or funding from any source. Although the applicant may have very little or no exhibition/performance/production/publication history, there is a strong commitment demonstrated by the art with potential for growth. The applicant is at the beginning phase of professional or organizational development. Self-taught or mentored artists, in addition to individuals with professional or degree training, are eligible.
 - **Mid-Career:** Those with progressive exhibition/performance/production/publication history as demonstrated by resume, exhibition record, grants, or funding history.
 - **Mature:** Those demonstrating an extensive progressive history in exhibition/performance/production/publication as demonstrated by resume; local, regional, national/international recognition in the field, professional and/or commercial affiliations.

Chicago Zip Codes
(User-Defined List)

Instructions:

- Please input the zip code(s) where your organization provides programming within the City of Chicago. This should include locations where your organization presents or provides artistic, educational or outreach programming, as opposed to where your audiences geographically reside within the City.

Discipline
(Checkbox List)

- Architecture
- Culinary Arts
- Curatorial Arts
- Dance
- Design (Fashion, Costume, Industrial)
- Film and Media Arts
- Interdisciplinary/Multi-Disciplinary
- Literary
- Music
- Performance Art
- Theater
- Visual Arts

Instructions:

- Please check only one; if more than one discipline applies, please select "Interdisciplinary/Multi-Disciplinary" and specify in the box provided.

Please list disciplines
(Paragraph)(500
character maximum)

Instructions:

Final Report Questions for All IAP Grantees (Categories 1 and 2)

Please respond to the following Final Report questions as accurately and completely as possible. Note that this Final Report must be completed and submitted only by the individual who received the grant award. Grantees are responsible for accurate and complete reports. An incomplete report may impact your eligibility to apply for future DCASE Cultural Grants.

*Accomplishments and
Activities
(Paragraph)(1000
character maximum)

Instructions:

- Provide a narrative description of what you accomplished in the project and how the grant funds were used during the grant period. Did you achieve what you set out to accomplish?

*Project Scope
(Single-Select List)

- No, the scope of my project did not change from my original application
- Yes, the scope of my project decreased/became smaller
- Yes, the scope of my project increased

Instructions:

- We are trying to understand artist practices so we can tailor our program to best meet your needs. From the time you applied, has the SCOPE of your project changed or shifted or has it remained the same as you envisioned it to be when applying?

*Project Revisions and
Lessons Learned
(Paragraph)(1000
character maximum)

Instructions:

- Please describe any significant changes to the overall project as compared with the original proposal. Describe difficulties encountered and how they were addressed. What did you learn during this project? What was surprising that caused a course correction? What will you do differently in the future? Did any unintended outcomes occur?

*Final Project Timeline
and Calendar
(Paragraph)(1000
character maximum)

Instructions:

- Please provide a final project timeline and calendar. When did you officially begin your project? Have you completed it or are you continuing to work on this project? If you are continuing to work on it, when do you anticipate completing it? Are there any performances/exhibitions/shows etc. in the near future? If so, when and where?

*Impact
(Paragraph)(1000

Instructions:

- Discuss the impact that the project had on your artistic or professional

- character maximum) development. How did this project develop or advance your artistic work, your career, or your exposure to new audiences?
- *Number of Public Events
(Number)(15 character maximum)
Instructions:
• Estimate the total number of public artistic events (performances, exhibits, classes, workshops) that you held during the grant period within the city of Chicago.
- Total Attendance
(Number)(15 character maximum)
Instructions:
• If possible, please estimate the total attendance/audience at all of the public programs held during the grant period for your project.
- *Number of participating arts practitioners
(Number)(15 character maximum)
Instructions:
• Estimate the total number of creatives/artists that were involved in this project.
- *Number of paid arts practitioners
(Number)(15 character maximum)
Instructions:
• Provide the number of creatives/arts practitioners that were paid using DCASE Individual Artists Program grant funds.
- *Amount of Grant Funds Paid to Chicago-based Artists
(Currency)(15 character maximum)
Instructions:
• Please provide the amount (if any) of the total grant you received through the DCASE 2014 Individual Artists Program that was used to pay Chicago-based creatives/arts practitioners.
- *Wards Served
(Multi-Select List)
- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10
 - 11
 - 12
 - 13
 - 14
 - 15
 - 16
 - 17
- Instructions:
• Please select the Chicago Wards where you provided workshops/performances/exhibitions/classes/shows, etc. related to your project during the grant period (from January 1, 2014 through October 31, 2014).
To determine Ward information, please use the following links:
Ward Overview Map
<http://www.cityofchicago.org/content/dam/city/about/banners/WardsOverviewMap.pdf>
Detailed Ward Maps
http://www.cityofchicago.org/content/dam/city/depts/doit/general/GIS/Chicago_Map/s/Citywide_Maps/Wards.pdf

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*Chicago ZIP Codes
Served
(User-Defined List)

Instructions:

- Please list ALL of the Chicago ZIP Codes where the public/community had access to funded project. List ZIP Codes where you held workshops, classes, performances, exhibitions, readings, works-in-progress showings, community engagement events, etc.

Final Budget and Work Sample

Please complete a final budget for your DCASE Individual Artists Program project. If available or applicable, please attach a work sample showing the funded work.

*Final Accounting

Instructions:

(File Upload)File
Upload; 524288 byte
limit

- Please provide an accounting of this project using the budget template provided [here](#).

Instructions: This budget should include all of the actual expenses and income for your final, overarching project. Note that the total income and expenses should be equal to each other. Download and open the template as an Excel file. Complete the appropriate information, save the document as a PDF on your computer, and upload it here. Expenses - Aggregate all actual project expenses into the categories provided (personnel, materials, and supplies, space expenses, etc) and input this number into the "TOTAL" column farthest to the right. Then, in the first column, list the portion of each of these expense categories that was paid for using the DCASE Grant. In the second column, list the portion of each expense category that was paid for by you, the grantee, out of pocket. Finally, in the third column, list the portion of each expense category that was paid for by other funding sources including other grants, crowd funding campaigns, fundraisers, etc. Income - List all actual income sources for the project, categorizing each appropriately. Ensure that you record the total grant you received from the DCASE Cultural Grants Program in the first column (DCASE Share) within the the Government line.

Description
(Paragraph)(500
character maximum)

Instructions:

- Please provide a description of your artistic support documentation. Include the date the work was made/performed, artists/performers involved, and any additional details to help provide context.

Artistic Support
Documentation - Web
Link
(Text)(500 character
maximum)

Instructions:

- If available, please provide documentation showing the progress or completion of your grant project. Provide a URL web link. We will accept URL links to artist websites, video websites (e.g., VIMEO, YouTube), and etc. The video can be of any length; however, if you would like us to review a particular portion, please note the time of that section below in the "Description" field.

Project Documentation -
File Upload
(File Upload)File
Upload; 10485760 byte
limit

Instructions:

- Alternatively, you may submit a file or files up to 10 MB in size that provide some meaningful documentation of your project. Because funded projects varied so widely, we leave this to your discretion. You may choose to submit photographs (JPEG files) of your residency program, a copy of a business or marketing plan created by the consultant you hired, a manuscript of your in-progress written work, etc. What will best depict for DCASE grants staff the ways in which you used your funds?

Flyers/Programs/Announ-
cements
(File Upload)File
Upload; 10485760 byte
limit

Instructions:

- You may upload programs, flyers, announcements, reviews or other promotional or marketing activities from any of the public events related to your funded project. All documents must be uploaded in PDF format.

*Grant Amount

Instructions:

(Number)(15 character
maximum)

- Please provide the amount of funding your organization received through the Cultural Outreach Program in 2014.

*Total Income
(Currency)(20 character
maximum)

Instructions:

- What was your organization's total income for the most recently completed fiscal year?

*Total Expenses
(Currency)(20 character
maximum)

Instructions:

- What were your organization's total expenses for the most recently completed fiscal year?

*In-Kind Contributions
(Checkbox List)

- No
- Yes

Instructions:

- Did your project receive any In-Kind contributions (donations in the form of goods and service provided at no cash cost)?

If "Yes", please describe
In-Kind Contributions
received to support this
project
(Paragraph)(1000
character maximum)

Instructions:

- If you received in-kind contributions in the form of goods or services donated at no cost to you, please list their estimated value with a brief description.

*Payments to
Artists/Artistic Personnel
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of DCASE grant money spent on payments to artists and artistic personnel.

*Payments to
Artists/Artistic Personnel
(Non-DCASE)
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of project money spent on payments to artists and artistic personnel. Do NOT include DCASE grant money.

*Materials and Supplies
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of DCASE grant money spent on artistic materials and supplies.

*Materials and Supplies
(Non-DCASE)
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of project money spent on artistic materials and supplies. Do NOT include DCASE grant money.

*Marketing/Public
Relations Outreach
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of DCASE grant money spent on marketing and PR outreach.

*Marketing/Public
Relations Outreach (Non-
DCASE)
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of project money spent on marketing and PR outreach. Do NOT include DCASE grant money.

*Fundraising
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of DCASE grant money spent on fundraising.

*Fundraising (Non-
DCASE)
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of project money spent on fundraising. Do NOT include DCASE grant money.

*Travel
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of DCASE grant money spent on travel.

*Travel (Non-DCASE)
(Currency)(20 character
maximum)

Instructions:

- Please provide a total amount of project money spent on travel. Do NOT include DCASE grant money.

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Municipal Code of Chicago
CHAPTER 2-28
DEPARTMENT OF CULTURAL AFFAIRS AND
SPECIAL EVENTS

- 2-28-010 Establishment - Composition.**
- 2-28-020 Commissioner - Appointment - Supervisory authority.**
- 2-28-030 Commissioner - Powers and duties.**
- 2-28-035 Succession – Transfer of powers.**
- 2-28-040 Advisory council - Created - Appointment of members.**
- 2-28-050 Advisory council - Powers and duties.**
- 2-28-055 Executive Director - Powers and duties.**
- 2-28-060 Compensation.**
- 2-28-070 Advisory council – Acceptance and use of gifts and grants.**

2-28-010 Establishment - Composition.

There is hereby created and established an executive department of the municipal government of the City of Chicago which shall be known as the department of cultural affairs and special events. Said department shall embrace a commissioner, an executive director of special events, an advisory council, and such employees as the city council may provide by the annual appropriation ordinance.

(Prior code § 24-1; Added Coun. J. 7-9-84, pp. 8174,8217; Amend Coun. J. 11-17-10, p. 106597, Art.VII, § 1; Amend Coun. J. 9-8-11, p. 7042, § 1)

2-28-020 Commissioner - Appointment - Supervisory authority.

The commissioner shall serve as the chief operating officer of the department, and shall supervise activities of the department, the Chicago council on fine arts, and the mayor's film office. The commissioner shall be appointed by the mayor, by and with the consent of the city council.

(Prior code § 24-2; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 11-17-10, p. 106597, Art. VII, § 1)

2-28-30 Commissioner - Powers and duties.

The duties and powers of the commissioner shall be as follows:

- (a) To organize standing or special committees of the advisory board to assist the board in its advisory capacity;
- (b) To administer the city art programs, including the authority to enter into cooperative agreements with other governmental entities and not-for-profit organizations for purposes of administering the public art program;
- (c) To promote city and neighborhood cultural festivals and concerts;
- (d) To do research, conduct educational programs, and disseminate information to the public regarding cultural affairs;

- (e) To sponsor cultural activities conducted in the name of the City of Chicago, and, in conjunction therewith, to develop procedures and practices that will assure both the appropriate evaluation of such projects and the monitoring of expenditures;
 - (f) To award grants to cultural organizations and to individual artists. The commissioner should ensure that equitable distribution of such grants among ethnic, racial and cultural groups so as to ensure that the city's cultural program reflects the city's diverse heritage;
 - (g) To publish an annual report on or before October 1st detailing the department's budget and programs, as well as the award of any grants.
 - (h) To operate and maintain Millennium Park, as that term is defined in section 10-36-140, in accordance with section 10-36-140.
 - (i) To negotiate sponsorships for cultural activities and for promotion of Chicago tourism, and to execute resulting sponsorship agreements on behalf of the city. Terms of such agreements may include, without limitations, identification of a sponsor on city promotional materials and web sites.
 - (j) To issue licenses or permits, set rules, and promulgate regulations for the New Maxwell Street Market as provided in Chapter 4- 11 of this Code and farmers' markets as provided in Chapter 4-12 of this Code.
 - (k) To issue special event permits, and monitor and regulate outdoor special events as provided in Section 10-8-335 of this Code.
 - (l) Subject to the appropriation of funds, to execute one or more agreements (including contracts, concession agreements or grant agreements) with the Chicago Convention and Tourism Bureau, Inc., an Illinois not-for-profit corporation ("CCTB"), to support the mission of the department. The agreements may include such terms as the commissioner deems appropriate, including but not limited to permitting CTF to use department office space and equipment in connection with performance thereunder and sharing or retaining concession revenues. Sections 2-92-420 through 2-92-570 and 2-156-100(b) hereof shall not apply to such agreements.
- Certain of the members of the board of CCTB shall be appointed by the mayor as contemplated by 70 ILCS 210/5.6, as amended.
- (m) To negotiate and execute on behalf of the city lease agreements, rental agreements, rights-of-entry or other agreements authorizing the use or occupancy by others of any city-owned property or facility managed by the department.

(Prior code § 24-5; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 3-10-99, p. 91075; Amend Coun. J. 5-9-07, p. 104052, § 3; Amend Coun. J. 9-10-08, p. 36749, § 1; Amend Coun. J. 11-17-10, p. 106597, Art. VII, § 1; Amend Coun. J. 11-16-11, p. 13798, Art. IX, § 1 ; Amend Coun. J. 5-9-12, p. 26775, § 1)

2-28-035 Succession – Transfer of powers.

The commissioner of cultural affairs and special events and the department of cultural affairs and special events shall assume all rights, powers, duties, obligations and responsibilities of the former executive director of the mayor's office of special events, and the mayor's office of special events. All personnel, books, records, documents, property and funds relating to such former office are transferred to the department of cultural affairs and special events. The commissioner shall succeed to the rights

and duties of such former executive director under existing contracts, grant or loan agreements or programs, or other agreements or ordinances. All rules or regulations issued by the executive director in effect as of the effective date of this section shall remain in effect until amended or repealed by the commissioner.

(Added Coun. J. 11-17-10, p. 106597, Art. VII, § 1)

2-28-40 Advisory council - Created - Appointment of members.

There is hereby created an advisory council on cultural affairs and special events. The council shall consist of 30 members appointed by the mayor, by and with the consent of the city council. The advisory council shall advise the commissioner on matters relating to the city's cultural affairs and special events, and support the commissioner's efforts to expand the reach and impact of the city's rich and varied arts, cultural and entertainment resources.

(a) The council shall consist of members with broad and varied experiences, skills, expertise and knowledge appropriate to accomplish the council's powers and duties and to ensure representation from diverse geographic areas of the city, practicing artists, major citywide cultural organizations, neighborhood and community cultural organizations, and the community at-large, including, but not limited to, business, civil and labor organizations.

(b) Eleven members of the council shall constitute a quorum for the purpose of transacting business.

(c) Initial appointments made after the effective date of this amendatory ordinance of 2011 shall be made as follows:

(1) Fifteen members for one-year terms each; and

(2) Fifteen members for two-year terms each.

Thereafter, appointments shall be for two-year terms. The mayor shall designate one member as chairman and one member as vice-chairman.

(d) Members shall hold office until their successors are appointed.

(e) Whenever a vacancy shall occur by reason of death, resignation, expiration of term or other reason, the mayor shall appoint a new member to serve for the remainder of the unexpired term.

(Prior code § 24-3; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 7-15-87, p. 1928; Amend Coun. J. 9-8-11, p. 7042, § 1)

2-28-050 Advisory council - Powers and duties.

The advisory council may exercise the following powers under this provision:

(a) To survey and assess the assets and resources of all genres of the art community within the city;

(b) To identify and promote policies and programs in support of expanding the arts and their potential to promote economic development and enrich the quality of life;

(c) To identify and encourage the use of local resources for the development and support of the arts and special events;

(d) To report the results of its investigation to the commissioner and to make recommendations thereto based on said investigations. (Prior code § 24-6; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 9-8-11, p. 7042, § 1)

2-28-055 Executive Director - Powers and duties.

The department shall include an executive director of special events, who in addition to any powers and duties delegated by the commissioner of cultural affairs and special events, shall have the authority to execute contracts, on behalf of the department, that relate to the provision of services to the bureau of special events.

(Added Coun. J. 11-17-10, p. 106597, Art. VII, § 1)

2-28-60 Compensation.

(a) Employees of the department shall receive such compensation as may be fixed by the city council.

(b) No member of the advisory council shall receive compensation, but each member may be reimbursed for expenses reasonably incurred in the performance of his duties.

(Prior code § 24-4; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 7-15-87, p. 1928; Amend Coun. J. 9-8-11, p. 7042, § 1)

2-28-070 Advisory council – Acceptance and use of gifts and grants.

The advisory council may accept offers of gifts or grants from the United States, the state of Illinois, their agencies or officers, or from any person, firm or corporation of services, equipment, supplies, materials or funds and, with the consent of the commissioner, may expend such receipts on projects which facilitate the performance of its duties under this provision. The commissioner shall make a quarterly report to the mayor and to the city council of all gifts and grants received from any source whatsoever and an accounting of the use of gifts and grants received from any source whatsoever.

(Prior code § 24-7; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 9-8-11, p. 7042, § 1)