

State of Illinois  
Bruce Rauner, Governor

Illinois Arts Council Agency  
Shirley R. Madigan, Chairman  
Rhoda A. Pierce, Vice-Chairman  
Tatiana Gant, Executive Director



# Program Grant

**GUIDELINES**

**Fiscal Year 2017**

**DEADLINE: May 2, 2016**

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## **PROGRAM DESCRIPTION**

Program Grant funds provide support to established not-for-profit organizations that make a significant local, regional, or statewide impact on the quality of life in Illinois. Grants recognize arts programming of high quality that is appropriate to and reflective of the communities served and that broaden opportunities for the public to participate in the arts.

Grants are available for either general operating support or project support. Successful applicants demonstrate strong operations, stable management, ongoing assessment, and evaluation and a strong commitment to making artistic programs accessible and relevant to a diverse range of participants. Organizations must also show that their programs and activities have artistic, educational, and cultural value.

### **Artistic Disciplines**

Program Grant applicants must select one of the following Program Areas in which to apply. Application materials are tailored to each area.

- [Arts-in-Education](#)
- [Dance](#)
- [Ethnic & Folk Arts](#)
- [Literature](#)
- [Local Arts Agencies](#)
- [Media Arts](#)
- [Multidisciplinary](#)
- [Music](#)
- [Presenters Development](#)
- [Theatre](#)
- [Visual Arts](#)

[Arts Service Organizations](#) and [Partners in Excellence](#) applicants refer to different guidelines that are unique to their respective grant programs.

## **GUIDELINES**

### **Eligibility Requirements**

- Applicants must be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government (i.e., school, school district, park district, library district), or institutions of higher

education. Refer to the [Proof of Eligibility page](#) on the IACA website for specific details and verification requirements.

- Applicants must have been providing public arts programming for at least one year prior to the date of application.
- Applicants must submit all required application materials by the deadline.

### **Making the Project Accessible to All**

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

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

### **Applicant Restrictions**

- Organizations with which advisory panelists or IACA Board members are affiliated are eligible to apply. However, a panelist or Board member may not be the authorizing official signing any documents relating to an application or grant award.
- With the exception of colleges and universities, multiple Program Grant applications are not accepted from an organization. This does not preclude an organization from applying for other grants from the IACA, in addition to one Program Grant application.

### **Request Options**

Fiscal Year 2017 Program Grant funds support activities occurring between September 15, 2016 and August 31, 2017. Applications may be submitted for General Operating Support or Project Support. Applicants will indicate one option within the Illinois eGrant application.

- General Operating Support is available for arts organizations and organizations with significant arts programming and may be used for any allowable expenses.
- Project Support is most appropriate for projects that are outside of the organization's established arts discipline or for organizations with limited arts programming. Grant funds may only be used for expenses related to the artistic project described.

Colleges and universities, and organizations whose primary services are not arts-related, may only apply for costs related to public arts programming activities. College and university arts

programs and projects must involve the general community beyond college or university students, faculty, and staff.

### **Award Amount**

Applicants do not request a specific amount. Grant amounts will be determined once the FY17 State of Illinois budget is approved. The IACA anticipates that awards will range from \$500 to \$13,000. Grants will be based on the following factors:

- The IACA FY17 budget allocation
- The organization’s most recently completed fiscal year’s cash expenses as demonstrated by the IACA Funder Report attachment
- The review score given to the application

### **How to Apply**

#### **First:**

- Complete a Cultural Data Profile for three consecutive completed fiscal years, one of which must be 2014, with [Data Arts](#)
- Create and save the Data Arts IACA Funder Report
- Prepare all [required attachments](#), including any specific to the chosen [Program Area](#), and save them as PDFs

#### **Next:**

- Log into Illinois [eGrant](#)
- Complete the electronic application in the eGrant system
- Upload all required attachments to the electronic application
- Successfully submit the electronic application to the eGrant system

#### **Then:**

- Submit any required hard copy materials by mail or hand delivery

### **Deadline**

The FY17 Program Grant deadline is May 2, 2016. The eGrant application must be successfully submitted by 11:59 PM CST. Hard copy components must be postmarked or hand delivered on the deadline date.

### **Mailing materials to the IACA**

Due to the volume of mailed material received— particularly around deadlines – the IACA strongly recommends applicants opt for delivery services which provide tracking and confirmation on all applications and time-sensitive materials. It is the responsibility of the applicant to have proof of mailing for all materials sent to the IACA.

Include the Program Grant area in the first line of the address.

**Example:**

Program Grant – MUSIC  
Illinois Arts Council Agency  
James R. Thompson Center  
100 W. Randolph St., Suite 10-500  
Chicago, IL 60601-3230

**Hand-Delivering materials to the IACA**

IACA offices are open Monday through Friday, 8:30 a.m. to 5:00 p.m. All visitors to state government offices in the James R. Thompson Center, including the IACA, will be required to submit to a security screening before being allowed access to the elevators. Visitors must show a valid government issued picture I.D. and pass through metal detectors. In addition, all bags and items carried by visitors will be searched by the Illinois State Police Protective Service Unit.

Do not seal the packaging on hand delivered material as contents will be examined in order to pass through security. Allow extra time for the screening process.

**Application Components**

The Program Grant application consists of electronic and non-electronic components. Each component must be completed in full and submitted in the proper format by the application deadline. Review the guidelines carefully, not all components are required for every Program Area and some Program Areas require additional information.

The electronic portion of the application is found on the Illinois eGrant website and consists of form fields and the uploading of required documents. For Illinois eGrant instructions go to the [Using Illinois eGrant](#) section of the IACA website.

With the exception of Promotional Materials, all attachments for which a template is not provided, must:

- Be saved as PDF files
- Be organized using the headings listed for each attachment
- Be labeled as follows:
- Organization name (or a recognizable acronym)\_Attachment Name  
Example: 'FamousArtsTheatre\_Narrative' or 'FAT\_Narrative' = Application Narrative
- Use the same organization name or acronym for all attachments
- Be 8 ½ " x 11" with at least a 1" margin
- Use a 12-point or larger black type on a white background
- Have sequentially numbered pages
- Have the applicant organization's name and the attachment title on the top of each page

- Not be typed in all capital letters
- Not be photo reduced
- Adhere to page limits

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

- [Adobe PDF Pack](#) (web-based subscription service)
- [CutePDF](#) (free download)
- [PDFcreator](#) (free Web-based converter)

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

The electronic form includes:

### **Organization Information**

Under this tab provide Contact information for applicant organization. The IACA recommends making the Contact Person different from the Notification Official.

### **Application Details**

Under this tab, provide:

- Program (Select *Program Grant*)
- Program area
- Type of request
- Beginning date (no earlier than 09/15/2016)
- Ending date (no later than 08/31/2017)

### **Attachments**

Refer to the description for each of the following attachments:

- [Application Narrative](#)
- [IACA Funder Report](#)
- [Financial Explanation](#)
- [Personnel and Board Listing](#)
- [Schedule](#)
- [Program Specific Attachment](#) (Arts-in-Education, Literature, and Media Arts only)
- [Promotional Materials](#)
- [Work Sample Inventory](#)
- [Project Support Narrative](#) (only if applying for Project Support)
- [Project Support Budget Detail](#) (only if applying for Project Support)
- [Proof of Not-for-Profit Status](#)

Under this tab upload the following attachments:

***Applicant Narrative***

The narrative is limited to four pages and must focus on the current and most recently completed fiscal year. The narrative must not address programming or plans for the upcoming year.

Organizations whose mission is not arts-related must provide detailed information on arts and cultural programming and indicate how professional artistic input is used in their arts activities.

Organize the narrative using the following headings in the order they appear:

- Organization Mission and History
  - Clearly state the organization’s mission
  - Briefly describe the organization’s history
- Pursuit of Excellence
  - State the organization’s current goals
  - Indicate current programming objectives and describe the programming process
  - Describe the type of artists and art forms represented in the past and some of the arts activities that took place
  - Discuss new and expanded artistic activities undertaken in the past year
- Organizational Capability
  - Outline program operations
  - Explain the organization’s administrative and financial structure
  - Discuss any major issues the organization has faced in the past year, if they were resolved, and how they were resolved
  - Describe the organization's ongoing assessment and evaluation
  - Describe the organization's facility or space and its appropriateness and adequacy
- Community Involvement
  - Describe the community served and provide its demographic characteristics, include specific numbers where appropriate
  - Identify the community’s needs and interests
  - Provide information on the community’s cultural climate
  - Discuss how current programming is relevant and reflective of the community served
  - Describe how the organization engages with the greater community
  - Note any collaborations, new or expanded
  - Describe the impact of the organization on the well-being of its community
  - Outline the organization’s publicity and promotional efforts to reach its community
- Serving Illinois Artists
  - Discuss the current programs and services provided by the organization that support Illinois artists

- Provide number of artists employed or contracted by the organization in the past year
- Describe the work environment provided for Illinois artists, include information on training, professional development, and benefits when appropriate
- Evidence of Community Support
  - Describe how the community served supports the organization’s mission
  - Discuss how the board reflects the needs of the organization and community it serves
  - Outline the role that volunteers play in the organization
  - Explain the impact of in-kind contributions on the organization

Applicants in the following areas should refer to their Program Area for additional information required for Application Narrative:

- [Ethnic and Folk Arts](#)
- [Literature](#)
- [Local Arts Agencies](#)
- [Media Arts](#)

Submit this document as a PDF file and labeled: Organization name\_Narrative

***IACA Funder Report***

Enter data necessary to complete and create an IACA Funder Report with [Data Arts](#). The IACA Funder Report must reflect that the data has been submitted and is not in “Draft” mode.

Applicants must submit data for three consecutive fiscal years, one of which must be 2014.

Recently established organizations with less than three years of financial data must submit no less than one year of data reflecting the most recently completed fiscal year. For organizations in operation in fiscal year 2014, data for 2014 must be submitted.

Colleges and Universities and organizations housed within a larger institution must limit the information to arts activities in their division or department.

Submit this document as a PDF file and labeled: Organization name\_CDP

***Financial Explanation***

The Financial Explanation, not to exceed two pages, should refer to the IACA Funder Report and provide the following:

- Explain any surplus or deficit between any of the three fiscal years
- Describe plans to reduce any accumulated deficit and include a timeline
- Explain changes of 20% or more in any budget line between any of the three fiscal years

- Provide a detailed listing of corporate and foundation support (include name and amount) from column 3 of the IACA Funder Report
- Explain how in-kind amount listed was determined
- When applicable, include an hourly pay scale for contracted artists

College and university applicants must provide information on what income the college or university provides to the applicant, expenses the college/university support covers, and what restrictions the applicant has in allocating its share of university support and in seeking outside support.

Submit this document as a PDF file and labeled: Organization name\_FinancialExplanation

### ***Personnel and Board Listing***

Create a two-page document that includes the following:

- Key personnel and staff and include:
  - Job title
  - Position status, e.g. full-time, part-time, or volunteer
  - A brief biography describing their experience and training
- List current board of directors and include:
  - Professional affiliation
  - The city or town in which they reside

Applicants, whose primary services are not arts-related, must provide a list of the arts program advisory board or committee members.

Colleges and universities must provide a list of the arts program advisory board or committee members. Do not provide the institution's board or directors list.

Submit this document as a PDF file and labeled: Organization name\_Personnel

### ***Schedule***

Required for all Program Grant applicants with the exception of Local Arts Agencies. On no more than four pages list significant activities from the most recently completed and current program years. Include the following information, when applicable:

- Event or class title
- Date(s) and hours
- Total number of occurrences or performances
- Location
- Type, e.g. exhibition, performance, workshop, screenings, etc.
- Targeted audience, e.g. K-3, general, teachers, etc.
- Genre, e.g. fiction, narrative film, jazz dance, etc.
- Attendance figures (includes broadcast audiences) and indicate:

- Actual (ac)
- Anticipated (an)
- Paid (pd)
- Complimentary (comp)
- Indicate with a plus sign (+) activities intended to engage new audiences
- Indicate with an asterisk (\*) activities featuring Illinois artists
- Provide name of Illinois artist, composer, choreographer, writer, filmmaker, director, workshop leader, etc. and city of residence

[Arts-in-Education](#) applicants should refer to their Program Area for additional information required for the Schedule Attachment.

Submit this document as a PDF file and labeled: Organization name\_Schedule

***Program Specific Attachment***

Required only of applicants in the following Program Areas:

- [Arts-in-Education](#)
- [Literature](#)
- [Media Arts](#)

Refer to each Program Area for additional information.

Submit this document as a PDF file and labeled: Organization name\_ProgramSpecific

***Promotional Materials***

Submit up to and no more than three samples of promotional materials which demonstrate the applicant's current programming. Samples in excess will not be reviewed. If an applicant currently receives IACA funding, examples acknowledging IACA support are encouraged.

Materials can be uploaded into the Illinois eGrant system in the following formats:

- PDFs of promotional materials
- A single PDF that contains links to web-based promotional materials

Hard copies may also be submitted and must be postmarked or hand delivered by the established deadline. Audio and video Promotional Materials will not be accepted. Hard copy materials will not be returned.

Submit this document as a PDF file and labeled: Organization name\_Promotional

***Project Support Narrative (only if applying for Project Support)***

Required only for Project Support. Not applicable to General Operating Support requests.

In addition to Application Narrative, create a document not to exceed two pages in length, addressing the items below. Upload a PDF of this document into the Illinois eGrant system.

Focusing on the project for which support is being requested:

- Describe the event and its history
- Describe the goals for the project
- Explain how the project will advance the organization’s mission
- Describe the planning process for the event
- List the event planning committee
- Anticipate the level of community participation
- Explain how this event will serve to broaden the community’s understanding and appreciation of the arts

Submit this document as a PDF file and labeled: Organization name\_ ProjectNarrative

***Project Support Budget Detail (only if applying for Project Support)***

Required only for Project Support. Not applicable to General Operating Support requests.

Complete a budget for the project, as described in Project Support Narrative, by using the template provided. Upload a PDF of this document into the eGrant system.

[Project Budget Template \(PDF\)](#)

Submit this document as a PDF file and labeled: Organization name\_ ProjectBudget

***Proof of Not-for-Profit Status***

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

Submit this document as a PDF file and labeled: Organization name\_ NFP

**Certification**

This screen enables the submission of the completed application to the [Illinois eGrant](#) system summarizes any missing information and attachments required for application submission.

**Submit**

Under this tab submit application to the [Illinois eGrant](#) system.

In addition to the Illinois eGrant submission, some applicants are required to submit hard copy materials. They must be postmarked or hand delivered by the deadline date. These components are:

- Promotional Material clearly labeled with applicant name and Illinois eGrant number.

- Work Samples clearly labeled with the applicant name and Illinois eGrant number, along with a hard copy of the Work Sample Inventory.

## **Work Samples**

Work Samples are required for Program Areas listed below:

- [Dance](#)
- [Ethnic & Folk Arts](#)
- [Literature](#)
- [Media Arts](#)
- [Multi-Disciplinary](#) (for organizations that create and produce performance-based work only)
- [Music](#)
- [Visual Arts](#)

Applicants submitting Work Samples are required to submit a Work Sample Inventory both electronically in the Illinois eGrant system and as a hard copy (exception - Literature Program applicants).

Select the work sample format that is outlined in the applicant's program area. Promotional DVDs or CDs will not be accepted.

Uploaded work samples will not be accepted. Work Sample materials will not be returned.

### **DVD or CD Work Sample**

Submit one DVD or CD formatted for viewing on a PC. Submitted DVD or CD work sample must:

- Include work produced or performed within previous two years
- Include at least 10 minutes worth of material
- Be labeled with applicant's name and Illinois eGrant number

General tips for submitting DVD or CD Work Samples:

- Preview for picture quality, sound, and cueing
- Excerpts of various pieces are preferred to full-length works
- Sample should demonstrate work of company members and not of guest artists
- DVD should include a menu with segments or chapters
- Do not use special effects in the editing process

### **Digital Images Work Sample**

Submit up to nine (9) digital images on a CD formatted for viewing on a PC. Do not use digital images to demonstrate a performance.

Submitted digital images on a CD work sample must:

- Show static objects, festival crowds, etc.
- Be labeled 1 - 9

### **Publication and Publishing Work Sample**

Applicants requesting publication support must submit one copy of a publication, produced/published between January 1, 2015-March 1, 2016

### **Program Area Specifics**

Program Grant applicants must select one of the following Program Areas in which to apply. Application materials are tailored to each area.

#### **Arts-in-Education**

Arts-in-Education Program Grant funds support programming and operational support for community organizations and arts organizations providing arts learning opportunities. Programs may take place during school and after school hours. Public and private K-12 schools are ineligible to apply.

Eligible applicants include:

- Organizations whose major activity is to involve professional artists with a target group of learners
- Arts producing organizations that place significant emphasis on an educational program
- Community schools that are not part of the public, parochial, or private not-for-profit school system
- College or university applicants must describe the school district and community's specific level of support for the proposed project.

In addition to the general guidelines for application attachments, applicants in Arts-in-Education must include information listed below.

#### **Schedule**

Include the following:

- Schools served
- Number of students and educators involved per activity
- Number of teaching artists involved.

#### **Program Specific Attachment: Evaluation Plan and Evaluation Instrument**

Create a document that consists of two sections and includes the following:

- Evaluation Plan: a one page plan to evaluate the impact and outcomes of the activities.

- Evaluation Instrument: an example of one evaluation instrument not to exceed three pages.

Do not submit Work Sample materials. They will not be reviewed.

Refer questions in this area to [Susan Dickson](#), Director of Arts-in-Education, Ethnic and Folk Arts, and Literature Programs.

### **Dance**

Dance Program Grant funds support pre-professional, professional, regional, and community companies, groups, and organizations working in dance. This includes ballet, ethnic, historical, jazz, mime, modern, and tap dance forms.

In addition to the general guidelines for application attachments, applicants in Dance must include information listed below.

#### ***Work Sample***

Applicants must submit one DVD of recent work. Multiple excerpts of live performances are preferred.

Refer questions in this discipline area to [Walter Buford](#), Director, Performing Arts Programs.

### **Ethnic & Folk Arts**

Ethnic & Folk Arts Program Grant funds serve to strengthen traditions within a community and educate people outside of a particular community about ethnic or folk art and its significance.

Ethnic and Folk Arts Program Grant funds support projects and programs that encourage, promote, conserve, and honor the diverse ethnic, folk, and community-based art forms that are practiced in Illinois. Ethnic and Folk Arts contribute to and enrich the identity of a particular group that shares a common ethnic background, language, religion, region, tribe, or occupation which has endured through generations. The art forms and practices reflect the community's values, aesthetics, and experiences.

In addition to the general guidelines for application attachments, applicants in Ethnic and Folk Arts must include information listed below.

#### ***Application Narrative***

Incorporate the following information into the narrative:

- Describe the traditional arts components and explain their significance within their specific community and to the broader audience.
- Explain how traditional arts activities assist in fulfilling the organization's mission.

- Indicate how these activities strengthen the understanding and preservation of Illinois' cultural heritage.
- Discuss the ethnic groups represented in past programs and some of the arts activities that took place.

### ***Work Sample***

Applicants must submit one CD or DVD of recent work. The sample must be related to the programming or mission of the applicant.

Refer questions in this area to [Susan Dickson](#), Director of Arts-in-Education, Ethnic and Folk Arts, and Literature Programs.

### **Literature**

Literature Program Grant funds offer support to a wide range of organizations that promote the creation, publication, and dissemination of contemporary literary writing and encourage its appreciation by the general public. Literary genres supported include fiction, poetry, and literary non-fiction\*.

*\* Literary (creative) non-fiction is distinguished by its strong narrative and literary quality, as found in personal essays or memoirs. Creative non-fiction does not include writing that is primarily analytical, scholarly, or journalistic.*

Literary publications must principally publish poetry, fiction, or literary (creative) non-fiction.

Literary publications must have produced a minimum of one new publication (not a re-print or re-issue) in print-form or electronically, within the fifteen months prior to the IACA Program Grant application deadline, and have a publication scheduled for the current calendar year.

Priority is given to applicants that demonstrate and describe:

- A consistent policy of payment to writers, including payment of royalties and fees for contributors, panelists or presenters
- An effort to reach a wide audience through creative programming and promotional means.

In addition to the general guidelines for application attachments, applicants in the Literature Program Grant area must include the information listed below.

### ***Application Narrative***

Incorporate the following information into the narrative:

- Describe efforts to connect with and nurture Illinois writers and poets
- Describe the intended audience for your activity or publication
- Describe the reading community served locally and nationally

- Describe efforts to more broadly and deeply connect with those communities
- If applying for support of a literary publication, describe the editorial approach, and the system for paying editors, writers, and contributors
- Discuss the use of universal access technologies such as Braille, recorded books, large type, etc.
- Describe the use of technologies such as the Internet, e-books, digital readers, print-on-demand, online social networking, etc., to better reach and serve the public, including artists and audiences with disabilities

***Program Specific Attachment: Publication/Distribution List*** (required only of Literature Program Grant applicants with publishing activities) Provide information as listed below for the fifteen month period prior to the IACA application deadline. Attachment should not exceed four (4) pages.

Include the following:

- # of issues published to date
- # of issues per year, or if online publication, # of times content is refreshed per year
- Binding type
- Print run
- Issue date(s)
- Format
- Cost per unit
- # of paid subscribers
- Cover price
- # of single copies sold
- Name of distributor(s) and distribution process
- Distributors' sales total
- # of complimentary copies
- If online, # of unique visitors per month
- # of writers and editors typically represented in each publication
- # of Illinois writers featured
- \$ total paid to all writers and editors
- \$ total paid to Illinois writers and editors

***Work Sample (for publication support only)***

Applicants requesting publication support must submit one copy of a publication, produced/published between January 1, 2015-March 1, 2016.

Refer questions in this area to [Susan Dickson](#), Director of Arts-in-Education, Ethnic and Folk Arts, and Literature Programs.

### **Local Arts Agencies**

Local Arts Agencies Program Grant funds provide support to community-based organizations or an agency of city or county government that supports the growth and development of all of the arts in their identified area of service. Their primary purpose is to provide a support system and network to develop, deliver and sustain arts activities in the community. These organizations are also commonly known as community arts and/or culture councils or commissions.

In addition to the general guidelines for application attachments, applicants in Local Arts Agencies must include information listed below.

#### ***Application Narrative***

Under History and Mission indicate whether the organization is a private not-for-profit organization or a unit of government. For both, describe the relationship, formal or informal, between the organization and the local municipality/municipalities within the specified geographic service area.

Discuss how the organization meets each of the standards of performance of a local arts agency:

- Governance by a board which reflects the needs of the organization and community it serves;
- Evidence of ongoing community cultural assessment and planning that involves the diverse population of the community;
- General promotion and encouragement of the public to understand, value and participate in the diverse art forms represented in the region;
- Continuity of professional (paid or volunteer) management and year-round operations;
- Services to a defined geographic area;
- Provision of at least three of the following programs and services in a variety of arts disciplines:
  - Regranting funds to artists and organizations;
  - Producing or presenting programs not otherwise offered within the region (e.g., festivals, public art, exhibitions, concerts, workshops);
  - Providing technical assistance to artists and arts groups;
  - Coordinating arts-in-education programs for schools and the community;
  - Functioning as a cultural advocate in the community;
  - Fund-raising for the benefit of artists and arts groups that provide programming in the service area;
  - Providing or managing facilities for the creation or presentation of the arts.

Do not submit Schedule. It will not be reviewed.

Do not submit Work Sample materials. They will not be reviewed.

Refer questions in this discipline area to [Jennifer Armstrong](#), Director, Community Arts Development Programs.

### **Media Arts**

Media Arts Program Grant funds support the creation, promotion, distribution and broadcast of artworks created using film, video, digital, and audio as the primary media. This includes documentary, experimental, animated, narrative works, and programming about the arts. This does not include work that is primarily instructional, journalistic, archival, or promotional.

A higher priority will be given to locally-produced programs and applicants who have a commitment to advancing the field.

In addition to the general guidelines for application attachments, applicants in Media Arts must include information listed below.

#### ***Application Narrative***

Under Community Involvement organizations should provide, when applicable, information and figures on any accessibility services e.g. CHRIS Radio, Radio Reading Service, captioning, or video description.

***Program Specific Attachment: Distribution List*** (required only if applicant's programming includes distribution) Provide a detailed distribution listing for the last completed year and the current year not to exceed four pages. The listing should include:

- Titles
- Format
- Pricing
- Number of works sold or rented
- The distribution process

***Program Specific Attachment: Exhibition and Broadcast Schedule*** (required only for broadcasting organizations) Provide Nielsen or Arbitron weekly cumulative or weekly households' figures and information.

#### ***Work Sample***

Applicants must submit one CD or DVD of completed work or work-in-progress if the applicant programming includes production.

The sample should:

- Be related to the program for which funds are being requested
- Demonstrate production values
- Emphasize creative use of the medium

Radio applicant's Work Sample should feature work previously broadcast with no promotional voice over.

If the applicant broadcasts a diverse range of programs, provide a Work Sample of the strongest work.

Refer questions in this discipline area to [Encarnación Teruel](#), Director, Visual, Media, Multi-Disciplinary Programs, ADA/504 Coordinator.

### **Multidisciplinary**

Multi-Disciplinary Program Grant funds support programming that involves two or more artistic disciplines. Programs should be distinct, not supplemental in nature, and must integrally involve each of the participating art forms rather than be in service to a single art form.

In addition to the general guidelines for application attachments, applicants in Multidisciplinary Arts must include information listed below.

***Work Sample*** (required only for organizations that create and produce performance-based work.) Applicants must submit one CD or DVD of recent work.

Refer questions in this discipline area to [Encarnación Teruel](#), Director, Visual, Media, Multi-Disciplinary Programs, ADA/504 Coordinator.

### **Music**

Music Program Grant funds support professional, regional, and community companies. This includes chamber, concert, contemporary, early, jazz, opera, orchestral, and vocal music.

In addition to the general guidelines for application attachments, applicants in Music must include information listed below.

#### ***Work Sample***

Applicants must submit one CD or DVD of recent work. Opera companies must submit a DVD. Multiple excerpts of live performances are preferred.

Refer questions in this discipline area to [Walter Buford](#), Director, Performing Arts Programs and Partners in Excellence.

### **Presenters Development**

Presenters Development Program Grant funds support programs that facilitate exchanges between professional artists and audiences through performance opportunities. A presenter exercises responsibility over an ongoing schedule of work prepared or created outside the presenting organization.

Do not submit Work Sample materials. They will not be reviewed.

Refer questions in this discipline area to [Jennifer Armstrong](#), Director, Community Arts Development Programs.

### **Theatre**

Theatre Program Grant funds support professional, regional, and community companies. This includes experimental, musical theatre, street performance, and theatre for young audiences.

Do not submit Work Sample materials. They will not be reviewed.

Refer questions in this discipline area to [Walter Buford](#), Director, Performing Arts Programs and Partners in Excellence.

### **Visual Arts**

Visual Arts Program Grant funds support exhibitions, performance art events, promotional activities, publications, seminars, workshops, classes and projects in the service of visual arts.

In addition to the general guidelines for application attachments, applicants in Visual Arts must include information listed below.

#### ***Work Sample***

Publications (if applicable): Two copies of up to two different books or exhibition catalogues published within the last two years must be submitted.

Refer questions in this discipline area to [Encarnación Teruel](#), Director, Visual, Media, Multi-Disciplinary Programs and ADA/504 Coordinator

## **REVIEW CRITERIA AND PROCESS**

### **Evaluation Criteria**

Applications are evaluated based on the criteria listed below. All application materials are considered in the review of the application. The bullets under each criterion are examples of issues that may be considered. Bullets may not apply to every application, and they do not have separate point values. These bullets do not represent the only means of evaluating the

criteria and are provided only as a guide. Each application is individually evaluated and scored on each criterion. The resulting score determines the application's ranking.

**I. Pursuit of Excellence: 1-5 points**

- Artistic quality of the work or project and the aesthetic or cultural impact on its audience
- Demonstrates movement towards artistic challenges
- Artistic mission expressed with clarity and purpose
- Innovation of activities

**II. Organizational Capability: 1-5 points**

- Evidence of sound management and planning
- Demonstrates financial responsibility and evidence of public and private financial support other than its request to the IACA
- Demonstrated personnel structure (paid or volunteer) to implement projects and programs
- Appropriateness and adequacy of facilities and equipment
- Evidence of ongoing assessment and evaluation

**III. Community Involvement: 1-5 points**

*Community is defined as the constituents served by the applicant. This community can be discipline, geographically, or culturally based.*

- Accessibility of programming to the community, regardless of race, color, religion, sex, national origin, ancestry, sexual orientation including gender identity, disability, age, marital status, education, military status, unfavorable discharge from the military, or citizenship status
- Relevant programming that reaches and is reflective of the community served
- Service to areas or populations of Illinois that have limited access to arts programs
- Participation of community in organization's activities
- Impact of programming on the quality of life of community served

**IV. Serving Illinois Artists: 1-5 points**

- Provides services or support to Illinois artists
- Offers economic opportunities for Illinois artists
- Encourages Illinois artists to create new works

**V. Evidence of Community Support: 1-5 points**

- Impact of volunteer services on the organization
- Impact of in-kind contributions on the organization
- Evidence of board support
- Evidence of additional community contributions

The following values are assigned to each numeric point:

5 points	Outstanding
4 points	Excellent
3 points	Good
2 points	Marginal
1 point	Poor

**Review Process**

- The application is received and assigned an application number that will be used in future communication regarding that application.
- Applications which have been ruled ineligible or incomplete will not be reviewed.
- Applications are reviewed based on the evaluation criteria.
- The final recommendations are presented to the Board for their consideration and approval.
- A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving decision notification.

**NOTIFICATION AND COMPLIANCE**

**Notification**

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive a grants packet which includes a grant agreement and instructions regarding requirements for claiming the grant. Once all documents have been returned to the IACA and all requirements met, including the completion and filing of all previous fiscal year Final Reports, the grant will be processed and sent to the office of the State Comptroller for payment. The process of issuing payments can take up to six months once sent to the State Comptroller.

An appeal of the IACA’s decision must be made in writing within 30 calendar days of the date of the notification letter. Appeals are limited to situations in which incorrect information has been used in the panel process, procedural faults have occurred, or new information not available at the time of the panel meeting which, in the opinion of the panel chair, could significantly influence the recommendation is now available. Appeals should be addressed to the IACA Executive Director.

Program Grant recipients must meet all [Grantee Requirements](#) as well as the following cash match requirements:

- All matching funds must be from non-state sources.
- A cash match equal to 70% of the grant amount is required from organizations whose last completed fiscal year's cash operating expenses for public arts programming were \$50,000 or less, e.g. a \$5,000 grant requires a \$3,500 grantee cash match.
- A cash match equal to 100% of the grant amount is required from organizations whose last completed fiscal year's cash operating expenses for public arts programming were over \$50,000, e.g. a \$5,000 grant requires \$5,000 grantee cash match.
- College and university applicants must provide a cash match that is raised from outside sources. A match must be provided beyond staff time, required student fees, and overhead provided by the college or university.

### **Final Report**

All IACA grant recipients are required to complete and submit a final report no later than 30 days after the end date of the grant, as stated on the grant agreement. The Final Report will report on the activities that took place during the grant period specified in the Grant Agreement.

### **Crediting Requirements**

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

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



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

For specific information on this program, contact [appropriate program staff](#).

For general information about the IACA contact:

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

Visit the [Illinois Arts Council Board Members](#) page on [Appointments.Illinois.Gov](http://Appointments.Illinois.Gov) for a complete list of current board members.

The IACA acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of , race, color, religion, sex, sexual orientation, sexual harassment, national origin, ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, and unfavorable discharge from military service. Any individual who has been subject to such discrimination may file a complaint with the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1570.

**Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding IACA applications and written materials by contacting the IACA ADA/504 Access Coordinator:**

**Encarnación M. Teruel**

**(312) 814-6753**

**[Encarnacion.Teruel@illinois.gov](mailto:Encarnacion.Teruel@illinois.gov)**