Communituy Arts Access Program

Guidelines
Fiscal Year 2020
Deadline: June 1, 2019

building a strong, creative, and connected Illinois through the arts
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### Program Contact

For specific information on this program contact:

**Encarnación Teruel**  
Program Director  
Phone: +1 (312) 814-6753  
Email: Encarnacion.Teruel@illinois.gov

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The Illinois Arts Council Agency logo is a stylized version of a cast bronze sculpture *Hybrid Muse* (above) created by Illinois' renowned artist Richard Hunt. The work was commissioned in 1985 by the Illinois Arts Council Foundation to honor the 20th anniversaries of the Illinois Arts Council and the National Endowment for the Arts.

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### Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency’s ADA/504 Access Coordinator:

**Encarnación M. Teruel**  
Phone: +1 (312) 814-6753  
TTY: +1 (888) 261-7957  
Email: Encarnacion.Teruel@illinois.gov
Community Arts Access Program

The IACA recognizes that funding requests from regionally-specific or neighborhood-based groups are often more appropriately identified and supported at the local level. The Community Arts Access (CAA) Program creates a partnership between the Illinois Arts Council Agency (IACA) and IACA-designated organizations by providing funds to expand local mechanisms that encourage and support developing arts programs throughout the organization’s service area. Based on the assessment and perception of local needs, the CAA Program’s regranting funds make it possible for designated CAA partners to develop grantsmaking processes that are responsive to individuals and organizations within their service area.

Eligibility Requirements
Organizations eligible for consideration under the CAA Program are pre-selected by the IACA and must meet the following requirements:
- Be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government, or institutions of higher education. Refer to the Proof of Eligibility page on the IACA website for specific details and verification requirements.
- Have successfully submitted final reports for all awarded IACA grants and have no record of penalties or forfeiture in Fiscal Years 2017 and 2018.
- 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 ADA Compliance page on the IACA website.

Illinois Grant Accountability and Transparency Act
- Before submitting an application through the Illinois Arts Council Agency’s eGrant system, applicants must first complete a validation process through the State of Illinois’s Grantee Portal to obtain a pre-qualification status. The IACA will not be able to consider an application for funding until the applicant has completed this step.
- Pre-qualification through the Grantee Portal is required for all organizations, units of government, and schools and school-affiliate organizations applying for grant funding from the IACA.
- To obtain a pre-qualification status, go to the Grantee Portal (https://grants.illinois.gov/portal).
- Refer to the Grant Accountability and Transparency Act page on the IACA website for specific details.
Program 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.
- Grantees may not charge an application fee to programs supported by CAA funding.
- Up to 10% of the CAA partner’s total project budget may be allocated for administrative costs to administer the CAA supported program. If the CAA partner’s cash match exceeds the minimum 25%, administration may exceed 10% and must come from the local cash match.

Grant Period
Fiscal Year 2020 Program Grant funds support activities occurring between September 1, 2019 and August 31, 2020.

Deadline
The FY20 deadline is June 1, 2019. The eGrant application must be successfully submitted by 11:59 PM CST.

Cash Match Requirements
IACA funds must be matched by the regranting agency with a 25% cash match secured from local resources within the identified service area.
Application Overview

The IACA utilizes eGrant, an online application submission system. It consists of form field components and the uploading of required documents. Each component must be complete and submitted in the required format by the deadline. For complete Illinois eGrant instructions go to the Using Illinois eGrant section of the IACA website.

How to Apply

– Read the IACA Policies and Priorities and the CAA guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA policies, priorities, and grantee requirements.
– Prepare all required attachments and save them as PDFs.
– Successfully submit the application to Illinois eGrant by the deadline.

Application Components

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

2. Application Details
Under this tab provide:
– The FY19 IACA CAA grant amount received
– The FY19 CAA cash match secured
– The total FY19 amount distributed with CAA and cash match
– The total population of the area served by CAA program
– The geographic area served by CAA program

3. Required Attachments
Under this tab provide:
– Percentage of Fee allowed for IACA Grant Request
– Residency costs amount
– IACA Grant Request amount
– Cash Match amount and source(s)

4. Attachments
Refer to the description for each of the following attachments:
– Narrative
– Projected Budget
– Summary of Applications
– Program Timetable
– Program Materials
– Proof of Not-for-Profit Status

5. Certification
Under this tab certify eligibility and application content.

6. Submit
Under this tab submit application to the Illinois eGrant system.
Application Attachments

Refer to the description for each of the following attachments:
- Narrative
- Projected Budget
- Summary of Applications
- Program Timetable
- Program Materials
- Proof of Not-for-Profit Status

Formatting attachments
With the exception of Promotional Materials, all attachments for which a template is not provided, must:
- Be saved as PDF files
- 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 with the applicant organization’s name and attachment title on the top of each page
- Be organized using the headings listed for each attachment
- Be named as follows: organization name, shortened if needed, or acronym, with name of attachment. Example: IllinoisArtsOrg_Narrative.pdf or IAO_Narrative.pdf

**Narrative**
The narrative is limited to four pages and must address each of the topics below.
- Briefly describe the philosophy, purpose, and goals of the regranting program and how it aligns with the CAA partner’s mission and goals.
- Define the CAA partner’s geographic service area and provide population demographics to include economic conditions, ethnic background, age, and disability. Include the source of statistical information.
- Identify the underserved populations in the service area and describe how these populations will be served by the CAA supported program.
- Describe the cultural climate of the CAA partner’s service area, the cultural needs of the service area, and how the CAA supported program will address current cultural needs.
- Provide an overview of the process of evaluating the CAA supported programs effectiveness and impact. Summarize the impact of the CAA supported program on the CAA partner’s grantees, those they serve, and the greater community. Include examples of funded programs that demonstrate impact and meet the requirement to reach underserved communities.
- Summarize the regranting process planned for FY20 including administration, program promotion, accessibility, review process, funding formula, and sources of the cash match. Note any anticipated revisions and the basis for the changes.

Submit this document as a PDF file named:
OrgName_Narrative

**Projected Budget**
Complete a budget for the FY20 CAA program using the template provided.

Submit this document as a PDF file named:
OrgName_Budget
Summary of Applications
Complete the Summary of FY19 CAA program using the template provided.

Submit this document as a PDF file named:
OrgName_Summary

Program Timetable
Provide a one-page timetable for FY20 include the dates for application deadline(s), application workshops, application review, notification of awards, etc.

Submit this document as a PDF file named:
OrgName_Timetable

Program Materials
Submit a current set of the re-granting agency’s printed program materials, saved as one PDF document. PDF document must include:
– guidelines with review criteria
– application forms
– grant agreement or contract
– final report forms
– review panel conflict of interest policy
– review panel terms of service
– list of FY19 review panelists with their professional affiliation, the city/town where they reside

Submit this document as a PDF file named:
OrgName_Materials

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

Submit this document as a PDF file named:
OrgName_NFP
Review Criteria and Process

Evaluation Criteria
Proposals are evaluated based on the listed criteria. All required materials are considered in the review of the application. If the proposal meets all criteria, the panel will make a recommendation for continued funding.

– The demonstrated ability to effectively address local needs through the CAA grantsmaking process. This includes evidence that efforts have been made to serve the entire geographic area identified, and serve emerging and established applicants.
– Presentation of clear and equitable procedures for the review of applications that involves a panel with diverse members who are representative of the entire region served.
– Presentation of effective procedures for publicizing the availability of regranting funds and for making the program accessible.
– Evidence of organizational stability, including financial accountability and demonstrated ability to raise the required level of matching funds.
– Evidence that the organization has a sound process for evaluating the impact and effectiveness of the program and makes changes to the program accordingly.

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.

Appeals
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.

Final Report
All IACA grant recipients are required to complete and submit a final report no later 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.
Visit the Illinois Arts Council Board Members page on 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, transgender status, sexual harassment, national origin, ancestry, citizenship status, physical or mental disability, political affiliation, beliefs, age, order of protection status, any non-merit status, marital or parental status, pregnancy, arrest record, military status, veteran status or 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 +1 (312) 814-6200 or TTY +1 (312) 263-1570.